



Sec. 8.6 PEC Planned Employment Center District

8.6.1 Purpose

The Planned Employment Center (PEC) District is intended to encourage innovative and creative design of office and industrial development. The PEC District regulations are designed to promote attractive employment areas which complement surrounding land uses through high quality layout, design and construction techniques.

8.6.2 Permitted Uses

The following principal uses are permitted in a PEC District when permitted in the ordinance approving the PD Rezoning Plan and establishing the district.

PEC Permitted Uses		
Use	Use Standards	Definition
Commercial Uses		
Conference center		Sec. 18.1.37
Hotel		Sec. 18.1.83
Motel		Sec. 18.1.109
Office (business, professional, or government)		Sec. 18.1.121
Recreational facility	Sec. 9.3.21	Sec. 18.1.156
Research & Development, Production and Warehousing Uses		
Industrial, Flex	Sec. 9.3.11.2	Sec. 18.1.84
Production	Sec. 9.3.22	Sec. 18.1.150.1
Research & Development	Sec. 9.3.22	Sec. 18.1.157
Institutional and Community Service Uses		
Fire and/or rescue facility		Sec. 18.1.64
Group homes		Sec. 18.1.74
Park, public		
Recreation facility	Sec. 9.3.21	Sec. 18.1.156
School, technical		Sec. 18.1.162
School, special instruction		Sec. 18.1.164
Residential Uses		
None		
Utility Uses		
Public utility, minor		Sec. 18.1.153
Public utility, major		Sec. 18.1.154

8.6.3 Support Uses

The following support uses are permitted in a PEC District when permitted in the ordinance approving the PD Rezoning Plan and establishing the district and when subordinate to principal office or industrial uses:



PEC Support Uses		
Use	Use Standards	Definition
Commercial Uses		
Service Station		Sec. 18.1.169
Business service and supply establishments		
Convenience retail food stores		Sec. 18.1.39
Bank, with drive-in facility		Sec. 18.1.14
Health club or spa		
Parking structure, private		Sec. 18.1.135
Service, personal [1]		Sec. 18.1.168
Pharmacies, retail pharmacies		Sec. 18.1.139
Repair service establishments		
Eating Establishment; Eating Establishment, fast food		Sec. 18.1.54, Sec. 18.1.55
Residential Uses		
All principal and accessory residential uses intended as living quarters for employees or owners of establishments within the district if located and designed in a manner appropriate to the character and function of the district.		

[1] Services, Personal shall be permitted by right in any approved PEC District.

8.6.4 Special Exception Uses

The following uses are permitted in a PEC District upon approval of a Special Exception by the Town Council pursuant to Section 15.2-2204 of the Code of Virginia, 1950, as amended and Sec. 3.4 of this Ordinance:

- A. Similar uses to those included in the ordinance approving the PD Rezoning Plan and establishing the district.
- B. Any use in Sec. 8.6.2 when not included in the ordinance approving the PD Rezoning Plan and establishing the district.
- C. The Town Council may approve a special exception when the proposed use will not be incompatible with existing and planned development in the surrounding area. In addition, in granting special exception approval, the Town Council may impose such conditions, safeguards and restrictions on the proposed use to assure the use is homogeneous with the area and to secure compliance with this Zoning Ordinance and the ordinance establishing the district. Where this cannot be accomplished, the Town Council shall deny the application as not being in accordance with the *Town Plan* or as being incompatible with permitted uses in the area.

8.6.5 Use Limitations

The following limitations apply to uses of land in a planned employment center in addition to any limitations provided in the ordinance establishing the district.

- A. **Enclosed Buildings.** All operations shall be conducted within a fully enclosed building unless the Town Council finds that outdoor operations are compatible with the planned employment center.



- B. **Support Principal Uses.** Support uses shall be oriented primarily to the employees and clientele of the principal use with which they are associated.
- C. **Location and Size.** With the exception of those uses set forth in Sec. 8.6.5F, all support uses shall be located in the same building as the principal uses primarily served and shall occupy in combination not more than twenty percent (20%) of the gross floor area of the building.
- D. **Aggregate Area.** The aggregate area of all support uses shall not exceed fifteen percent (15%) of the total permitted gross floor area for the total land area of the district.
- E. **Building Location.** No support use shall be located above the second floor of the building in which located, with the exception of the residence of an owner or employee which may be located on any floor, and eating establishments which may be located above the second floor.
- F. **Free Standing Buildings.** Restaurants, drive-through banks, fast-food restaurants, service stations, hotel/convention centers, convenience retail stores, and other similar uses may be located in free-standing buildings; provided, however, that such uses shall be architecturally compatible with the adjacent buildings and shall not have frontage or direct access to a major or minor arterial street as defined in the adopted *Town Plan*. Such uses shall be an integral design element of an employment building complex of not less than 30,000 square feet of gross floor area and shall be allowed only in those locations shown on an approved site plan.
- G. **Service Stations.** Automobile service stations shall not include any accessory uses such as vehicle or tool rental and shall not include the outdoor storage of any inoperable, wrecked or abandoned vehicles on the site for more than 72 hours. [Return to Top](#)

8.6.6 Density, Intensity and Dimensional Standards

Lot area, yard and building height regulations shall be as described in the ordinance establishing the Planned Development District. [Return to Top](#)

8.6.7 Floor Area Ratio

The maximum floor area ratio within a Planned Employment Center shall not exceed the maximum described in the ordinance approving the PD Rezoning Plan. Planned Development intensity shall be limited in accordance with Secs. 8.3.4. Planned Development Residential Density Limits and 8.3.5. Planned Development Nonresidential Density Limits. [Return to Top](#)

8.6.8 Open Space

At least twenty percent (20%) of the gross area of a Planned Employment Center shall be open space. Any common open space provided shall be maintained as required by Sec. 8.3.6. All open space shall be included in the development schedule and be fully improved by the developer at a rate equivalent to or greater than the construction of all structures.

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Article 9 PRN Use Regulations

9.3.11.2 Industrial, Flex

- A. The use, storage, and disposal of hazardous materials must meet all federal, state and local codes.
- B. Flex Industrial uses must have access to a road classified as a minor arterial or higher Town Plan transportation functional classification without having to travel through a residentially zoned district.
- C. Accessory outdoor storage not to exceed ten percent (10%) of the building area of the primary use or 10,000 square feet (whichever is lesser of the two) is permitted by-right subject to the use standards of Sec. 9.3.17.2 Outdoor Storage. Outdoor storage greater than ten percent (10%) of the building area of the primary use or 10,000 square feet is permissible with special exception approval per Sec. 3.4 Special Exceptions. [Return to Top](#)

9.3.21 Recreation Facilities

- A. No building used for or in conjunction with a recreation facility shall be located within fifty (50) feet of any property line except within the Crescent Design District.
- B. All lighting fixtures used to illuminate outdoor areas shall be designed to avoid glare in surrounding areas. The facility shall be lit only during the hours that the facility is open for business, except for necessary security lighting.
- C. A lighting plan shall be submitted to verify that all lighting fixtures are directed onto the site, and will not impact adjacent properties or roadways.
- D. The hours of operation for outdoor recreation facilities shall not exceed 7 a.m. to 11 p.m.
- E. Outdoor recreation facilities shall be located and screened to minimize impact on adjacent properties.
- F. Indoor recreation facilities shall be soundproofed to prevent noise levels from exceeding 55 dB (A) (SLOW meter response) at the property line of any lot containing a residential use.
- G. Within the Crescent Design District all recreation facilities must be completely enclosed within a building. [Return to Top](#)

9.3.22 Research and Development and/or Production

- A. By Right. Research & Development and/or Production uses are permitted by right in accordance with the use standards provided below.
 - 1. All operations, activities and storage shall be conducted within a completely enclosed building, except research requiring solar exposure and uses which by their nature must be conducted outside a building; or as otherwise approved for outdoor storage in accordance with use standards provided in Section 9.3.17.2 Outdoor Storage.
 - 2. The use, storage, and disposal of hazardous materials must all federal,



- state, and local codes.
3. No vibration, odor, smoke, radiation, particulate matter or other adverse impacts that create significant negative impacts to adjacent land uses shall be detectable at the property boundary.
 4. Accessory outdoor storage in the B-2, B-3, B-4 and I-1 Zoning Districts no greater than 250 square feet is permitted by-right subject to the use standards of Sec. 9.3.17.2 Outdoor Storage. Outdoor storage shall not be allowed in the B-1 Zoning District. Outdoor storage greater than 250 square feet in the B-2, B-3, B-4 and I-1 Zoning Districts is permissible with special exception approval per Sec. 3.4.
 5. Additional standards where Research & Development, and/or Production uses are located within 250 feet of residentially zoned property:
 - a. No outdoor activity, including loading, unloading, maintenance, truck idling, or related activity shall occur between the hours of 7:00pm and 7:00am.
 - b. Fences, walls, and/or berms shall be used in combination with vegetative screening to interrupt the view of adjacent residential districts. Use of a decorative, opaque fence or wall with a minimum height of six (6) feet, or berms with a minimum height of four (4) feet with hedges, and/or shrubs within the buffer yard can reduce some of the required screening as determined by the Land Development Official. The design of fences or walls shall avoid long stretches to the point of visual monotony and shall be varied by using changes in height, different material combinations, offset angles, or other types of articulation. An architectural elevation detail of the screening treatment type shall be submitted for review when a fence or wall is utilized and shall demonstrate that attractive visual continuity has been achieved.
- B. Special Exception. Research & Development and/or Production uses shall require special exception approval if the proposed use does not comply with all applicable standards for by-right use as set forth Sec. 9.3.22.A. Research and Development and/or Production. [Return to Top](#)

Article 18 Definitions

18.1.14 Bank

Any establishment, including an unmanned bank teller machine(s), wherein the primary occupation is concerned with such State regulated businesses as banking, savings and loans, loan companies and investment companies. Any drive-in automatic teller machine(s) not ancillary to a bank or any bank having a drive-in window(s) or drive-in automatic bank teller machine(s) shall be deemed a drive-in facility as defined herein. [Return to Top](#)

18.1.37 Conference Center

A facility to accommodate conventions, large meetings, trade shows and similar events. There may be accommodations for sleeping, eating and recreation as part of the facility. [Return to Top](#)

18.1.39 Convenience Food Store

Structure which contains less than 5,000 square feet of gross floor area and which is used for the retail sale of food or food and other items generally purchased in small quantities but



not including the sale of gasoline. Convenience food store is not designated for on-site consumption of the products purchased on the premises, and characterized by the rapid turnover of customers and high traffic/trip generation. [Return to Top](#)

18.1.54 Eating Establishment

Establishment in which the principal use is the sale of food and beverages for dining on the premises. [Return to Top](#)

18.1.55 Eating Establishment, Fast-food

Any establishment which provides as a principal use the preparation and sale of food, frozen desserts, or beverages in a ready-to-consume state for consumption either within the restaurant, within a motor vehicle parked on the premises, or off-premises, and whose design or principal method of operation includes one or more of the following characteristics:

- A. Food, frozen desserts, or beverages are served in edible containers or in paper, plastic or other disposable containers. Eating utensils, if provided, are disposable.
- B. Food, frozen desserts, or beverages are usually served over a general service counter for the customer to carry to a seating facility within the restaurant, to a motor vehicle or off-premises. If consumed on premises, customers generally are expected to clear their own tables and dispose of their trash.
- C. Forty-five percent (45%) or more of the gross floor area of the establishment is devoted to food preparation, storage and related activities, which space is not accessible to the general public.
- D. Food, frozen desserts, or beverages are served to the occupants of motor vehicles while seated in the car.

A fast food restaurant shall have two classes; with a drive-through facility or without a drive-through facility. [Return to Top](#)

18.1.64 Fire and/or Rescue Facility

A facility including the storage of fire and/or rescue equipment and chartered by the Town of Leesburg and the Code of Virginia, which provides for the protection of life and property from the hazards of fire or explosions wherever located. For the purposes of this Zoning Ordinance, a fire and/or rescue facility shall not include a burn building. [Return to Top](#)

18.1.74 Group Home

A residential facility in which no more than eight (8) mentally ill, mentally retarded or developmentally disabled persons reside, with one or more resident counselors or other staff persons. A residential facility shall be deemed a group home when the Department of Mental Health, Mental Retardation and Substance Abuse Service is the licensing authority. For the purposes of this Zoning Ordinance, persons in a group home shall not be deemed a family. [Return to Top](#)



18.1.83 Hotel

Any single building or group of dwelling units, combined or separated, containing guest rooms used for the purpose of housing transient guests, each unit of which is provided with its own toilet, washroom and off-street parking facility, and which may include features such as conference rooms, a restaurant or snack bar, or swimming pool or exercise room that would attract clientele other than transient guests. [Return to Top](#)

18.1.84 Industrial, Flex

Any use or establishment consisting of at least two (2) of the following uses: contractors offices and shops; establishments for production, processing, assembly, manufacturing, compounding, preparation, cleaning, servicing, testing, or repair of materials, goods or products; warehousing establishments; wholesale trade establishments; and offices; provided however that non-office use shall utilize at least 65% of the total gross floor area of the site. [Return to Top](#)

18.1.109 Motel

A building or portion thereof, or group of buildings of similar design, providing transient accommodations with at least 25 percent of all rooms having direct access to the outside. [Return to Top](#)

18.1.121 Office

A use consisting of a building, room or group of rooms used for conducting the executive, management, or administrative affairs of a business, organization, institution, or government entity and/or for the provision of professional services. For the purpose of this Zoning Ordinance, an office use may include accessory research & development or production uses subject to meeting the performance standards specified in Sec. 9.3.17.01 of this Ordinance.

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18.1.135 Parking Structure, Private

A deck building or structure or part thereof used for the parking of vehicles, but not for the storage of such vehicles, available to the public with or without compensation, or used to accommodate clients, customers or employees. [Return to Top](#)

18.1.139 Pharmacy

An establishment offering medical appliances or prescription medicines to the public; may include retail sales of non-medical goods. [Return to Top](#)

18.1.150.1 Production

The manufacturing, compounding, processing, packaging, storage, assembly, and/or treatment of finished or semi-finished products from previously prepared materials; and accessory offices associated with such uses. Examples of such activities include, but are not limited to: the assembly of furniture, toys, prosthetics, pharmaceuticals, electronic components, and computer software. [Return to Top](#)

18.1.153 Public Utility, Major

Public utility, major shall include the following: electric substations and other distribution centers, electrical generating plants and facilities, sewerage treatment and disposal facilities, storage facilities for natural gas, oil and other petroleum products, supply yards for any public utility, dial centers, repeater stations, water purification facilities, microwave facilities, satellite earth stations, water storage facilities and maintenance facilities incidental to any use set forth above. [Return to Top](#)



18.1.154 Public Utility, Minor

A minor public utility shall include the following: electric transformer, natural gas, water and sewer transmission, collection, distribution and metering devices; and water and sewerage pumping stations. [Return to Top](#)

18.1.156 Recreation Facility

A facility offering or providing recreational activities. A recreational facility may include, but not be limited to a tennis court, racquetball court, basketball court, swimming pool, gymnasium, exercise and weight room facilities. Recreation facilities may offer non-recreational programs for children such as after-school programs, day camps, tutoring, etc. as an accessory use, provided that such program is exempt from licensure by the Virginia Department of Social Services as a child care center as provided by § 63.2-1715 of the code of Virginia. Recreational facilities may operate child care centers as an accessory use provided that they are licensed by the Virginia Department of Social Services as a child care center and Town of Leesburg Zoning Ordinance Sections 9.2, 9.3.4 and Section 3.4 if applicable. [Return to Top](#)

18.1.157 Research & Development

Basic and applied scientific investigations directed toward the discovery, invention, design, or establishment of new products and services and accessory offices associated with such uses. [Return to Top](#)

18.1.162 School, General Education

A parochial or private school giving regular instruction during a normal school year. [Return to Top](#)

18.1.164 School, Special Instruction

A school primarily devoted to giving instruction in professional, musical, dramatic, artistic, scientific or other special subjects, exclusive of a conventional primary or secondary curriculum and does not require licensure by the State as a Daycare Center use. [Return to Top](#)

18.1.168 Services, Personal

Any service wherein the primary occupation is the repair, care of, maintenance or customizing of personal properties that are worn or carried about the person or are a physical component of the person. For the purpose of this Zoning Ordinance, personal service establishments shall include, but need not be limited to, barber shops, beauty parlors, pet grooming establishments, laundering, cleaning and other garment servicing establishments, tailors, dressmaking shops, shoe cleaning or repair shops, and other similar places of business: services, personal do not include dry cleaning plants or laundries solely devoted to cleaning, processing, etc., or linen or diaper service establishments. Uses accessory to office use also include, but are not limited to, (1) Bank without drive-in facility; (2) Office supply store; (3) Newspaper stand; and (4) Eating establishment without drive-in facility. [Return to Top](#)

18.1.169 Service Station

Buildings and premises in which the primary use is the supply and dispensing at retail sales of motor fuels and lubricants. Other vehicle-oriented goods, such as but not limited to, batteries, tires, and other motor vehicle accessories may be sold, and wherein additional mechanical services may be rendered and sales made, but only as accessory and incidental to the primary occupation of dispensing fuels. Uses permissible at a service station shall not include vehicle restoration, body work, straightening of body parts, painting, welding, or



other work involving noise, glare, fumes, smoke, or other characteristics to an extent greater than normally found in service stations. Snack foods, tobacco, hot and cold drinks, newspapers and similar convenience goods may be sold as accessory to the principal use. The sale of prepared foods such as sandwiches and cooked foods is permitted as an accessory use to the extent permitted by the special exception or proffered rezoning approved for the service station. Such prepared foods may be consumed by service customers on or off of the premises. Any service station existing prior to April 26, 2016 may add on-site dining as an accessory use provided there is no building expansion for the use and parking requirements are satisfied. [Return to Top](#)