

VIRGINIA DEPARTMENT OF TRANSPORTATION

OFFICE OF LAND USE

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: Land Development Review	NUMBER: IIM-LU-100.1
SPECIFIC SUBJECT: Review of Comprehensive Plans and Comprehensive Plan Amendments	DATE: June 30, 2017
	SUPERSEDES: IIM-LU-100
APPROVED:	Robert W. Hofrichter Director, Office of Land Use Approved <u>June 30, 2017</u>

EFFECTIVE DATE

This memorandum applies to all VDOT reviews of comprehensive plans submitted on or after July 17, 2015.

PURPOSE/SCOPE/REQUIREMENTS

VDOT reviews comprehensive plans in response to submissions made under the Traffic Impact Analysis Regulations (required under [§15.2-2222.1](#)), to ensure Local/State Plan and Program Consistency (required under [§15.2-2223](#)) or when voluntarily submitted to VDOT by localities as part of their planning process.

VDOT reviews comprehensive plans for reasons that benefit the locality, and the various agencies (including VDOT) involved in the land development process.

- VDOT review and comments on comprehensive plans can give the citizens and the locality assurance that the recommended transportation improvements will support the community's plan for future growth and the community's plan for future public services.

- VDOT can provide comments on how the locality's proposed Plan policies on such matters as the location of future residential and business development or plans for new community facilities will influence the need for future road improvements.
- The locality can be advised about VDOT regulations and standards that can help protect highway corridors from congestion and traffic crashes.
- The locality can be advised regarding conflicts between the draft comprehensive plan and state transportation plans and programs.
- VDOT review can also provide information that informs the planning process, by making the transportation impacts of land use decisions available to policy makers, planners, and designers.

PROCEDURES

All submitted comprehensive plan proposals received by VDOT from (or under the direction of) a locality shall be logged appropriately in [LandTrack](#) in order to track and record basic information regarding the proposal. Furthermore, the proposal and associated documents (traffic impact analyses, technical appendices, and similar) for comprehensive plan submissions made under the Traffic Impact Analysis Regulations shall be uploaded into [LandTrack](#) to make such information available to the public on VDOT's external [LandTrack](#) website. Documents associated with comprehensive plan submissions not made as a part of the TIA Regulations should be uploaded into [LandTrack](#).

Submissions of comprehensive plan transportation plans made in accordance with [§15.2-2223](#) (Chapter 729 of the 2012 Acts of Assembly), shall be reported to Central Office TMPD via entry into the Chapter 729 Submission Tracking Spreadsheet, which is available at file:\\wcs00725\TMPD_PUBLIC\Ch729, or by email to the Chapter 729 program manager.

As outlined in the [Administrative Guidelines for the Traffic Impact Analysis Regulations](#), a locality shall submit comprehensive plan, transportation plan, plan amendment, or small area plan to VDOT for review and comment if the locality anticipates that it will substantially affect transportation on state controlled highways. Localities should send their plan package to their District Transportation and Land Use Director at least 100 days prior to when it estimates final action will be taken. A substantial impact is a change that would allow the generation of 5,000 additional vehicle trips per day on state controlled highways compared to the existing comprehensive plan. Substantial changes shall include those changes that materially alter future transportation infrastructure, travel patterns, or the ability to improve future transportation facilities on state controlled highways. VDOT's comments on such submissions shall be in

accordance with the [Administrative Guidelines for the Traffic Impact Analysis Regulations](#).

In Northern Virginia, comprehensive plans and plan amendments submitted under the TIA Regulations are to be reviewed to determine the extent to which the plan or amendment will increase traffic congestion or, to the extent feasible, reduce the mobility of citizens in the event of a homeland security emergency. Furthermore, the NoVA District's response to the locality shall specify by name and location any minor arterial or higher highway within the scope of the review for which an increase in traffic is expected to exceed the capacity of the facility as a result of the proposed plan or amendment.

Under the TIA Regulations, within 30 days of receipt of the Plan package, VDOT may request, and the locality shall agree to, a meeting with the planning commission or other agent to discuss the plan or amendment. VDOT is to provide official written comments to the locality within 90 days of the receipt of the Plan package, or by such later deadline as may be agreed to by the parties.

[§15.2-2223](#) of the Code also requires all localities to submit their transportation plans (essentially the transportation chapter of the locality's comprehensive plan) or transportation plan amendments to VDOT prior to adoption for review and comment on consistency with the Commonwealth Transportation Board's Statewide Transportation Plan ([VTrans](#)), significant new, expanded, or relocated state roadways in the Six-Year Improvement Program, and the specific locations of state highways set by the CTB.

Under [§15.2-2223](#), district staff shall review the draft transportation plan to determine if it is consistent with [VTrans](#) (including identifying Corridors of Statewide Significance), includes all current [Six-Year Improvement Program](#) projects which add at least a travel lane on major collectors or higher within the locality, and shows the location of highway projects not yet constructed for which the Commonwealth Transportation Board has made a location decision. Other elements of the comprehensive plan may be reviewed as well. Comments shall be provided to the locality within 90 days. TMPD staff is available to assist with this review if desired by the district.

Copies of the draft transportation plan should also be provided by VDOT to the appropriate Department of Rail and Public Transportation staff, with a copy to the DRPT Mobility Programs Manager, for comment.

Comprehensive plans and plan amendments submitted to VDOT for other purposes by a locality shall be reviewed by the districts in accordance with the purposes for which the locality submitted them.

NOTES

- The locality makes the decision whether or not the proposed comprehensive plan action falls under the TIA regulations.
 - The TIA Regulations specify that the local government includes VDOT's official comments in the locality's official public record on the plan or plan amendment.
 - Under [§15.2-2222.1](#), the locality may choose to take action on the comprehensive plan or plan amendment if VDOT's comments are not received within the law's deadlines.
 - VDOT is required to provide localities technical assistance in the preparation of their transportation plans, if requested, per [§15.2-2223](#).
 - The Department of Rail and Public Transportation's website has a listing of staff and contact information which can be found at <http://www.drpt.virginia.gov/about/our-staff/>.
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REFERENCES

- Information on Chapter 527 of the 2006 Acts of Assembly and the Traffic Impact Analysis Regulations is available on VDOT's external website at http://www.vdot.virginia.gov/info/traffic_impact_analysis_regulations.asp.
- Access to the internal (VDOT-only) version of LandTrack is available at <http://landtrack/?District=S>.
- Access to the external version of LandTrack is available at <http://landtrx.vdot.virginia.gov/>.
- Information on Local/State Plan and Program Consistency and Chapter 729 is available on VDOT's external website at http://www.vdot.virginia.gov/info/local-state_plan_and_program_consistency.asp
- Chapter 22 of Title 15.2 of the Code of Virginia, covering planning, subdivision of land, and zoning, which contains §15.2-2222.1 and §15.2-2223, can be found on the General Assembly's Legislative Information System website at <http://law.lis.virginia.gov/vacode/title15.2/chapter22/>