County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

David Benish
Development Process Manager
dbenish@albemarle.org
tel: 434-289-5832 ext. 3251

MEMORANDUM

TITLE: Process for reviewing public requests to amend the Comprehensive Plan

DESCRIPTION: Presentation of the current approach for reviewing requests to amend the Comprehensive Plan

ITEM TYPE: Presentation

STAFF CONTACTS: Barnes, McDermott, Ragsdale, Benish

PRESENTER: David Benish, Development Process Manager

BACKGROUND: An Action Item in AC44 called for consideration of the need for a separate application process for public requests to amend the Comprehensive Plan. That recommendation, along with a recent increase in ZMA or SP applications submitted which are inconsistent with the Future Land Use Plan (FLUM) recommendations, led staff to undertake an assessment of the review process for public requests for CPAs, including the need for an application option.

Based on the assessment, staff recommended maintaining the current approach to processing requests for Comprehensive Plan amendments, which calls for the "requestor" to directly contact the Board/Board member to seek Board support to study the amendment proposal. This process was originally adopted by the Board in 2018. The staff recommendation also acknowledged that the ZMA and SP process will continue to be available to the public, and such applications must be processed if submitted. Please see the attached Board of Supervisors' Executive Summary (and attached staff report) for full explanation of the current process and staff's recommendations. Staff have also updated internal review procedures to more consistently and efficiently address the Comp Plan consistency issues related to such ZMA and SP applications. Staff's assessment and recommendations were presented to the Board of Supervisors on May 5, 2026. The Board supported the staff's recommendation.

ATTACHMENTS:
Att. 1 – Board of Supervisors Executive Summary
Att. 2 – Board of Supervisors Staff Report