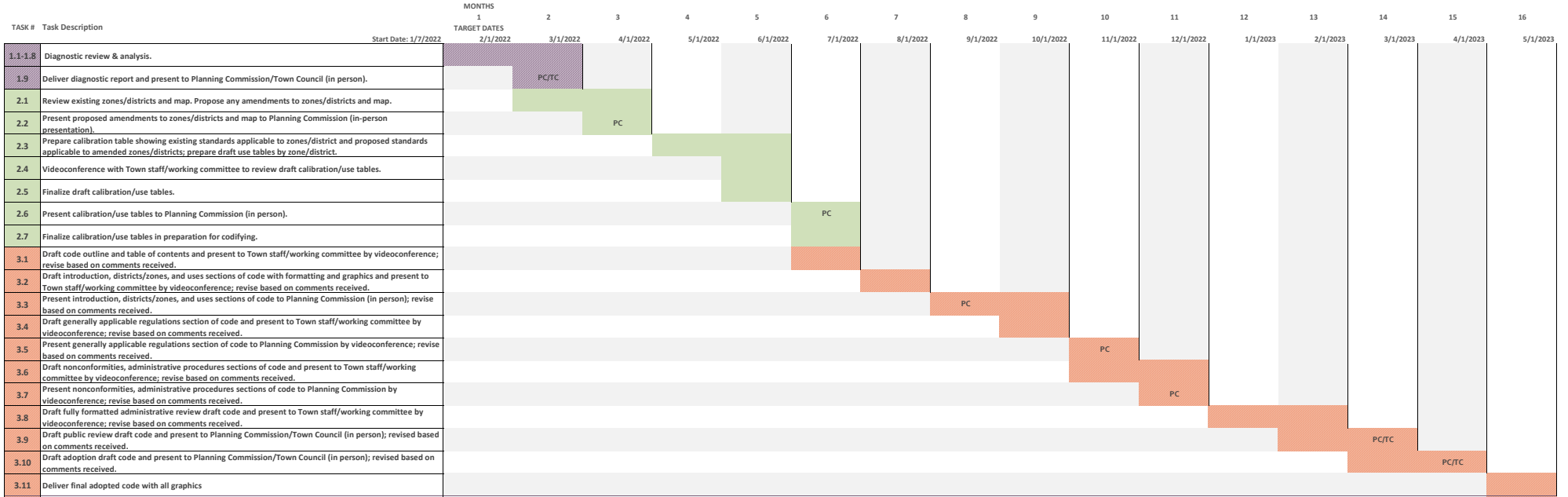


Purcellville, VA

Zoning Ordinance Project Plan - January 10, 2022

ZONE CO++



Module 1 Tasks:

1.1	Review all Town Plans, Purcellville 2030, Planning Commission's "gap analysis," administrative forms, items that frequently require zoning relief, and the current zoning regulations; provided by Town staff/working 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.7	Deliver final adopted code.