

## **ZONING ORDINANCE COMMITTEE - PUBLIC INPUT POLICY**

### **As of March 7, 2022**

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

#### **Public Input Guidelines:**

- At the discretion of the Chair, a maximum of fifteen (15) minutes will be allocated at the beginning of each meeting for public input.
- At the discretion of the Chair, each speaker will be given up to two (2) minutes to provide input, three (3) minutes when representing an organization. Speakers will provide input in the 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](mailto: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. Written comments can be submitted either by email at [ZOC@Loudoun.gov](mailto:ZOC@Loudoun.gov) or by regular mail to Loudoun County Department of Planning and Zoning, Attention Ryan Reed, 1 Harrison Street SE, PO Box 7000, Leesburg, Virginia, 20177-7000.
- 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.