



Northumberland County, Virginia

Office of Building & Zoning

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PROPOSED ZONING REVIEW PLAN AND SCHEDULE

The Northumberland County Zoning Ordinance, Chapter 148, has not been reviewed and updated since originally approved on September 1, 1974. There have been many changes to specific articles and sections but a thorough review and updating is required. The Northumberland County Board of Supervisors is requesting the Northumberland County Planning Commission to review the Zoning Ordinance and develop a schedule for any updates needed and specifically list the areas within the Ordinance that will be updated.

Following is a proposed review plan and schedule identifying specific areas of the Zoning Ordinance that need updating. (These were reviewed and approved by the Planning Commission in March 2008.)

A basic problem is that most of the Articles and Sections interrelate and changes in one section impact other sections. As a result it is not practical to start at the front and make a page-by-page review and update or even an Article-by-Article or District-by District review. What is recommended is a top-down review of the Zoning District Articles followed by an Article-by-Article review of the Articles other than the Zoning Districts.

The Planning Commission will be provided a draft including recommended changes. The PC may then do a page-by-page markup during a working session.

Following is the master schedule for each section then a detailed schedule identifying each of the tasks to be performed in the review of each section.

MASTER SCHEDULE

REVIEW STEP	PARTS TO BE REVIEWED	RATIONALE	SCHEDULE Working Session
1.	Purposes Articles I - IX	Review the “Purposes” section of each of the Articles of the Zoning Districts to make sure they are current and reflect the intent of the Article. (This provides the base for comparing the Usages to the Purposes of each Article.) Rewrite these as necessary.	November 20, 2008
2.	Zoning Districts Articles II - IX	Review the current set of Districts to determine if more or different Districts are needed. e.g. Multifamily, Planned Unit Development, Clustering, Urban Development, Villages, Highway Overlay, Reservoirs, etc. Identify the complete set of Districts and their purposes.	December 18, 2008
3.	Usages Articles II – IX plus any new Districts.	Review the Usages – both permitted and conditional for all Zoning Districts to make sure appropriate usages are identified to appropriate Districts. Reallocate the usages in Article X Special Exceptions to the appropriate District. Develop a matrix of usages and Districts. Get consistency in usage names and definitions.	January 15, 2009 And February 19, 2009
4.	Area Regulations Articles II – IX plus any new Districts	Review the area regulations across all Districts to make sure they are compatible and consistent.	March 19, 2009
5.	Other Zoning District Sections Articles II – IX plus any new Districts	All Districts have requirements for Setback, Frontage, Yards, Height, and Septic etc. Review these across all Districts to make sure they are compatible and consistent.	April 16, 2009
6.	Other Regulations	Review any remaining Articles such as signs, lighting, etc. Add new Articles such as LID to describe how to measure and implement it and provide it as a reference.	May 21, 2009
7.	Administrative Articles	Review Articles XV through XVIII that deal with various Zoning Administration issues.	June 18, 2009
8.	Definitions and Introductory Sections Article I	Updating the definitions should be an ongoing activity of the review process starting with the first meeting. A final review will be held at the end as well as identifying any other changes to be made to the front end such as including the Usage Matrix.	July 16, 2009
9.	Final Review	Review the total document for any loose ends or open items.	August 20, 2009
10.	Public Hearing	Advertise and hold Public Hearing	September 17, 2009
11.	Working Session	Review final comments and Approve	October 15, 2009

DETAILED PLANNING COMMISSION ZONING REVIEW SCHEDULE

The following detailed schedule presents the detailed steps in the review process for the preceding sections. A narrative description of the detailed process follows:

1. The Zoning Administration Staff will prepare a draft of each section as a basis for the Planning Commission review.
2. This section will be made available for public comment on the County Home Page and will be distributed to the PC members 45 days prior to the Working Session.
3. The Public shall have 30 days to submit written comments; and the PC will have 45 days for individual review and mark-up of each section.
4. The written comments from the Public will be organized by the Staff and included in the Planning Commission packets on the Friday prior to the PC Meeting
5. The Planning Commission shall have a Working Session as part of their regular monthly meeting to edit and mark-up the draft section produced 45 days earlier. The mark-up will be based on using the public input as well as their own review and knowledge and experience.
6. The Zoning Administration Staff shall perform any necessary clean-up of the marked-up Section after the meeting to produce an interim final copy..
7. *This process shall be repeated 10 times following the review plan approved by the PC in March of 2008.* Because of the time probably needed to review the third section, "Usages" two meetings are planned as shown in the Master Schedule..
8. When all sections have been marked-up, the revised Chapter 148 will be advertised for public comment and a Public Hearing held. The PC shall take into account the public comments and revise as necessary. This will take place September 17, 2009 if the proposed schedule is adhered to.
9. The PC shall approve the Chapter 148 Zoning Regulation Revisions in a final Working Session on October 15, 2009 and forward it to the Board of Supervisors for review and approval.

The Detailed Zoning Review Schedule is presented below for the first three sections. The items that are shaded indicate the overlap in availability of the sections for PC review. Hard copies are planned to be distributed to the PC at the same time the sections are put on the County Web page.

PLANNING COMMISSION DETAILED ZONING REVIEW SCHEDULE		
DATE	ITEM	COMMENT
October 7	Staff Distribute Section 1 for PC and Public Review and Comment	Section to be placed on Web and in Library and sent to PC
November 5	Staff Distribute Section 2 for PC and Public Review and Comment	Section to be placed on Web and in Library and sent to PC
November 6	Public Input Due for Section 1	Set for 30 days after publishing
November 14	Staff Distribute Section 1 Public Comments to PC	Staff organizes public input and includes in normal PC packet distributed the Friday before the meeting
NOVEMBER 20	PC WORKING MEETING MARK-UP SECTION 1	Part of each 3rd Thursday set aside for working meeting.
November 26 Approx	Complete Section 1	Staff incorporates comments and sets Section aside.
December 2	Staff Distribute Section 3 for PC and Public Review and Comment	Section to be placed on Web and in Library and sent to PC
December 8	Public Input Due for Section 2	Set for 30 days after publishing
December 13	Staff Distribute Section 2 Public Comments to PC	Staff organizes public input and includes in normal PC packet distributed the Friday before the meeting
DECEMBER 18	PC WORKING MEETING MARK-UP SECTION 2	Part of each 3rd Thursday set aside for working meeting.
December 24 Approx	Complete Section 2	Staff incorporates comments and sets Section aside.
January 2	Public Input Due for Section 3	Set for 30 days after publishing
January 3	Staff Distribute Section 4 for PC and Public Review and Comment	Section to be placed on Web and in Library and sent to PC
January 9	Staff Distribute Section 3 Public Comments to PC	Staff organizes public input and includes in normal PC packet distributed the Friday before the meeting
JANUARY 15	PC WORKING MEETING MARK-UP SECTION 3	Part of each 3rd Thursday set aside for working meeting.
January 21 Approx	Complete Section 3	Staff incorporates comments and sets Section aside.

Table to be continued and completed.