Purcellville, VA

Zoning Ordinance Project Plan

ZONECO

TASK #	Task Description	MONTHS 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.1-1.7	Diagnostic review & analysis.																
1.8	Deliver diagnostic report and present to Planning Commission and Town Council		PC/TC														
2.1	Review existing zones/districts and map. Propose any amendments to zones/districts and map.																
2.2	Present proposed amendments to zones/districts and map to Planning Commission (in-person presentation).			PC													
2.3	Prepare calibration table showing existing standards applicable to zones/district and proposed standards applicable to amended zones/districts; prepare draft use tables by zone/district.																
2.4	Videoconference with Town staff/working committee to review draft calibration/use tables.																
2.5	Finalize draft calibration/use tables.																
2.6	Present calibration/use tables to Planning Commission (in person).						PC										
2.7	Finalize calibration/use tables in preparation for codifying.																
3.1	Draft code outline and table of contents and present to Town staff/working committee by videoconference; revise based on comments received.																
3.2	Draft introduction, districts/zones, and uses sections of code with formatting and graphics and present to Town staff/working committee by videoconference; revise based on comments received.																
3.3	Present introduction, districts/zones, and uses sections of code to Planning Commission (in person); revise based on comments received.								PC								
3.4	Draft generally applicable regulations section of code and present to Town staff/working committee by videoconference; revise based on comments received.																
3.5	Present generally applicable regulations section of code to Planning Commission by videoconference; revise based on comments received.										PC						
3.6	Draft nonconformities, administrative procedures sections of code and present to Town staff/working committee by videoconference; revise based on comments received.																
3.7	Present nonconformities, administrative procedures sections of code to Planning Commission by videoconference; revise based on comments received											PC					
3.8	Draft fully formatted administrative review draft code and present to Town staff/working committee by videoconference; revise based on comments received.																
3.9	Draft public review draft code and present to Planning Commission and Town Council (in person); revised based on comments received.													PC/TC			
3.1	Draft adoption draft code and present to Planning Commission and Town Council (in person); revised based on comments received.															PC/TC	
3.11	Deliver final adopted code with all graphics																