

## **Community/neighborhood meeting**

1. Prior to the staff's referral recommendation to the Board, each applicant shall convene a legitimate and participatory meeting with the neighborhoods and community abutting and/or potentially impacted by the proposed project.
2. The meeting shall inform citizens of the location, character, extent and schedule of the proposed project.
3. The applicant shall be prepared to participate in dialogue with the attendees and shall present sufficiently detailed information so that meaningful understanding and dialogue is possible.



4. The applicant shall schedule the meeting at a time and place reasonably suitable for potential attendees, including Planning Commission members as well as Board of Supervisors wishing to attend.
5. Applicants shall submit to the staff summary minutes of the meeting including the major topics discussed, issues raised and what, if any, changes would be made to the project resulting from the meeting. To the extent possible, a list of attendees and presenters shall be included in the summary minutes.

## **Design review – staff & applicant**

1. Community Development staff shall meet with the applicant as often as necessary to discuss the appropriateness of the intended use[s], compliance with the adopted Comprehensive Plan, applicable zoning and/or sub-division matters, design of the proposed project, traffic ways and vehicular related matters, water/sewer/septic matters, land disturbance requirements, etc. Applicants are encouraged to consult with Community Development staff regarding these matters prior to the applicant's initial community meeting.
2. Community Development staff shall work with applicants on location, character, extent, configuration and other design components of the application so as to fully advise applicants of County policies, practices, precedents and preferences related to their proposal. It is anticipated that several study alternatives may be generated in this phase of the pre-referral process.
3. As part of the pre-referral review process, the Board shall be advised of staff efforts with applicants and the relationship of the applicant's proposal to any recommended alternative[s] that have been developed with and/or by staff. The Board highly recommends that applicants not request referral until staff can recommend referral of the applicant's proposed or modified project plans.

4. At time of applicant's request for final plat approval [following referral, public hearings, Planning Commission action and Board action], staff shall confirm that the final plat conforms to approved plans. If staff determines the requested final plat does not conform to the spirit, intent, and configuration of the approved plans, staff shall advise the applicant of the need to either revise so as to conform or re-apply as a new application.

## **Transportation/traffic ways**

1. Road improvements, both on and off-site, deemed necessary and appropriate for the proposed project shall be determined on a case-by-case basis by the staff in participation with the applicant. VDOT 'warrant criteria' for improvements [turn lanes, signalization, etc.] shall be considered as part of the staff review process, but staff shall recommend improvements to the Board that staff feels are appropriate, including such recommendations that may exceed VDOT criteria thresholds. Staff shall undertake the development and publication of 'Goochland County Standards' that describe criteria and standards deemed appropriate for the county.



2. Community Development staff shall advise applicants that conformance with VDOT construction criteria will be expected by the County.
3. Staff shall secure cost estimates of any off-site improvements deemed necessary and appropriate in order to work with applicants concerning proportional funding participation in any such improvements.

discharge. The specific types of method[s] to be incorporated in the proposed project shall be identified by type and location.

### **Pre-referral presentation**

1. Prior to Board referral of applications to the Planning Commission, staff shall present to the Board [in a workshop session] a summary of each application that explains the basic elements of the proposal and the issues, if any, associated with the application. The staff shall make a recommendation to the Board as part of the pre-referral presentation.
2. The pre-referral presentation is intended to provide a opportunity for staff-BOS dialogue and will be structured accordingly. The presentation is not intended to be a hearing for the applicant or the public.
3. Applicants shall submit to their proposed proffers to the staff at least 17 days before the pre-referral presentation. Staff shall describe the proposed proffers as part of the pre-referral presentation.

For More Information contact:

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# **BOARD OF SUPERVISORS POLICY CONCERNING REFERRALS TO THE PLANNING COMMISSION**



## **Land Development Brochure**

January 16, 2007

### **Water/Septic**

1. Applicants shall provide sufficiently accurate and comprehensive soil and hydrology studies prior to staff referral recommendation so that potential water supply and septic system issues may be identified.
2. If so requested by staff, applicants shall provide alternative project designs that avoid development of potentially challenging portions of the site and that reflect how those potentially challenged portions could be beneficially integrated into the un-developed portions of the site.
3. Prior to staff recommendation for referral, applicants shall provide specific information concerning ground water/aquifer capacity and impacts in concert with the proposed means to provide water resources to the proposed project.
4. Prior to staff recommendation for referral, applicants shall provide specific information concerning underlying geology and the capacity of indigenous soils to accommodate the proposed method[s] of septic treatment and