



Planning Commission Memorandum

TO: The Honorable Members of the Planning Commission
FROM: India Adams-Jacobs, Town Manager
COPY: Jeff Gore, Town Attorney
SUBJECT: **Comprehensive Plan Review**
DATE: September 18, 2025

SUMMARY:

A Comprehensive Plan describes the future vision for a community and serves as a decision making guide for its public officials. A Comprehensive Plan is not regulation, like a Zoning Ordinance, but it should provide the foundation for those regulatory tools – and should be coordinated with other plans and studies, like a Capital Improvement Plan.

The purpose of a comprehensive plan is to guide and accomplish a coordinated, adjusted, and harmonious development of the locality's territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity, and general welfare of the inhabitants, including the elderly and persons with disabilities.

The Town's authority and responsibility to develop and update the Comprehensive Plan originates from state law. The Code of Virginia mandates much of what goes into a plan, how the plan is adopted and when the plan must be reviewed and updated (Virginia Code § 15.2-2223). The Code requires a locality to review their comprehensive plan - at least every 5 years.

BACKGROUND:

The Town's current Comprehensive Plan was adopted in April 1, 2021 with subsequent amendments approved to update the future land use map to include a mixed use area along Route 301 and an amendment approved in November 2022 to define mixed use. It has been offered that there was another Plan amendment in 2023 also relative to mixed use. Staff is continuing to finalize the dates and language for these amendments. Based on the original adoption date, the Town's review of the Comprehensive Plan should occur in 2026.

At their meeting in August, the Planning Commission kicked off the Comprehensive Plan review. It was agreed that the review will generally update demographic information and existing land uses, and ensure compliance with state code such as with housing and transportation.

At the Commission's meeting, staff will offer an update on the revisions in the early 2020s, provide an update on demographic data collected and reviewed, and get the Commission to participate in a SWOT analysis to begin to review goals and areas of interest.

FISCAL IMPACT:

None identified at this time.

RECOMMENDATION:

For the Commission review and discussion.