## Purcellville, VA

Zoning Ordinance Project Plan - January 10, 2022

## **ZONE**CO#

		WONTHS 1	2	2			6	7		0	10	11	12	12	14	15	16
TACK#	Task Description	TARGET DATES	-	3	4	,	0	,	8	,	10	11	12	13	14	13	10
IASKII	Start Date: 1/7/2022		3/1/2022	4/1/2022	5/1/2022	6/1/2022	7/1/2022	8/1/2022	9/1/2022	10/1/2022	11/1/2022	12/1/2022	1/1/2023	2/1/2023	3/1/2023	4/1/2023	5/1/2023
		2/1/2022	3/1/2022	4/1/2022	3/1/2022	0/1/2022	7/1/2022	8/1/2022	3/1/2022	10/1/2022	11/1/2022	12/1/2022	1/1/2023	2/1/2023	3/1/2023	4/1/2023	3/1/2023
1.1-1.8	Diagnostic review & analysis.																
1.9																	
	Deliver diagnostic report and present to Planning Commission/Town Council (in person).		PC/TC														
2.4	Review existing zones/districts and map. Propose any amendments to zones/districts and map.	10000															
2.1																	
2.2	Present proposed amendments to zones/districts and map to Planning Commission (in-person			PC													
2.2	presentation).			rc													
2.3	Prepare calibration table showing existing standards applicable to zones/district and proposed standards																
2.3	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.																
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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.																
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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								PC								
	based on comments received.																
3.4	Draft generally applicable regulations section of code and present to Town staff/working committee by																
	videoconference; revise based on comments received.  Present generally applicable regulations section of code to Planning Commission by videoconference; revise																
3.5	based on comments received.										PC						
	Draft nonconformities, administrative procedures sections of code and present to Town staff/working																
3.6	committee by videoconference; revise based on comments received.																
	Present nonconformities, administrative procedures sections of code to Planning Commission by																
3.7	videoconference; revise based on comments received.											PC					
	Draft fully formatted administrative review draft code and present to Town staff/working committee by																
3.8	videoconference; revise based on comments received.																
	Draft public review draft code and present to Planning Commission/Town Council (in person); revised											100					
3.9	based on comments received.														PC/TC		
	Draft adoption draft code and present to Planning Commission/Town Council (in person); revised based on																
3.10	comments received.															PC/TC	
														100			
3.11	Deliver final adopted code with all graphics																

## Module 1 Tasks:

1.1	Review all Town Plans, Purcellville 2030, Planning Commission's "gap analysis," administrative forms, lams that frequently require zoning relief, and the current zoning regulations; provided by Town stafffworking committee.
1.2	Distribute form to receive general comments from Town staff/working committee to gain insight into those areas needing revision and improvement within the zoning regulations and the associated procedures and administrative practices.
1.3	Isolate goals for land use, architectural design, site development, and the built environment from Purcellville 2030.
1.4	Create a diagnostic matrix that incorporates the Planning Commission's "gap analysis" and scores for consistency: (i) the existing zoning regulations, and (ii) all goals reviewed above, Consultant to review every provision in the existing zoning ordinance and create detailed notes and supporting the Matrix scores, and will review every line of the existing zoning ordinance.
1.5	Flag potential legal issues (in consultation with the Town Attorney) identified in the course of reviewing the existing zoning ordinance.
1.6	Summarize and distill the findings from the diagnostic analysis into a draft Diagnostic Report.
1.7	Review draft Diagnostic Report with Town staff/working committee; revise based on comments received.
1.8	Deliver final Diagnostic Report to Town staff/working committee.
1.9	Present Diagnostic Report to Planning Commission and Town Council

## Deliverables:

A.1	Review and discuss issues related to existing Architectural Design Guidelines with Town staff/working committee by videoconference.
A.2	Memo proposing amendments to the existing Architectural Design Guidelines.
A.3	Draft amended Architectural Design Guidelines and present to Town staff/working committee; revise based on comments received.
A.4	Present amended Architectural Design Guidelines to Board of Architectural Review (in person); revise based on comments received.
A.5	Present public review draft Architectural Design Guidelines to Planning Commission by videoconference.
A.6	Draft adoption draft Architectural Design Guidelines and present to Town Council (in person).
A. <sub>7</sub>	Deliver final adopted code.