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

Planning Commission Public Hearing

September 22, 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
- Diligent pursuit of application
- Staff report availability
- Certificate of appropriateness public hearings
- Public notice content
- Site plan review timeframes
- Copies of plan
- Expiration of planned development zoning map amendments
- Time limit for planning commission to act
- Standards for zoning map amendment review

# Mailed Notice Requirement – Line 183-184

## 15 Days Before Public Hearing

- Inconsistent with Code of Virginia
  - Allowable
- Adjacent property receive mailed notice 10 days sooner
- Applicants may be pushed to following monthly public hearing

## 5 Days Before Public Hearing

- Consistent with Code of Virginia
- Consistent with other localities
- Adjacent property owners may receive notice later

Notice board will still be posted on the property

# Recommendations

- Recommend *approval* of Zoning Ordinance Text Amendment ZOTA #25-04 to the Town Council
  - As presented (15 days)

    ***OR***
  - With a revision to line 183, changing 15 days to 5 days