

## **RESOLUTION APPROVING DEVELOPMENT REVIEW PROCEDURES MANUAL**

**WHEREAS**, the City Council adopted a new City of Charlottesville Development Code as new Chapter 34 and new Zoning Map on December 18, 2023 with an effective date of February 19, 2024; and

**WHEREAS**, the Development Review Procedures Manual sets forth the submission requirements, review procedures, and notice and community engagement requirements for the administration of the Development Code; and

**WHEREAS**, City Council finds that public necessity, convenience, general welfare, and good zoning practice require adoption of the proposed Development Review Procedures Manual; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville that the proposed Development Review Procedures Manual is hereby approved by City Council as the City's official "Development Review Procedures Manual", effective February 19, 2024. In the event of any inconsistency between this Manual and the Charlottesville Development Code, the Development Code prevails and shall be the controlling provision; and

**BE IT FURTHER RESOLVED THAT**, this Manual is subject to amendment as determined necessary by the Zoning Administrator; the Zoning Administrator, with the approval of the City Manager and the concurrence of the City Attorney, may amend and update the Development Review Procedures Manual, or any appendices thereto. Any proposed amendment to the Manual or its appendices shall include a specific revision effective date and shall be posted on the City's website for public information for at least 10 business days prior to being approved by the City Manager; and

**BE IT FURTHER RESOLVED THAT** the Zoning Administrator has the authority to administer and interpret the provisions of the Development Review Procedures Manual. This administrative authority shall be carried out subject to oversight by the City Manager or their designee, and in consultation with the City Attorney or their designee.

Approved by Council

February 5, 2024

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Kyna Thomas, CMC

Clerk of Council