



NORFOLK CITY PLANNING COMMISSION POLICIES AND PROCEDURES HANDBOOK

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INTRODUCTION

The purpose of this notebook is to consolidate in one place all of the pertinent documents relating to the policies and procedures of the Norfolk City Planning Commission. The loose leaf format will facilitate any additions, deletions, and changes in the future.

Content is based both on enabling legislation (State and City) and on policies and procedures developed by the City Council or the Commission.

Additional information related to Commission activities is included in the Appendix.

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1. MISSION STATEMENT

The mission of the City Planning Commission is to provide for the City Council and for the citizens of Norfolk:

- A comprehensive vision for the growth and revitalization of the city that is both inspiring and attainable.
- Direction to achieve the economic, social, cultural, environmental, and aesthetic opportunities available to the City and to its citizens.
- Guidance to enhance the livability of the city's neighborhoods and the quality of life of its citizens.

The mission shall be achieved through:

- Preparing and maintaining the general plan of Norfolk and its components as a vision for Norfolk's economic development, housing, transportation, environmental quality, community design, caring community, living community and neighborhood planning, and providing the tools for realizing the vision.
- Preparing and maintaining the Zoning Ordinance of the City of Norfolk in a manner designed to achieve the vision and goals of the general plan.
- Providing an open and participatory process for receiving citizen input into plans, programs, and funding opportunities that may be affected by the City's land use policies.
- Providing sound and timely recommendations to the City Council and City administration on issues of development and quality of life within its jurisdiction and purview.

2. CONTEXT

Legislation

The Norfolk City Planning Commission was created pursuant to Section 32-22 of the Code of the City of Norfolk, Virginia, 1979, as amended and Section 15.2-2210 of the Code of Virginia, 1950, as amended.

Official Title

The official title of the commission shall be the City Planning Commission. (City Code.)

Jurisdiction

The City Planning Commission is responsible for planning activities within the boundaries of the City of Norfolk.

The City Planning Commission may also advise on planning activities and programs within the Hampton Roads region.

3. PURPOSES AND OBJECTIVES

The purposes and objectives of the City Planning Commission are to:

1. Make recommendations to the City Council and City administration on physical growth in the City of Norfolk.
2. Provide for the government of the City of Norfolk and its citizens a continuing source of opinion and advice concerning economic development, housing, transportation, environmental quality, community design, public facilities and services, neighborhoods, and quality of life that may be affected by the City's land use policies.
3. Assess the effectiveness of plans, programs, and developmental regulations in achieving the objectives of the general plan of Norfolk.

4. DUTIES

1. The Commission shall act in an advisory capacity to the City Council. (State Code.)
2. The Commission shall prepare and recommend a general plan (comprehensive plan) and neighborhood plans for the development of the city and its neighborhoods, conduct periodic reviews of that plan (at a minimum every five years) to ensure that the ordinance and map are current, and review and advise on amendments to the plan. (State Code, City Code.)
3. The Commission shall recommend a zoning ordinance and zoning map for the city, conduct periodic reviews of the ordinance to ensure that the ordinance and map are current, review and advise on amendments to the ordinance and map, and review and advise on applications for conditional use permits and development certificates. (State Code, City Code.)
4. The Commission shall review and advise on applications for right-of-way vacations. (City policy.)
5. The Commission shall review and act on recommendations made by the architectural review board as part of the City's design review process with regard to structures that encroach into public streets.
6. The Commission shall make advisory recommendations to the City Manager on public buildings and other public projects on city property or in the public right-of-way (with the exception of those public art projects that fall within the jurisdiction of the Norfolk Public Arts Commission) and also, where required, on private development projects constructed on land acquired from the City. (City Code.)

7. The Commission shall review and may permit variances from certain subdivision standards set forth in the subdivision ordinance. (State Code, City Code.)
8. The Commission shall review and make recommendations on redevelopment and conservation plans for selected areas of the city. (City policy.)
9. The Commission shall review and make recommendations on the Community Development Block Grant program and on other programs as requested. (City policy.)
10. The Commission shall make recommendations on other matters as requested by the City Council or City administration. (City policy.)
11. The Commission shall report annually or more frequently to the City Council on major programs under consideration and/or on planning activities generally. (State Code, City Code.)

5. MEMBERSHIP

1. The Commission shall consist of seven members appointed by City Council. The members shall be residents of the City of Norfolk and shall be freeholders qualified by knowledge and experience to make decisions on issues of community growth and development. (City Code.)
2. Members shall be appointed for a term of four years and may be reappointed. (City Code.)
3. Any vacancy on the Commission shall be filled by appointment by the City Council for the remainder of the unexpired term. (City Code.)
4. All members of the Commission shall take the oath of office provided by the Charter for officers of the City. (City Code.)
5. The Executive Secretary and selected staff will provide an orientation and training session for each new appointee to the Commission. In addition, each new appointee will be encouraged to participate in the Certified Planning Commission's Program sponsored by the Land Use Education Program of Virginia.
6. Commission members are expected to attend all meetings and stay throughout each meeting. However, it is understood that there will be some unavoidable conflicts with personal or business commitments. As a part of the annual reporting process, the Executive Secretary will present to the Commission the attendance records of all members for the preceding calendar year. Following Commission review of the attendance report, it will be forwarded to City Council as part of the annual report of the City Planning Commission.
7. Commission members are expected to consider all matters in an open, objective, impartial, and professional manner.

6. OFFICERS AND COMMITTEES

The officers of the Commission shall consist of a Chairperson and a Vice-Chairperson. In addition, the Director of the Department of City Planning (hereinafter, the Department) shall serve as Executive Secretary of the Commission. (City Code.)

Duties of Officers:

1. The Chairperson shall preside at all meetings of the Commission. The chairperson shall decide on all points of order on procedure and shall have the duties normally conferred by parliamentary usage on such officers.
2. The Vice-Chairperson shall assume the duties of the Chairperson if absent.
3. In the event that both the Chairperson and Vice-Chairperson are absent from a particular meeting, the Commission members in attendance shall select a temporary chairperson for that meeting.
4. The Executive Secretary shall arrange for the keeping of minutes and records of the Commission, provide notice of meetings to Commission members, and attend to the correspondence of the Commission and such other duties as are normally carried out by an executive secretary.
5. If any stipend has been authorized to be paid to Commissioners, the Executive Secretary shall keep a record of the attendance of each Commissioner at each meeting. Each stipend shall be paid quarterly in an amount equal to the number of meetings each Commissioner has attended multiplied by the stipend allotted per meeting.

Election of Officers:

1. Officers shall serve for a term of one year. (City Code.)
2. Nominations for officers shall be made from the floor at the annual organizational meeting held at the first meeting in January each year, and the election shall follow immediately thereafter.
3. A candidate receiving a majority of votes of the entire membership of the Commission shall be declared elected.
4. All officers may succeed themselves.
5. Vacancies in office shall be filled immediately by regular election procedures for the unexpired term of the office vacated.

Committees:

1. The Chairperson may appoint committees to investigate particular issues and report back to the full Commission.

7. COMMISSION SUPPORT

1. The Department of City Planning will record and prepare minutes of Commission meetings.
2. Legal services, as needed, will be provided by the Office of the City Attorney.
3. Staff of the Department shall provide such staff services as are necessary to enable the Commission to consider and act upon the matters within its purview.
4. Funding to support Commission activities shall be included in the annual operating budget of the Department. Subject to annual appropriations, this may include membership for Commission members in the American Planning Association, travel to selected professional meetings or project reviews, training, and other items pertinent to the activities of the Commission.

8. MEETINGS

1. The Commission will schedule regular meetings twice a month. These will be held on the second and fourth Thursdays of the month, though the November and December schedules may be adjusted to avoid holiday conflicts. Regular meetings will usually be held at 1:00 p.m. on the second Thursday and on the fourth Thursday in the Tenth Floor Conference Room, City Hall Building. If warranted by matters to be considered, day, time, and/or place of a particular meeting may be changed by the Chairperson and with at least three days prior notice to all members.
2. Special meetings may be called by the Chairperson or by two members upon request to the Executive Secretary. The Executive Secretary shall provide notice of the special meeting to all members at least three days in advance of the meeting. If the special meeting notice is provided in other than written form (telephone, personal contact, etc.), members shall be asked to sign a form at the special meeting verifying that they did receive notice of the meeting.
3. A quorum shall consist of four members of the Commission. (State Code, City Code.)
4. Any Commissioners who have an application before the Commission or have a direct interest in an application should recuse themselves from participation in the matter until the Commission concludes its consideration of the matter.
5. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting. (State Code, City Code). A tie vote shall be deemed a denial.
6. Any member abstaining from a vote shall identify this before consideration of the matter begins, shall not participate in the discussion of the matter, and shall either state the nature of the conflict which bars the member's consideration or shall fill out a disclosure form which will be retained by the Executive Secretary with the minutes of the meeting.
7. All meetings of the Commission shall be open to the public, except that the Commission may

hold an executive or closed session to discuss certain matters within the framework established by the Virginia Freedom of Information Act. An executive session may be held only after an affirmative vote to do so and indicating the general nature of the topic to be considered has been taken in an open meeting. No action on any matter can be taken in executive session. Following the executive session, the Commission must vote on a resolution indicating that the conditions of the Freedom of Information Act had been complied with.

8. Items considered at regular meetings of the Commission shall be set by the Executive Secretary within the general guidelines that follow:

1. Recommendations made to the Commission as part of the design review process (unless determined that item should be considered as a part of a Public Hearing)
2. Briefings on upcoming Public Hearings
3. Briefings on topics of interest
4. Planning Director's Report
5. Comments from Commissioners
6. Future meeting schedules
7. Adjournment

Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order modified for small boards to the extent that such rules have not been modified by or are not in conflict with these policies and procedures.

9. Any member of the Commission who is at a remote location due to an emergency or personal matter may participate in the meeting through electronic communication which ensures that the voice of the remote participant can be heard by all persons at the primary meeting location, subject to all of the following limitations:

1. A quorum of the Commission is physically assembled in the primary meeting location.
2. The member has not participated from a remote location more than one other time during the same calendar year.
3. The member notified the chairperson prior to the start of the meeting regarding the inability to attend due to an emergency or personal matter but can be available to participate through electronic communication.
4. At the start of the meeting, the member specifically identifies the nature of the emergency or personal matter that prevents physical attendance, which information is recorded in the minutes.
5. Following the identification of the nature of the emergency, the Commissioners physically assembled in the primary meeting location approve, by majority vote, the electronic participation of the member.

9. PUBLIC HEARINGS

1. The Commission will schedule a public hearing once a month to consider and make recommendations on applications related to the general plan, the Zoning Ordinance and/or other matters for which a public hearing is required. These will be held on the fourth Thursday

of the month, though November and December schedules may be adjusted to avoid holiday conflicts. Public hearings will be held at 2:30 p.m. in the Council Chambers on the 11th Floor of the City Hall Building unless a different location is necessary or desirable.

2. Commission staff will not schedule an application for public hearing unless it meets the Commission's Policy on Scheduling and Accepting Applications, adopted February 23, 1990, and repeated below:

In order to overcome problems with incomplete information on applications, it is the policy of the Norfolk City Planning Commission that applications will not be scheduled for public hearing until all necessary components of the application have been completed in a satisfactory manner and submitted to the Department of City Planning. This policy is necessary so that a proper legal ad can be prepared, so that the staff can prepare public hearing materials on a timely schedule, so that the City Planning Commission can benefit from full information on an application prior to the hearing, and so that adequate information can be provided to interested citizens who inquire about the applications.

In order to be scheduled for a particular month's public hearing a complete application with all necessary supporting documentation must be filed with the Department of City Planning 45 days prior to the date of the requested public hearing. Department staff is available to advise applicants about filing deadlines and about what constitutes a complete application in individual cases. When an application is determined to be incomplete or partial, it will be returned to the applicant with an indication of the additional information needed and the next filing date. An incomplete application will not be scheduled for public hearing.

A completed application shall include:

- the appropriate application form with all necessary information and signatures;
- complete payment of the appropriate fee;
- legal description of the property or sufficient locational information to permit such a description to be prepared easily;
- proffered conditions in clear, understandable language (for conditional rezoning applications);
- site plan drawn to scale (where needed or proffered);
- when required by the zoning administrator, traffic and environmental impact analyses for rezoning applications and for certain conditional use permit applications;
- related materials or data supporting the application as may be determined by the applicant or required by the zoning administrator.

3. The deadline for filing completed applications shall be 45 days before the date of the requested hearing. (City Code, Zoning Ordinance.)
4. In the event that applicants, after the public hearing has been advertised, wish to withdraw or defer their applications to a specific future hearing, this shall be done in the context of the policies and procedures on Requests for Withdrawal or Deferral of Applications adopted by the Commission on October 14, 1983 and repeated below:

Background: Applications for rezonings, conditional use permits, and right-of-way vacations are considered by the Planning Commission each month. Each item is advertised as required by law, and notices are sent to adjacent and nearby property owners and, in certain cases, to civic leagues or other groups. On occasion, the applicant requests that the item be withdrawn or that it be deferred prior to the public hearing at which the item is to be heard. In cases where there is considerable citizen interest, a large number of citizens may attend the public hearing, sometimes at personal inconvenience, only to hear the request for deferral or withdrawal.

Intent: The City Planning Commission is concerned about the potential inconvenience to citizens and hereby establishes it as Commission policy that reasonable efforts will be made to notify interested citizens if the applicant requests withdrawal or deferral prior to the actual public hearing.

Procedures. After the item has been legally advertised, it will be the general policy of the Commission to hear all who wish to speak on the item at the regularly scheduled public hearing.

If because of unforeseen circumstances, the applicant wishes to have their application withdrawn or deferred until a specific later hearing, this request may be submitted in writing to the Executive Secretary.

The Executive Secretary is authorized to have staff, on behalf of the Commission, contact civic league representatives, opposing attorneys, or other interest group representatives to advise them that the Commission will comply with the withdrawal or deferral request and that it will not be necessary for the neighborhood representatives to attend the hearing. The staff will work with organized groups wherever possible but will not endeavor to contact all individual citizens who might possibly have an interest in the matter.

At the regularly scheduled hearing, the Commission will vote to confirm the requested deferral or withdrawal. This will be binding on the applicant; applicants will not be permitted to change their mind and request that the item be heard after the above procedures have been invoked.

This policy/procedure is applicable in instances where the applicant knows in advance the intent to ask for withdrawal or deferral. It shall not preclude the applicant, or the Commission, from asking for a deferral after the item has been heard at the scheduled public hearing.

5. To assist the Commission in preparing for the public hearings, staff will prepare a report on each application for distribution in advance of the hearing. Staff will also conduct a field trip for Commission members to visit the sites of current applications.
6. The City Planning Commission Procedures for Public Hearings will be available at the public hearing.
7. The order of business at public hearings shall be set by the Executive Secretary within the general guidelines that follow:
 1. Continued Items
 2. Recommendations made to the Commission as part of the design review process
 3. Consent items as determined by the Commission
 4. General Plan Amendments
 5. Zoning Ordinance Amendments
 6. Rezoning
 7. Conditional Rezoning
 8. Conditional Use Permits
 9. Right-of-Way Vacations
 10. New Business (Development Certificates, Text Amendment Initiations, etc.)
8. When requested by the City Council, the Commission may hold a joint public hearing with the City Council on general plan amendments, zoning ordinance amendments, rezonings, conditional rezonings, or conditional use permits. Normal public notice requirements shall apply.
9. When requested by the City Council, the Commission may hold a joint public hearing with the City Council and the Commissioners of the Norfolk Redevelopment and Housing Authority on redevelopment or conservation plans.

10. COMMISSION RECORDS

1. All records of the Commission shall be public records, subject to any limitations or other provisions of the Virginia Freedom of Information Act. (State Code, City Code.)
2. Commission records shall be maintained by the Executive Secretary in the Department, 810 Union Street, Room 508, Norfolk, Virginia. Older records may be maintained at a remote location approved by the City Clerk.

11. CHANGES TO POLICIES AND PROCEDURES

1. No change shall be made to the policies and procedures of the Commission without the affirmative vote of five members.
2. No change in these policies and procedures shall be made unless notice is given at the meeting

preceding the meeting at which the change is to be voted on or unless such notification shall have been given in writing to each member of the Commission at least seven (7) days in advance of the meeting.

3. Those policies and procedures established by the Code of Virginia or by the Code of the City of Norfolk cannot be modified by the Commission.

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APPENDIX 1: Norfolk's Planning History

Much of the following text is adapted from *The General Plan of Norfolk, 1967*. It has been updated to reflect events since the adoption of the 1967 General Plan.

Planning of a primitive kind was evidenced when Norfolk was founded in 1680, but until the 20th century planning in Norfolk, as in most of the rest of the country, was primarily a matter of surveys, laying out streets and lots to accommodate growth as it occurred or as it was hoped to occur. Patchwork patterns thus created were often poorly related to each other or to older parts of the city, and awkward street connections and nonstandard lots remain today in these early sectors.

Increase in urban size and complexity created broader and more mature concerns with urban growth and more effective means for dealing with it.

In the first decades of the 20th century, city planning emerged as a small but formally organized and recognized special discipline. Norfolk was one of the early cities to become active in this field.

In 1918, the City Charter authorized creation of a three-member City Planning Commission to be advisory to the Department of Public Works, and the first members were appointed the next year. Main duties were to investigate existing physical conditions in the city and its environs (base studies) and to report on what should be done to improve those conditions. The Commission was empowered "to prepare a comprehensive city plan for the future improvement and growth of the city within and without the city limits," including improving the harbor, extending streets and opening new subdivisions, improving entrances to and terminals in the city, and covering a rapid transit system, extension of streetcar lines into outlying districts, playgrounds, parks, and boulevard systems and the location of public works. The Commission was also given the power "to prepare a plat for the extension of the city for such distance beyond the limits as said commission shall deem advisable," "to make ample provision for factory and other commercial territory with efficient transportation service," and "to provide residence areas apart from the commercial and industrial zones".

In 1922, City Council retained the Technical Advisory Corporation of New York City to prepare the City's first comprehensive plan and zoning ordinance. The firm based the plan on careful studies of physical conditions and trends, recommending a broad range of improvements needed to meet foreseen needs. While the plan itself was never produced for general distribution or adopted, their forecasts of trends and requirements proved remarkably accurate. **In 1924**, a zoning ordinance based on this plan was adopted.

From the date of that early zoning ordinance until 1945, the Planning Commission appears to have concerned itself primarily with short-range activities, such as permits for automobile service stations, street closures and zoning changes. There was no attempt to produce a coordinated long range plan, despite the requirement of Virginia's zoning enabling statute that zoning be based on a comprehensive plan.

After World War II, there was a general awakening of the need for sustained general planning across the nation to guide the post-war boom. That sentiment was also felt in Norfolk, where, **in 1946**, the Planning Commission was enlarged to five members, given increased powers and provided with its own staff. A few years later, **in 1949**, a separate Planning Department was created.

The ordinance making this change called for the preparation and adoption of a master plan for the physical development of the city, including the location, character and extent of public places, slum clearing and housing rehabilitation, and plans for areas beyond corporate limits which were likely to be annexed. Efforts on such a master plan as a series of separate elements had begun as early as **1947**, with the creation of a recreational survey and master plan. Over the next decade, the City adopted a major highway plan, a cultural center plan, a civic center plan and a plan for the central business district.

Subdivision regulations were adopted **in 1948**, followed by a new zoning ordinance **in 1950**.

In 1958, the Planning Commission was increased to seven members. This was followed **in 1962**, by the removal of the City Manager and the Public Works Director of Public Works from ex-officio positions on the Commission, making it a lay body.

The 1960's saw another change in focus of planning in Norfolk and the country as a whole. The importance of regional planning was acknowledged as Norfolk joined in formal agreement with Chesapeake, Portsmouth, Suffolk, Virginia Beach and Nansemond County in the Southeastern Virginia Regional Planning Commission, which had been preceded by the Tidewater Virginia Development Council, an agency oriented primarily to industrial development.

In 1964, the Norfolk Fine Arts Committee was created to advise the Planning Commission and the City Council on matters of aesthetic importance, reflecting growing local and national interest in aesthetics.

In 1967, the separate plan elements created in the 1940s were updated and unified in a General Plan. The approval of this plan was followed by an update and revision of the zoning ordinance adopted by the Planning Commission and City Council **in 1968**.

Beginning **in the 1970s**, the focus of planning in the City shifted from the *General Plan* to the preparation, adoption and implementation of neighborhood plans and zoning studies. Development and implementation of these efforts initially was characterized by the continuing presence of federal money for redevelopment efforts. This era extended into the 1980s, though the focus in Norfolk gradually shifted from urban redevelopment to neighborhood preservation with the preparation of numerous follow-up studies that expanded on the concepts set forth by the 1967 *General Plan*. Despite the presence of a strong modern plan, Norfolk increasingly came to rely on stand alone plans that were not prepared within the framework of or incorporated into the *General Plan*.

The City began preparing a new type of neighborhood-focused plan during this time, the general development plan (also sometimes called the development concept). The 1967 *General Plan* specifically recommended the preparation of general development plans, for neighborhoods throughout the City, as a part of its implementation strategy. In the two decades following the

adoption of the *General Plan*, about two dozen of these plans were prepared, affecting a wide variety of neighborhoods. These plans established general objectives and developed a detailed future land use map and implementation framework for each neighborhood. General development plans were often supplemented by zoning studies that further explored how the vision the plans established could be implemented. They occasionally led to the preparation of new conservation or redevelopment plans, for neighborhoods where the need for public action was particularly strong.

Many supplemental documents were prepared during this time period. Zoning studies and rezoning proposals were particularly common in the late 1980s as the need for a revised zoning ordinance became greater. Market studies, design guidelines, and other similar documents were also prepared during this era. Overall, the majority of the neighborhood plans and studies prepared during the era of the 1967 *General Plan* were prepared by City or NRHA staff, and they were often built on a framework established by the *General Plan* itself.

During this period, increased attention began to be given to issues of design in Norfolk planning. **In 1976**, the role of the Norfolk Fine Arts Committee was expanded to address certificates of appropriateness in the historic and cultural conservation zone districts. Its name was changed to the Norfolk Design Review Committee in 1979, and in 1983, its role was further expanded to include design review of private development on land acquired from the City. The Design Review Committee continues to be advisory to the City Planning Commission, though in 2007 the review of works of public art was taken from the Design Review Committee and Planning Commission and granted to a separate Public Arts Commission.

In the late 1980s, the City began the development of a new General Plan. *The General Plan for Norfolk*, 1992 was adopted by the City Planning Commission on January 10, 1992 and City Council on January 28, 1992, followed almost immediately by the adoption of the *Zoning Ordinance of the City of Norfolk*, 1992 by the City Planning Commission on February 7, 1992 and by City Council on March 3, 1992.

The 1992 *General Plan* continued the City's recognition of the importance of neighborhood plans, providing 28 separate neighborhood plans that serve to summarize previous objectives and provide new ones for each. Like the 1967 Plan, it included a list of neighborhoods where new planning efforts should be undertaken providing specific language outlining how and where additional neighborhood plans should take place.

Following the adoption of the 1992 *General Plan*, multiple planning efforts were undertaken in many different parts of the City. Nearly 80 separate plans and studies were prepared, many covering the same neighborhoods. These plans were not generally tied to the *General Plan*; the majority were prepared by outside consultants as stand alone documents and did not reference or acknowledge the *General Plan*. Few of these plans were formally adopted, with many failing to even reach completion.

In 2004, the City embarked on a new level of area planning, coordinating planning efforts across multiple neighborhoods in a series of four community plans. These plans, which address the communities of Southside, Broad Creek, Fairmount Park and Ward's Corner, were a major focus of the City's implementation efforts.

In 2008, at the urging of the Planning Commission, the City initiated development of a new General Plan. As part of the development of this plan, the City reviewed each of the plans and studies that had been developed since the adoption of the 1992 *General Plan* to evaluate the willingness of the City to continue their implementation. The results of this review were incorporated into the development of the new General Plan, *plaNorfolk2030*. *plaNorfolk2030* was advanced under the direction of the City Planning Commission and supported by the work of multi-departmental and cross-function Technical Advisory Teams. *plaNorfolk2030* was adopted on March 26, 2013. As with earlier general plan adoptions, *plaNorfolk2030* was followed by the development and adoption of a new zoning ordinance in 2018.

Note that during and post adoption of *plaNorfolk2030*, several area planning efforts were underway including the Central Hampton Boulevard Plan, the Military Highway Corridor Plan, the St. Paul's Quadrant Area Plan (which was a pre-cursor to the St. Paul's CNI effort), and the Plan for Downtown Norfolk 2030. The City also embarked on the ambitious *Vision 2100* effort that developed a framework for resilience planning in Norfolk, as well as Urban Development Area plans for both Military Circle and Wards Corner and the Broad Creek Refresh Plan.

In support of the adoption of *plaNorfolk2030*, a series of metrics was put in place to begin tracking both the implementation and effectiveness of the new general plan. The Planning Commission receives biennial evaluations that track implementation and conducts a 5-year review of the plan to determine necessary updates or if a new plan is needed. At a review in 2019, the Planning Commission determined that the plan needed several updates, particularly tied to resilience goals set the earlier planning process that resulted in *Vision 2100*. This update request evolved into the development of new general plan, *NFK2050*. Current efforts are underway to support the development of this new general plan with an anticipated adoption in 2025.

APPENDIX 2: Planning Commission Procedures for Public Hearings

- If you wish to speak on an agenda item, please fill out a request form with the staff at the rear of the Council Chamber.
- Items are normally taken up in the order in which they are listed on the agenda. However, requests for withdrawals or continuances will be considered first.
- The Department staff will introduce each application and present a staff recommendation.
- Following the staff introduction, the Commission will hear from the proponents and then from the opponents, if there are any.
- Individuals desiring to speak should come to the podium, speak directly into the microphone, and first state their names and residential mailing addresses.
- All persons are asked to speak directly to the Commission and not to the audience.
- Remarks will be limited to 3 minutes each, however the applicant's time will not be limited.
- After all proponents and opponents have been heard, the Commission will allow rebuttal, first from the proponents, then from the opponents.
- Rebuttals are limited to a total of 5 minutes each for proponents and opponents. It is suggested that one spokesman represent each group.
- Only those persons who speak during the presentations of either proponents or opponents will be permitted to speak during the rebuttal.
- At the conclusion of the public hearing on each item, the Commission will take action on the matter. Commission staff members shall be available to answer any remaining questions and seek clarifying information from responsible sources after the conclusion of the hearing and prior to the formal vote on the item.
- Action by the Commission will be adopt, or fail to adopt, by roll call vote, a motion to approve the granting of the request. In the case of conditional use permits, conditions may be added prior to approval.
- The statement of the motion in the affirmative by a member of the staff is a matter of voting procedure and in no way indicates the recommendation of the staff or consensus of the Commission.
- Following action by the Commission on the matter, a written recommendation will be made to City Council except for those applications where the decision of the City Planning Commission is final.
- Anyone who appears before the Commission will be notified by the City Clerk of

the date on which the City Council will consider the matter.

- No applause is permitted, and there should be no unnecessary noise while the meeting is in progress.

APPENDIX 3: Policy Regarding the Finality of Actions

A RESOLUTION EXPRESSING THE PLANNING COMMISSION'S POLICY REGARDING FINALITY OF ACTIONS.

- - -

BE IT RESOLVED by the Planning Commission of the City of Norfolk:

Section 1: -That all matters heard and voted upon by this Commission shall be deemed final concluded and binding, except as specifically set forth in the following sections.

Section 2: - That a matter may be reopened or reconsidered when remanded to the Commission pursuant to a formal vote of Norfolk City Council setting forth those specific matters or issues to be considered by the Commission on remand.

Section 3: - That a matter may also be reconsidered pursuant to a motion made by a commissioner who voted on the prevailing side subject to the following requirements:

- (a) The motion to reconsider must be made no later than the first meeting following the meeting at which the original action was taken; and
- (b) The motion to reconsider and any action taken pursuant thereto must conform in all respects to Roberts Rules of Order modified for small boards.

Section 4: - That the Planning Commission may also reconsider a matter in cases where its legal counsel advises that such reconsideration is necessary to correct a procedural error or to remove a legal flaw.

Section 5: - That this Resolution shall be in effect from and after the date of its adoption.

Adopted by the City Planning Commission: December 12, 2002, revised February 13, 2014

APPENDIX 4: Meeting Notice Verification

**Norfolk City Planning Commission
Meeting Notice Verification**

This is to verify that I did receive notice of the special meeting of the Commission held on

Chairperson

Vice Chairperson

Date: _____

To be filed with minutes of the special meeting.

APPENDIX 5: Architectural Review Board

The Architectural Review Board consists of seven members appointed by City Council to advise the Planning Commission on matters of community appearance and urban design. The Code specifies that the "board shall review matters submitted for its consideration and shall make its recommendation based on the goals of achieving coordinated and harmonious development and promoting the health, safety, order, convenience, prosperity, sustainability, and the general welfare of the city. The board shall consider the compatibility of the proposed project with its surrounding environment, including details related to scale, form, materials, color, landscaping and site appurtenances, as well as the need for improvements that would enhance the surrounding environment. For all public projects, the board shall consider any applicable standards set forth in plans or policies adopted by the city council or by a public body delegated and authorized by the city council to develop such plans or policies, consistency with other public projects, and the overall appearance of and vision for the city's civic facilities."

Specific matters to be considered by the Architectural Review Board are set forth in the Norfolk City Code and the Norfolk Zoning Ordinance.

Review and advice by the Architectural Review Board is most effective at the preliminary design stage of a project, before the time and expense of working drawings have been incurred. A final review at a later stage when further detail is available will also occur for most projects.

Depending on the nature of the project, the following should be submitted: site plans, floor plans, building elevations with appropriate detail on the design of doors, windows, ornamentation, signs, lighting, visible mechanical equipment, and other details; landscape plans; proposed signs proposed lighting; samples of colors and materials; preliminary engineering plans for streets, paths, parking lots, etc.; photographs of the site, building, and/or surrounding properties; or any other information that would assist the Board in evaluating the appearance and visual impact of the project. The submitted materials should be accompanied by an application form available from the Department of City Planning.

The Planning Commission shall hold joint meetings with the Architectural Review Board as needed.

REVIEW PROCESS outlined in the Norfolk Zoning Ordinance.

APPENDIX 6: Policies on Outdoor Dining Areas

Considerations for outdoor dining outlined in *Norfolk Outdoor Spaces Guidelines*.

APPENDIX 7: Policy on School Activity Signs

The Architectural Review Board and City Planning Commission agree in principle with the use of these signs for announcing school activities and functions but recommend that the following guidelines be used in designing the signs:

1. that the sign be located in an area that does not detract architecturally from the building or interfere with the landscape plan for the site;
2. that the sign not be located in any public right-of-way;
3. that the proper visibility triangle be maintained for street intersections and driveways as specified in Section 8.3.2 of the Zoning Ordinance of the City of Norfolk.
4. that the sign be of a simple clean design with a rectangular sign face and a single post, the sign face shall be no larger 24 square feet with total surface area not to exceed 48 square feet, and the combined signage for the school shall not exceed zoning requirements for the facility.
5. that the basic sign be a neutral color in harmony with the colors of the school building;
6. that school colors be limited to the logo that may be placed on the sign face and that the logo shall not exceed 3 1/2 square feet per face;
7. that the changeable portion of the sign have a dark neutral color of bronze, black, dark gray, etc. for the background with contrasting light letters;
8. that Helvetica is the preferred letter style for both the basic sign face and the changeable portion;
9. that the signs not be used for any commercial advertising;
10. that the sign shall not be lighted; and
11. that the signs be properly maintained at all times.

Each sign will be reviewed individually and will follow the usual review and approval process for public projects. It is noted that other conditions or requirements may be imposed by other City agencies and/or by the Architectural Review Board and City Planning Commission as part of the review process.

APPENDIX 8: Policy on Mobile/Relocatable Classrooms

Several guidelines for the installation of mobile/relocatable classrooms have been established to aid in the placement of these units.

Acknowledging that mobile/relocatable classrooms are different in scale, design, and materials than the school buildings they are adjacent to, there are some steps that can be taken to integrate them with their surroundings.

Site Plan:

The unit(s) should be located in a position that relates to the principal school building both functionally and visually. It should relate as well as possible to the established site plan for the school. The unit should be connected along existing or new walkways and should not interfere with play areas, ball fields or mature landscaping.

Location of the unit should minimize the overall visual impact on the school facility when viewed from the principal streets or public access.

Design Options:

Understanding the limitations of mobile/relocatable classrooms, certain steps can be taken to make the units as compatible as possible with the existing school building.

Temporary units should be painted to match, or blend with the colors of the existing school buildings. The foundation skirts of the units should also be painted to match or blend with the principal building. All temporary units on the site should match one another in scale, design, material and color. Foundation planting should also be provided.

Weather protection between the temporary unit(s) and the principal school building should be provided for the students wherever practical.

Units that are to become permanent additions to the school site should be so planned and presented. They should have phased in renovations to establish them as permanent structures. The exterior of the unit should be clad in a material that matches that of the principal school buildings. The roof should resemble that of the school or be architecturally compatible with it.