



Date: March 15, 2024

To: Applicants Requiring Land Use Public Hearings

From: Tanya M. Washington, AICP
Director of Planning

Subject: Changes to Due Dates for Land Use Application Public Hearings

In an effort to provide increased transparency to the public, the Board of County Supervisors (BOCS) recently requested county staff post the agenda and all related material for the BOCS meetings on Mondays, a week before the meeting, so as to provide more time for Board and public review. Consequently, the Office of Executive Management has adjusted the deadlines for all agenda items to accommodate the review period needed to meet this new timeline. These changes require a shift in final submission due dates for land use applications and adjust the time between Planning Commission public hearings and BOCS public hearings, which is currently, on average, five to seven weeks. As shown in the attached schedule, starting in April, cases scheduled for a Planning Commission hearing date will, on average, be scheduled for a BOCS public hearing eight weeks later.

To facilitate timely submissions prior to scheduling a case for public hearings, the attached schedule provides the timeline and due dates for the various steps in the Planning Commission and BOCS public hearing process. In order to ensure timely and efficient public hearings of applications, the Planning Office is implementing additional process changes that work in conjunction with the attached schedule:

- Final submissions for rezonings, special use permits and other land use applications will be due to the Planning Office approximately **five (5) weeks** prior to the desired Planning Commission hearing date.
- All proffer/ condition changes and plan changes must be complete prior to final submission. Proffer/condition and plan changes made after the final submission date listed on the attached schedule will cause cases to be recommended for deferral by the Planning Office.
- To ensure completed proffer/condition and plan changes are included in the final submission, applicants must meet with impacted civic associations and homeowner's associations, as well as meet with the district supervisor and planning commissioner, prior to the final submission.

Implementing these changes will allow for an efficient process ensuring final submissions are complete and reducing the risk of potential delays of hearings.

The attached schedule aligns the Planning Commission public hearing date with the potential Board of County Supervisors hearing date; however, this does not guarantee that applications will be scheduled for that Board date. The Planning Office will provide a notice to the applicant if their final submission has been accepted and that it is scheduled for a public hearing.

Thank you in advance for your cooperation in ensuring that cases proceed smoothly through the public hearing process and development opportunities in Prince William County can move forward towards implementation. If you have any questions regarding this schedule and associated procedures, please contact me at 703-792-7615 or Planning@pwcgov.org.