

Zoning Ordinance Amendment No.25-0267

Chapter 14
Community Meeting Required

Planning Commission
October 16, 2025

Amendments

Amend Chapter 14 to add a new section requiring community meetings for use permit, rezoning, and conditional zoning applications.

Background

- At present, the Hampton Zoning Ordinance does not **require** a community meeting for rezoning and use permit applications.
- Current practice is to request and encourage applicants to conduct a community meeting in most cases.
- Council members have inquired whether and how the city can require applicants to conduct a community meeting.

Purpose of Community Meetings

- Give residents and neighborhood organizations an opportunity to engage with applicant regarding the details, potential impacts and benefits of a proposed development.
- Allow applicant and staff to hear community feedback and, potentially, to address concerns before formal public hearings.
- Provide an additional opportunity for Planning Commission and City Council to hear community support or concerns (i.e., through staff summary of community meeting discussion).
- Permissible considerations include issues affecting public health, safety, and general welfare; other good zoning practices identified in state code; mitigation of impacts (e.g., to surrounding community, infrastructure, environment); and consistency with comprehensive plan and other adopted policies of the City.

Summary of Proposed Ordinance

Requires every applicant for a use permit or rezoning to conduct a community meeting.

- The meeting must be on a weekday between 5:00 and 7:00 PM
- The meeting must be held no less than twenty-eight (28) calendar days before the Planning Commission holds a public hearing on the application.

Applicant must provide notice of the meeting to property owners and neighborhood groups within 1/4 mile of the subject property (Notice Area) and to community development staff.

- Prescribes the required content for notices, including identification of the subject property and description of proposed uses and development.

Summary of Proposed Ordinance

At least one community development staff member shall attend the community meeting as an observer and notetaker.

- A summary will be included in the Planning Commission and City Council staff reports

Proposed Exceptions:

- Applications where a government entity is the applicant or property owner would be exempt from the mandatory community requirement, but the government entity may elect to voluntarily conduct a meeting.
- The CDD director may adjust the Notice Area, in appropriate cases, due to geographic characteristics.

Conclusion

- Public hearing
- Action
 - Staff recommends **APPROVAL** of Zoning Ordinance Amendment No. 25-0267