

ZOC MEETING PUBLIC INPUT POLICY

Draft January 5, 2021

Public Input Purpose: To receive public comment on items currently before the ZOC or on any other amendments to the Zoning Ordinance that a speaker desires to propose for consideration.

Public Input Guidelines: Public input will be received by ZOC as follows:

- A maximum of fifteen (15) minutes will be allocated at the beginning of each meeting for public input.
- When three (3) or fewer speakers wish to provide input, each speaker will be given up to five (5) minutes to provide comment.
- When more than three (3) speakers wish to provide input, each speaker will be given up to two (2) minutes to provide comment. Speakers will provide input in the in order of when they arrived at the meeting until the fifteen (15) minute limit is reached, at which point no further public comment will be received.
- Speakers are encouraged to sign-up at least 24 hours in advance of the meeting at which they intend to speak. Those who sign-up in advance will be given priority to speak in the order of when they signed up. Advance sign-up can be completed by contacting the Department of Planning and Zoning either by email at ZOC@Loudoun.gov or phone at (703) 777-0246, option 5.
- Speakers are encouraged to submit written copies of their comments and any supporting documentation. To the extent possible, such materials should be provided a week in advance of the meeting to permit inclusion in the agenda packet.
- Speakers are generally not allowed to participate in ZOC discussions after the input session, unless the ZOC Chair deems their participation on specific items to be beneficial to what the ZOC is discussing.
- These same public input policies will apply at the subcommittee level, although subcommittee chairs can modify if they deem appropriate.