



## Goochland County Policies and Procedures

**Department: Community Development**  
**Subject: Residential Rezoning Applications –**  
**Cash Proffers and Development**  
**Impact Statements (DIS)**

**Policy Number: xx-xx**

**Supersedes: 08/1/17**

**Date Issued: 2/13/18**

### I. PURPOSE

In accordance with the Board of Supervisor proffer policy adopted on February 6, 2018, Staff will be using the Capital Impact Model to analyze the capital impacts of residential rezoning applications. Applicants can choose to submit a Development Impact Statement (DIS) to evaluate the capital impacts of their proposed development. Upon applicant's request, Staff will evaluate the applicant's proposed development using the Capital Impacts Model and provide an applicant with the outputs. The applicant may choose to rely on the Capital Impacts Study and Model to support its proffer submission, but only if it independently analyzes the data and calculations underlying the Capital Impacts Study and Model and finds them to be reasonable.

### II. PROCESS FOR RESIDENTIAL REZONING APPLICATIONS

- 1) The applicant shall complete a pre-application questionnaire and schedule a pre-application meeting with Planning staff. For or after this meeting, and upon applicant's request, staff will run the Capital Impacts Model and provide the Model output information to the applicant.
- 2) The applicant shall determine the anticipated impacts from its proposed development and how it intends to mitigate them.
  - a. If the applicant chooses to submit a DIS, it shall direct all questions about the DIS or supporting data to the Director of Community Development. The Director of Community Development will coordinate responses with appropriate County Departments and provide responses to the applicant. The applicant's completed DIS shall be submitted to the Director of Community Development.
  - b. If the applicant chooses to rely on the data and methodology of the Capital Impacts Study and Model, it shall conduct its own, independent analysis of the data and methodology and submit to the Director of Community Development a certification that it believes the data and calculations are accurate and support a proffer amount that is reasonable under state law.
- 3) Staff will have up to 10 business days to review the applicant's submittal under Step 2 (a) or (b). If staff has any questions or concerns about the applicant's submittal, it will notify the



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applicant within 10 business days, and provide any feedback. Staff will notify the applicant when it completes its review of the applicant's submission.

- 4) The applicant can request a date for its community meeting after it receives notice that Staff's review is complete.
- 5) The applicant will hold a Community/Neighborhood meeting with a two-week notice to adjacent property owners inviting the Board of Supervisors and Planning Commission members. At the community meeting, the applicant shall summarize the rezoning application and review the proposed development's impact on capital impacts and how those will be mitigated. Minutes of the meeting are required and shall be submitted as part of the formal application.
- 6) If after the community meeting, the Director of Community Development has determined that significant changes are made to the application (including changes to the mitigation of capital impacts) an additional community meeting shall be required. If the applicant increases the amount addressing impacts, no additional meeting would be required.
- 7) Applicant shall submit a completed rezoning application and required materials and fees by the filing deadline date (**1<sup>st</sup> Wednesday of each month**).
- 8) The Planning Office will determine if the application is complete and sets a public hearing for the Planning Commission. The application would be scheduled for a public hearing within 70 days.

### *III. DIS REQUIREMENTS*

*The DIS shall include each of the following:*

- a. Identification of all impacts of the proposed rezoning and/or proffer amendment;
- b. Analysis of all impacted capital projects (funded and unfunded) including CIP projects, new capital projects for schools, public safety, parks and recreation, and roads, as identified in the following documents: Capital Improvement Program; 2035 Comprehensive Plan; Secondary Six-Year Plan (SSYP); and other applicable reports which address infrastructure and/or facilities (only projects related to schools, roads, parks, and public safety may be addressed through monetary contributions);



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- c. A detailed traffic impact analysis (equal to VDOT's Chapter 527 standards) covering not only the roads immediately adjacent to the proposed development, but also the county's planned road corridors and roadway network;
- d. Specific and detailed mitigation strategies and measures to address all of the impacts of the proposed rezoning and/or proffer amendment;
- e. Certification that all of the mitigation strategies and measures are consistent with applicable law, including, but not limited to Virginia Code § 15.2-2303.4; and
- f. The sufficiency and validity of mitigation strategies using professional best accepted practices and criteria, including all data, records, and information used by the applicant or its agents in identifying impacts and developing any proposed mitigation strategies and measures.

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Jo Ann Hunter, Director of Community Development