

# LOUDOUN COUNTY

## ZONING ORDINANCE ACTION GROUP MEETING PUBLIC INPUT POLICY

*Effective January 4, 2017*

**Public Input Purpose:** To receive public comment on items currently before the ZOAG 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 ZOAG 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 are in attendance, each speaker will be given up to five (5) minutes to provide comment.
- When more than three (3) speakers are in attendance, each speaker will be given up to two (2) minutes to provide comment. Speakers will be allocated time in order of arrival until the fifteen (15) minute limit is reached, at which point no further public comment will be received. First priority to speak will be given to individuals who sign up in advance of the meeting.
- Speakers are encouraged to sign-up at least 24 hours in advance of the meeting at which they intend to speak, and those who sign-up in advance will be given first priority to speak. Advance sign-up can be completed by contacting the Department of Planning and Zoning either by email at [ZOAG@Loudoun.gov](mailto:ZOAG@Loudoun.gov) or phone at (703) 777-0246.
- 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 ZOAG discussions after the input session, unless the ZOAG Chair deems their participation on specific items to be beneficial to what the ZOAG is discussing.
- These same public input guidelines will apply at committee level, although committee chairs can modify if they deem appropriate.