

Care4Suffolk Land Use Meeting Guide

Considerations

- Keeping track of the Planning Commission public hearing items will inform you about what's coming up for City Council vote the following month.
- Planning Commission and City Council Work Sessions (open to the public) often cover up-and-coming topics and issues such as Comprehensive Plan updates, Affordable Housing, committee updates, planning process changes, etc.
- At City Council meetings, anyone can speak as a non-agenda speaker at the end of the meeting, but you do have to sign up by calling the City Clerk's office at [757-514-4018](tel:757-514-4018) or in person in the City Council Chambers *before* the meeting starts. There is a sign-up sheet on a podium just inside the council chambers. Speakers will be called up in order, by name and get 5 minutes to speak. Remember, this is the time to speak on something that is NOT on the agenda.
 - **Tip:** The City Council meetings on the first Wednesday of the month are usually shorter than the ones on the 3rd Wednesdays.
- You can sign up to speak about something that IS on the City Council meeting agenda (for which there is no public hearing) by calling the City Clerk's office by noon the Tuesday before the meetings. Agenda speakers have their opportunity towards the beginning of the meeting and will be called up by name.
- No sign-up is required for Public Hearings.
- All speakers must state their name and address before they make their comments.

Care4Suffolk

Land Use Meeting Guide

This guide helps inform citizens on how they can stay aware of upcoming land use decisions and how they can have their voices heard on issues that concern them.

Suffolk City Hall



422 West Washington St.

Watch Live Meetings on YouTube



<https://www.youtube.com/@CityofSuffolkVA>

City of Suffolk Planning Department



planningemail@suffolkva.us



757-514-4060

Public Meeting Agenda Center



www.suffolkva.us/AgendaCenter

Significant Land Use Information and Comment Portal



www.suffolkva.us/1690/Rezoning-Conditional-UsesPublic-Hearing

City of Suffolk Leadership



www.suffolkva.us/881/City-Council-Mayor



council@suffolkva.us



757-514-4018

Planning Commission Meetings

- 3rd Tuesday of each month at 2pm, City Hall
- Public hearings held for rezonings & conditional permits
- Votes are *recommendations*, not final decisions

30 Days Prior to a Planning Commission Vote

- New “Significant Land Use” items (if any) that will require public hearings are posted on the Planning Department webpage: <https://www.suffolkva.us/1690/Rezonings-Conditional-UsesPublic-Hearing>
- Here you can find:
 - Planning Department’s Staff Summary Report (*does not include their actual recommendation*)
 - Supplemental Studies (i.e. Traffic Impact Study, Fiscal Impact Analysis, and Facilities Studies)
 - A link to enter public comments
- Planning Department staff presents the informational “Staff Summary Report” of significant items to both Planning Commission and City Council (*no voting happens at this time*).

14 Days Prior to Meetings

- All upcoming Public Hearings are posted in the Suffolk News Herald under “Public Notices.”
- Blue rezoning/conditional use permit signs are posted at any subject properties; these signs will have a rezoning (RZN) or permit number (CUP) on them, but no other specific information.
- Adjacent property owners should receive an official letter from the City informing them of the rezoning/permit request along with the public hearing date.

City Council Meetings

- 1st & 3rd Wednesdays of each month at 6pm, City Hall
- Work Session at 4pm (open to the public)
- City Council’s vote is the final decision

One Week Prior to Meetings

- The deadline for Public Comments to be included in the meeting packets that go to commissioners and council members. Comments are due by the end-of-business on Tuesday the week before meetings.
 - Submit your Public Comment via the portal on the previous link or via email: planningemail@suffolkva.us
 - You can still email or call City Council members after this time, but your comments will not be part of the packet nor will they be viewable by the public

Thursday Prior to Meetings

- Meeting and work session agendas will be posted on the city’s Agenda Center page (also includes Work Session agendas):
 - <https://www.suffolkva.us/AgendaCenter>
 - You can use the search bar to see a list of all City meetings and select the ones you’re interested in
- Complete meeting packets with Planning’s Staff Report (*including staff recommendations*) are given to Planning Commissioners and/or City Council members.

Fridays Prior to Meetings

- Meeting packets (including Planning’s Staff Reports with recommendations) are posted on the Agenda Center page for public viewing. Supplemental Studies are not included.