

1 **Ordinance to Amend and Reenact the Zoning Ordinance of the City of Hampton,**  
2 **Virginia by Amending Chapter 14, Titled “Reviews by the Planning Commission**  
3 **and City Council”, by Adding a New Article III, Titled “Community Meetings”**  
4

5 **WHEREAS**, the public necessity, convenience, general welfare and good zoning  
6 practice so require;

7 **BE IT ORDAINED** by the Council of the City of Hampton, Virginia that Chapter 14 of the  
8 Zoning Ordinance of the City of Hampton, Virginia, be amended and re-enacted as  
9 follows:

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12 **ARTICLE III. COMMUNITY MEETINGS**

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14 **14-31. Community Meeting Required.**

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16 In addition to the other applicable requirements prescribed in Chapter 14 of this  
17 ordinance, and except as otherwise provided in Section 14-34, every applicant for use  
18 permit, rezoning or conditional zoning is required to conduct a community meeting.  
19 During the community meeting, the applicant or its representative shall explain the  
20 details of the use or development proposed in the applications(s) and exhibit any plats,  
21 conceptual drawings and development plans associated with the application(s).  
22 Members of the public, including but not limited to representatives from property  
23 owners’ associations and neighborhood and community organizations, shall have an  
24 opportunity to ask questions and provide feedback concerning the proposal. Unless  
25 otherwise approved by the director of the department of community development, the  
26 community meeting shall commence between 5:00 p.m. and 7:00 p.m., on a weekday  
27 excluding Fridays and holidays. The community meeting must be conducted no less  
28 than twenty-eight (28) calendar days before the date of the Planning Commission public  
29 hearing concerning the application(s).  
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31 **14-32. Required Notice.**

32 (1) Except as otherwise provided in Section 14-34, the applicant shall mail notice of  
33 the community meeting to (i) all property owners within one-quarter mile of the  
34 boundary of the parcel or parcels that are the subject of the application(s)  
35 (“Notice Area”); and (ii) any property owners associations and neighborhood or  
36 community organizations within the Notice Area, which are identified in  
37 accordance with subsection (2). A copy of the notice shall also be sent by email  
38 to the city planner or project manager assigned to the application.  
39

40 (2) Prior to mailing the required notices, the applicant shall meet with the city planner  
41 or project manager assigned to the application to identify any property owners’  
42 associations and neighborhood or community organizations within the Notice  
43 Area to whom notice of the community meeting should be provided. In addition

44 to mailed notice, the applicant shall provide notice by email to any such  
45 associations or organizations for whom the applicant or city staff are able to  
46 identify a valid email address.

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- 48 (3) The notice required by this section shall include the following information:
- 49 (i) date, time and location of the community meeting; (ii) the LRSN number, street  
50 address (if any) and acreage for each parcel included in the application; (iii)  
51 application numbers; (iv) current zoning district(s); (v) for rezoning and  
52 conditional zoning applications, the proposed zoning district(s); and  
53 (vi) description of the proposed use or development, with reference to the  
54 applicable sections of the zoning ordinance. The notice shall be sent by mail and  
55 email, as applicable, at least ten (10) days before the date of the community  
56 meeting.

57 **14-33. Participation by City Staff and Officials**

58 At least one community development staff member shall attend the community meeting  
59 as an observer and notetaker. A summary of any questions or comments by attendees,  
60 any response by the applicant, and steps taken by the applicant to address community  
61 comments, if any, shall be included in the staff reports presented to the Planning  
62 Commission and City Council. Other city staff or officials may attend the community  
63 meeting as observers; however, the conduct of the meeting is the responsibility of the  
64 applicant or its representatives.

65 **14-34. Exceptions**

- 66 (1) A community meeting is not required if the property owner or applicant is the City  
67 of Hampton, Hampton City Schools, Hampton Economic Development Authority,  
68 Hampton Housing and Redevelopment Authority or another governmental entity.  
69 Notwithstanding the foregoing, the property owner or applicant may elect to  
70 voluntarily conduct a community meeting.
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- 72 (2) In appropriate cases, the director of the department of community development  
73 may decrease or otherwise adjust the Notice Area described in Section 14-32(1),  
74 if the director determines that such adjustment is warranted due to the  
75 geographic characteristics of the subject property or surrounding area.

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