Zoning Ordinance Text Amendment ZOTA #25-04 – Code of Virginia Updates and Process Clarification

Planning Commission Work Session

September 8, 2025

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Zoning Administrator

Amendments to Code of Virginia § 15.2-2259 & 15.2-2260

- Planning Commission can no longer serve as designated agent for site plans and subdivisions
  - ZOTA #14-07 removed Herndon Planning Commission as designated agent
- Reduced maximum review times for site plans and subdivisions
  - 60 days to 40 days 1st submission
  - 45 days to 30 days 2nd and subsequent submissions
- All deficiencies must reference a specific code section
- Planning director or equivalent must approve or deny 3rd and subsequent submissions
- Pre-application conference cannot be a prerequisite to site plan/subdivision submittal

Proposed Amendments

- Pre-application conference
  - Lines 41-49
- Diligent pursuit of application
  - Lines 94-96, 125-128, 156-162
- Staff report availability
  - Lines 192-199
- Certificate of appropriateness public hearings
  - Lines 215-218
- Public notice content
  - Lines 226, 238-250, 253-260, **277**, 335-338, 388-389, 403-404, 410-411

Proposed Amendments

- Site plan review timeframes
  - Lines 470-473
- Copies of plan
  - Lines 561-563
- Expiration of planned development zoning map amendments
  - Lines 698 – 720
- Time limit for planning commission to act
  - Lines 757-759
- Standards for zoning map amendment review
  - Lines 787-790

Recommendations

- Recommend *approval* of Zoning Ordinance Text Amendment ZOTA #25-04 to the Town Council