
From: City of Virginia Beach Planning Commission <planning.virginiabeach@usa.com>

Sent: Monday, December 8, 2025 6:18 AM

To: [REDACTED]

Subject: Approval of Rezoning Request - AG-1 & AG-2 Agricultural District to Conditional R-10 - [REDACTED]

City of Virginia Beach, VA
Planning & Development Services Dept
2403 Courthouse Drive
Virginia Beach, VA 23456

Dear [REDACTED] and Property Owner [REDACTED]

This email serves as formal notification regarding the current status of your land use application and the next required administrative step in order to continue processing your request. Your application, filed under **Accela Record No. [REDACTED]**, concerns the **Conditional Rezoning from AG-1 and AG-2 Agricultural Districts to Conditional R-10 Residential District** for the property located at [REDACTED], **City Council District 2 (Henley)**, within a **Transition Area Overlay** and outside of the AICUZ noise contour (<65 dB DNL). The proposal includes the development of **four (4) single-family residential lots**, and has been assigned to **Staff Planner Michael Hayes** for technical coordination.

To move your application forward toward final review, agenda placement, and decision, it is now necessary for you to **settle the attached invoice for the City Compensation Fee**. This fee is a required part of the review and approval process and must be paid in full before your case can be finalized. Without receipt of this payment, staff is unable to complete the required technical work or place your case on the appropriate meeting agenda for formal consideration.

The City Compensation Fee is essential to offset the direct and indirect costs incurred by the City in the course of processing your request. This fee ensures that the financial burden associated with complex zoning and land-use reviews is not transferred to the general public, and instead is fairly allocated to the project that necessitates the review. The fee specifically supports the following critical functions:

- Staff time for comprehensive application intake, zoning analysis, code compliance review, and interdepartmental coordination
- Professional evaluations related to land-use compatibility, environmental considerations, infrastructure capacity, and conditional zoning standards
- Required site visits and field inspections to document existing conditions and assess potential project impacts
- Compensation for specialized contract staff and technical consultants who are paid on an hourly basis to provide expert-level review services
- Licensing, maintenance, and operational costs associated with permitting, tracking, and records management software technology used to manage your application
- Infrastructure-related compensations for potential impacts or system demands that may arise as a result of the proposed residential development

Timely payment of this fee is critical to maintaining your project schedule. Failure to remit payment may result in administrative delays, removal from upcoming agendas, or suspension of further processing until the account is brought current.

Please be advised that **all questions, inquiries, and correspondence regarding this invoice must be submitted via email**. Email communication is required to ensure that all discussions are properly documented, preserved for auditing purposes, and included in official case files and meeting agendas where appropriate. For transparency and compliance, telephone or in-person communications cannot be substituted for written email correspondence in this matter.

We appreciate your prompt attention to this requirement and your cooperation in assisting the City with maintaining an efficient and accountable review process.

Action Required

1. Reply directly to this email to request your invoice payment instructions.
 2. Settle the attached invoice for the City Compensation Fee.
 3. Reply directly to this email to confirm that payment has been completed.
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Thank you for your time and cooperation. We look forward to your timely response so your application may proceed without unnecessary delay.

Sincerely,

Kaitlen Alcock,
Planning Administrator

Kathy Warren
Planning Director

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