



Town of Woodstock Municipal Boundary Adjustment Policy

In the interest of providing Town Council's vision and intent for evaluating future requests for municipal boundary line adjustments, this policy aims to help provide clarity on process and factors for consideration. Town Council reserves the right to make future modifications to this policy as deemed appropriate. Nothing contained within this document shall bind Town Council to accept any request to expand municipal boundaries.

Application Process

For requests to expand or adjust the municipal boundaries of the Town of Woodstock and bring a property into town limits, the following application steps generally apply:

1. Preliminary conference with Town Staff.

This step shall serve as an opportunity for an interested property owner or developer to brief staff on their concept and receive any preliminary feedback on the proposal.

2. Applicant presentation to Town Council.

This serves as an opportunity for a general overview of the proposal and solicit any immediate Council feedback prior to filing an application.

3. Submit application to Town Planning Department.
4. Town staff review of application.
5. Planning Commission review and recommendation.
6. Council committee meeting review and recommendation.
7. Town Council review and decision.

If the town decides to proceed with the application, then the town will proceed with the actions and requirements outlined in §15.2-3107 and 15.2-3108 of the Code of Virginia pertaining to a voluntary boundary line adjustment with Shenandoah County. If an agreement is completed between the Town and Shenandoah County, a rezoning action will be required upon bringing the property into town limits.

Considerations for Municipal Boundary Expansions

During staff review of applications, the Town is interested in understanding impacts of the proposal on existing town infrastructure and service delivery including, but not limited to:

- Water and sewer capacity and infrastructure
- Storm water management
- Emergency services
- Recreational facilities

- Tax revenues
- *School capacity (Shenandoah County)*
- *Transportation infrastructure (Town and/or VDOT)*
- Refuse collection, snow removal, and other town services
- Consistency with the Comprehensive Plan and Strategic Plan

Successful applications for municipal boundary expansion should meet at least two of the following considerations:

1. The property is located within the Urban Growth Area as identified within the Comprehensive Plan.
2. The property makes a logical connection to fill-in/square off a missing area within our municipal boundary.
3. The property will provide for a necessary underground utility or transportation connection that is identified within our Comprehensive Plan, Capital Improvement Plan or other planning document.
4. Inclusion of the new property will meet the economic development goals of the town by directly bringing in additional commercial activity/industry and being a net revenue addition to the town.

Application Requirements

A complete application shall consist of the below elements. The town may waive individual submittal requirements deemed not applicable to the specific request.

1. Plat of the proposed boundary line adjustment that shows both a detail of the proposed boundary line adjustment and the boundary line adjustment in the context of the surrounding properties. The plat shall include the following information for the subject property and surrounding properties: zoning designation, existing use, parcel identification number, natural features, existing streets and driveways, and ownership information. This plat should be submitted in both digital and paper forms.
2. Description of proposed project, including a concept development plan showing: (i) proposed land uses, (ii) general location of proposed structures, (iii) vehicular and pedestrian circulation plan, (iv) open space, (v) minimum and maximum proposed densities for each use, (vi) proposed Town zoning district(s), (vii) special amenities, and (viii) existing site features such as floodplains, steep slopes, and tree cover. *The concept development plan and proposed project is not binding on either the applicant or the Town.*
3. Statement of Justification:
 - A. Describing how the subject property is eligible for incorporation into the Town and how the proposed development will benefit the Town
 - B. Description of how the proposed development meets the goals of the Comp. Plan, and a proposed planned land use designation.
 - C. Describe how the land is planned and zoned under Shenandoah County plans and ordinances.
4. Traffic evaluation describing the capacity of surrounding roads, providing an estimate of existing traffic volumes (using existing data), and providing an estimate of the traffic generated by potential land uses.