

33.4 UNIFORM PROCEDURES FOR ZONING MAP AMENDMENTS NOT INITIATED BY THE COUNTY AND SPECIAL USE PERMITS

Each application for a zoning map amendment that is not initiated by the county or a special use permit, except for those zoning map amendments subject to alternative application and procedural requirements authorized by the board of supervisors under section 33.7(f) and those special use permit applications delegated by this chapter to the board of zoning appeals under section 4.15.5, shall be subject to the following:

j. *Community meetings.* A community meeting shall be held for each application, subject to the following:

1. *Purposes for a meeting.* The purposes for a community meeting are to: (i) provide interested members of the public the opportunity to receive information about the proposed project, the applicable procedure, the policies of the comprehensive plan, other relevant policies, and regulations applicable to the proposed project; and (ii) to allow the public to ask questions about the proposed project.

2. *Factors to consider in requiring meeting.* A community meeting shall be held unless the director, in his discretion, decides that the meeting would not achieve the purposes for the meeting upon considering the following: (i) whether the application would be likely to generate any public concerns because of the nature of the approval requested, the acreage affected, the proposed density, the proposed scale, and the potential impacts; (ii) any other factors deemed relevant upon applying sound zoning principles; and (iii) whether the applicant has already held one or more community meetings regarding the application so as to make a community meeting under this subsection unnecessary.

3. *Guidelines.* The director of planning is authorized to establish written guidelines pertaining to which applications should have community meetings, when in the process community meetings should be conducted, and how a community meeting should be conducted including, but not limited to, how and to whom notice should be provided for community meetings, which notice may include posting signs at the site before the meeting, who should schedule and lead the meeting, the format of the meeting, and how the issues identified at the meeting should be documented.

4. *When applicant's consent required.* The applicant's consent to a community meeting shall be required if the community meeting would extend the time for action by the commission or the board beyond the deadlines in subsection (n).

[Subsection (n) refers to the period of time allowed by the State Code and Zoning Ordinance for the Planning Commission to make a recommendation and the Board of Supervisors to make a decision on a request.]

(Excerpted from Albemarle County Code 18-33.4 on October 5, 2016)