## Purcellville, VA

Zoning Ordinance Project Plan - January 10, 2022

## **ZONE**CO#

		MONTHS															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TASK #	Task Description	TARGET DATES															
	Start Date: 1/7/2022	2/1/2022	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
11.18	Diagnostic review & analysis.																
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1.9	Deliver diagnostic report and present to Planning Commission/Town Council (in person).	<i>////</i>	PC/TC														
	Senter diagnosite report and present to running commission, rown country in person,	W///															
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			PC													
	presentation).																
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.																
2.4	The Committee with 10 m 3 day, working committee to review that can build a second																
2.5	Finalize draft calibration/use tables.																
2.13	The state can be a state of the																
2.6	Present calibration/use tables to Planning Commission (in person).						PC										
2.0	Fresent Cambration, use tables to Francisco (in person).																
2.7	Finalize calibration/use tables in preparation for codifying.																
2.7	Finalize Calibration/use tables in preparation for countying.																
3.1	Draft code outline and table of contents and present to Town staff/working committee by videoconference;																
3.1	revise based on comments received.																
2.2	Draft introduction, districts/zones, and uses sections of code with formatting and graphics and present to																
3.2	Town staff/working committee by videoconference; revise based on comments received.																
	Present introduction, districts/zones, and uses sections of code to Planning Commission (in person); revise								PC								
3.3	based on comments received.								PC								
	Draft generally applicable regulations section of code and present to Town staff/working committee by																
3.4	videoconference; revise based on comments received.																
	Present generally applicable regulations section of code to Planning Commission by videoconference; revise										PC						
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										100						J
3.8	videoconference: revise based on comments received.																J
	Draft public review draft code and present to Planning Commission/Town Council (in person); revised based																J
3.9	on comments received.														PC/TC		
	Draft adoption draft code and present to Planning Commission/Town Council (in person); revised based on												100		·		
	comments received.															PC/TC	
														1000			
3.11	Deliver final adopted code with all graphics																

## Module 1 Tasks:

1.1	Roview 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. <sub>7</sub>	Deliver final adopted code.