

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”**
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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.
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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

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

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

14-33. Participation by City Staff and Officials

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

14-34. Exceptions

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

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