

## THE PLANNING COMMISSION'S PURPOSE

The Waynesboro Planning Commission is a seven member public body of citizen volunteers appointed by the City Council.

The Commission's role is to vet planning and land use matters. These include subdivisions, conditional use permits, rezonings, amendments to the zoning and subdivision ordinances as well as periodic updates to the city's Comprehensive Plan. After careful review and analysis, the Commission makes recommendations on these items to the City Council.

With the Commission's purpose being focused on planning issues, City Councilors rely on the Planning Commissioners to vet the details of a project and work through potential problems prior to the matter reaching City Council. Planning Commissioners use their training as certified Virginia Planning Commissioners, their experience with previous planning matters, and their knowledge of the local ordinances to examine the issues surrounding individual planning applications to determine whether the application is in the best interest of the City and to lessen any negative impacts from affecting surrounding neighbors.

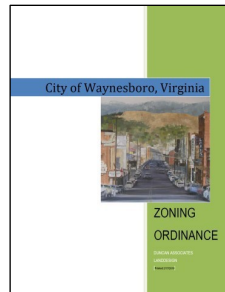
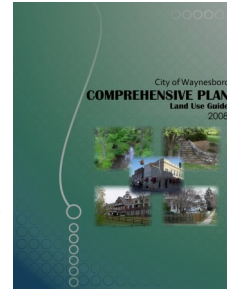
The Commission holds monthly meetings on the Tuesday following the third Monday of the month at 7:00 p.m. and occasional work sessions on the first Tuesday of the month in the City Council Chambers at 503 West Main Street.

## INFORMATION AVAILABLE ON OUR WEBSITE

[WWW.WAYNESBORO.VA.US/PLANNER.PHP](http://WWW.WAYNESBORO.VA.US/PLANNER.PHP)

### **Comprehensive Plan**

An official document adopted by a local government setting forth its general policies regarding the long-term physical development of a city.



### **Land Use Regulations**

- Zoning Ordinance (City Code Ch. 98)
- Subdivision Ordinance (City Code Ch. 74)

### **Planning Application Forms**

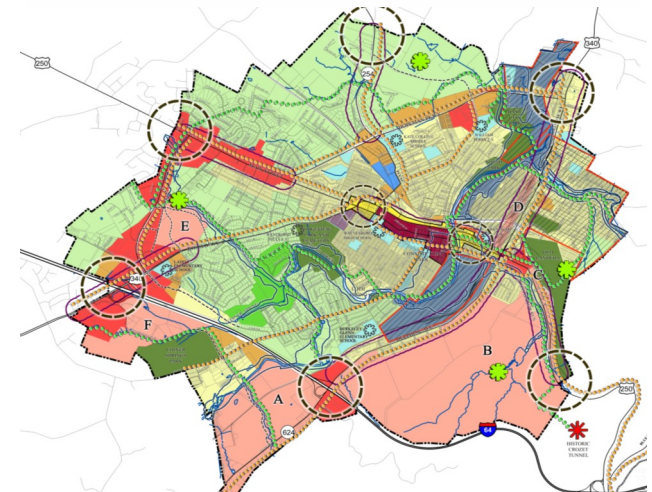
- Rezoning
- Conditional Use Permit
- Minor and Major Subdivision Plats
- Zoning Ordinance Text Amendments
- Street and Alley Vacations
- Certificate of Appropriateness for Historic Demolition

### **Planning Commission Information**

- Agendas & Minutes
- Annual Reports
- Calendar & Contact Information

## CITIZEN'S GUIDE

# WAYNESBORO PLANNING COMMISSION





## ADMINISTRATIVE vs. LEGISLATIVE

Planning applications go through one of two review processes. A use that meets all of the Zoning and Subdivision Ordinance standards is considered a by-right use and is approved administratively by City Staff. Proposals requiring a change to a different zoning district, a conditional use permit, or a waiver of zoning or subdivision standards go through a legislative review with final approval being made by the City Council.

### KEY TERMS

**Zoning District.** To govern how land is used, localities establish districts on an Official Zoning Map. The text in the Zoning Ordinance establishes which uses are allowed by-right or by Conditional Use Permit within each district, as well as the specific zoning regulations and development standards that apply to the individual district.

**By-right Use.** Uses permitted by-right are permitted without any review by the Commission or Council if they meet all of the standards and regulations of the local ordinances. By-right uses are approved administratively by City Staff.

**Conditional Use Permit.** A conditional use is a use that might exist suitably with the other surrounding uses (e.g., a day care in a residential neighborhood), but the use requires extra review to ensure that it is compatible before it is approved. For each Zoning District, the Zoning Ordinance establishes which uses require a Conditional Use Permit. These permits require legislative review and approval by City Council. In their action, Council may place conditions on the use (e.g., require additional screening or buffers, limit hours of operation, etc.) to reduce the impacts to the neighboring uses.

**Rezoning (Zoning Map Amendment).** Initiated by either an applicant or the City, rezonings change the Zoning District in which the parcel of land is situated. Unlike Conditional Use Permits, Council cannot place conditions on a rezoning request. However, an applicant can voluntarily proffer conditions which are then accepted by the Council as part of the zoning approval.

**Proffers.** A proffer is a volunteer offer by a landowner during the rezoning process that mitigates impacts resulting from the rezoning (e.g., construction of road improvements to offset congestion, increased set-backs to buffer dissimilar uses, etc). Proffers must have a reasonable connection to the impacts identified. Proffers can include contribution of cash, the gift of property, restrictions on uses or how the uses are developed, etc. City Council must accept proffers as part of the rezoning request approval. Once accepted, the proffers become part of the zoning regulations and run with the land until it is rezoned.

**Public Hearing.** Public Hearings are the opportunity for citizens to influence planning decisions. Both the Planning Commission and City Council are required to hold a Public Hearing prior to taking action on any planning matter. The following rules apply to speakers:

- *Citizens interested in speaking are encouraged to sign up before the meeting.*
- *Citizens must state their name and address before making any comments.*
- *Citizens are given 3 minutes to speak. Comments must relate to the current application under consideration, and only the Chairman should be addressed. Please respect the time limit.*
- *For matters of concern but not listed on the agenda, a citizen comment time is reserved at the beginning of every regular Commission meeting.*

## REVIEW PROCESS

### CITY STAFF REVIEW

The Planning, Zoning, Public Works, Fire, Police, and other City departments form the Site Review Team (SRT). The SRT performs the technical reviews of planning applications and works with the applicant to resolve problems. By-right applications are approved in this step. Where legislative approvals are required, the Director of Planning prepares a staff report reflecting the consensus and recommendation of the Site Review Team. This report is presented to the Planning Commission at their Public Hearing.

### PLANNING COMMISSION REVIEW

Based on City staff's recommendation and input from the Public Hearing, the Planning Commissioners will discuss the application, ask questions of staff and the applicant, and then vote upon a formal recommendation for the City Council. A typical Planning Commission review process contains four parts: the staff presentation, remarks by the applicant, the Public Hearing, and Planning Commission discussion and action.

### CITY COUNCIL DECISION

City Council receives the staff report and Commission's recommendation, and then holds a Public Hearing before considering the planning matter. City Council may approve, deny, modify, table, or send the matter back to the Commission for additional consideration. To pass an ordinance approving a planning matter, the Council can introduce the ordinance at its first meeting, but cannot take final action until a second meeting on the planning matter is held.