

2022

**LEESBURG PLANNING
COMMISSION ANNUAL REPORT**

Leesburg 



Introduction

The Leesburg Planning Commission is pleased to present to the Leesburg Town Council an annual report for the 2022 calendar year. The information contained within this report is a summary of cases reviewed by the Commission along with signature accomplishments for the year and an overview of anticipated actions in 2023.

2022 Members	
Gigi Robinson, Chair	Ad Barnes
Al Barney, Vice Chair*	Keith Reeve
Brian McAfee, Parliamentarian	Nick Clemente*
Earl Hoover	Councilmanic Liaison Kari Nancy
<i>*Term ended early</i>	
Staff Liaisons	
Susan Berry Hill, Director (thru March 2022)	Karen Cicalese, Clerk
James David, Director	

The Planning Commission would like to thank outgoing Commissioners **Al Barney, Nick Clemente,** and **Keith Reeve** for their service to the Commission.

The Commission would also like to thank **Susan Berry Hill,** former Director of the Department of Planning and Zoning, who served as the Staff Liaison from March of 2008 to March of 2022.

Overview of Cases Reviewed in 2022

The Planning Commission held **21** meetings in total during the 2022 Calendar year. During this time the Commission heard **one** Special Exception case, **one** Rezoning /Concept Plan Amendment case, **two** Variation Requests, and **eleven** Zoning Ordinance amendment cases.

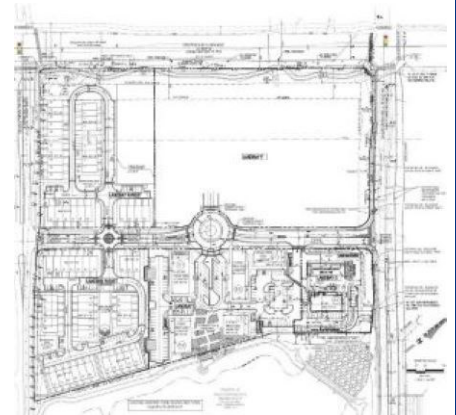
There were **two** land development applications reviewed in 2022 which is a decrease from the number of cases reviewed by the Commission in 2020 and 2021 where the Commission reviewed 5 land development applications; Prior to 2020 (2017—2019) the Commission reviewed an average of 20 land development applications per year.

Four cases were carried over to additional meetings and include the Meadowbrook Neighborhood Center Rezoning and Meadowbrook Service Station Special Exception, the Homestay Regulations Zoning Ordinance Amendment, and the Accessory Dwellings Zoning Ordinance Amendment.

Rezoning and/or Concept Plan Amendments and Special Exceptions:

TLZM-2021-0002 Meadowbrook Neighborhood Center and TLSE-2021-0002 Meadowbrook Service Station

Rezoning application to rezone approximately 24 acres at the intersection of Route 15 (South King Street) and Evergreen Mills Road from R-1 to PRN and B-3. The special exception application sought approval to allow a gas station and car wash use on the property. The Commission recommended denial, and Council ultimately approved the rezoning but denied the special exception for a service station.



Overview of Cases Reviewed in 2022

Variation Requests

TLSV-2022-0001 Dodona Manor Variation Request

Variation request to waive the Town of Leesburg Subdivision and Land Development Regulations street frontage improvement requirements along Edwards Ferry Road. The Commission recommended approval.



TLSV-2022-0003 Birkby House Variation Request



Variation Request to waive the Town of Leesburg Subdivision and Land Development Regulations street frontage improvement requirements for approximately 115 feet along the Royal Street SW frontage of the parcel. The Commission recommended approval.

Zoning Ordinance Amendments

TLOA-2022-0001 Public Hearing Notice Placard Content

Zoning Ordinance text amendment revising the required Contents of Placards found in TLZO Sec. 3.1.9.B.2 .



Overview of Cases Reviewed in 2022

TLOA-2021-0010 Mural Definition

Zoning Ordinance text amendment to Section 18.1.110 revising the “Mural” definition to implement the recently adopted *Guidelines for Mural Art on Private Property* Pilot Program.

TLOA-2022-0003 Floodplain (Overlay) District and Creek Valley Buffer (Overlay) District Amendment

Zoning Ordinance text amendments revising Article 7 and Article 14 to revise modifications to the Floodplain (Overlay) District and the Creek Valley Buffer (Overlay) District relating to Capital Improvement Projects.



TLOA-2022-Limited Sign Amendments



Zoning Ordinance text amendment revising Article 15, Sign Regulations to permit various additional signage including signs on slopes of awnings, a secondary wall sign on the rear façade for certain businesses and curbside pick-up signs with corporate information.

TLOA-2022-0004 Fiscal Impact Analysis

Zoning Ordinance text amendment revising TLZO Sec. 3.3.6.7 Fiscal Impact Analysis referring to the newly adopted procedure for submission of fiscal impact analyses with application for a rezoning.

TLOA-2021-0013 Mobile Food Unit Parking/Storage

Zoning Ordinance text amendment to TLZO Sec. 9.5.4 Standards for Temporary Uses establishing standards for the parking/storage of mobile food units associated with commercial kitchens.

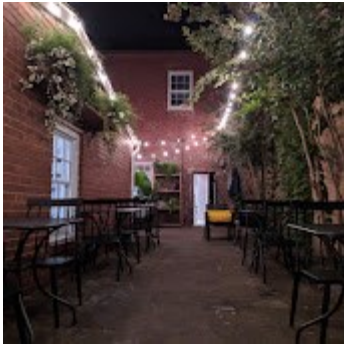
Overview of Cases Reviewed in 2022

TLOA-2021-0004 Doggie Daycare

Zoning Ordinance text amendment to Article 9, Use Standards to add additional language regulating Doggy Care as found within TLZO Sec. 9.3.12.2 to add staff to dog ratio and indoor space requirements.



TLOA-2021-0006 Outdoor Dining



Zoning Ordinance text amendment to TLZO Sec. 9.5.4K Temporary Outdoor Dining, Eating Establishments to remove the six feet of physical distancing between tables, and add limitation that the outdoor dining area shall be adjacent to the principal building and requirement for a fence like barrier to demarcate the outdoor dining area.

TLOA-2021-0012 Homestay Amendments

Zoning Ordinance text amendments to TLZO Sec. 9.3.11.3 Homestay regarding residency requirements and the limitations on use of accessory structures

TLOA-2022-0002 Accessory Dwellings

Zoning Ordinance text amendment to TLZO Sec. 9.2 Use Table, Sec. 9.3 Use Standards and Sec. 9.4 Accessory Uses to revise use standards for Accessory Dwellings.

Overview of Cases Reviewed in 2022

TLOA-2022-0005 Stairs and Landings Setbacks

Zoning Ordinance text amendment to TLZO Secs. 10.4.5.C *Extensions into Required Yards*, 10.4.5.C.4 *Balconies, Chimneys, Porches, Bay Windows, Steps and Landings*, and 10.4.5.C.5 *Uncovered Decks and Patios* to clarify that stairs and landings attached to decks in Single Family Attached and Multifamily Dwellings do not require a setback from interior lot lines.

Planning Commission Training and Workshops

The Planning Commission held four trainings or workshops during 2022.

- Traffic Impact Analysis Review Process Educational Workshop presented by Planning and Zoning staff, Public Works and Capital Projects staff, Consultants from Gorove Slade Associates and VDOT staff.
- Defensible Decision Making Presentation by the Town Attorney's Office.
- Relationship Between the Town Plan and Zoning Ordinance presented by Planning and Zoning staff.
- Zoning Ordinance Rewrite Project Plan presented by Planning and Zoning staff.

Major Items Coming Up in 2023

One of the big projects Planning Commission will be working on is the rewrite of the Town's Zoning Ordinance, which hasn't received a major update since 2003. The Zoning Ordinance is a set of regulations to protect the health, safety, and welfare of the residents and businesses of Leesburg; to advance the objectives set out in the Code of Virginia; and to implement the Town Plan. The comprehensive look at the ordinance will include input from the public and Town stakeholders, support from consultants that specialize in code drafting, and ultimately will need to be adopted by the Town Council, following review from the Planning Commission.

Another major planning effort is updating the Town's Crescent District Master Plan. The Crescent District Master Plan sets forth a vision for a walkable environment reminiscent of the historic downtown with its grid of streets, buildings located close to the road, and parking screened or behind buildings. Instead of focusing on allowing or prohibiting uses, the plan focuses on building form and sight design. The Crescent District encompasses approximately 428 acres and 215 lots in an area generally along East Market Street, Catoctin Circle and South King Street north and west of Route 7/15. The original master plan was adopted in 2003.

The Planning Commission will also be involved in evaluating whether the Town should adopt capital intensity factors as part of its land use application review process. Capital intensity factors are an empirical starting point for discussions with those wishing to develop, or redevelop, land in Town on mitigating cost of service impacts. The financial multiplier can help to determine the future cost of growth for critical services in Town—roads, parks, public safety, etc.—which helps quantify how much of the cost burden should be shared by those changing the use, or intensity, of a piece of land.

The public will have its opportunities to weigh in on all these major planning initiatives. The dates of all public input sessions and public hearings can be found on the Town's website at the following link:

<https://www.leesburgva.gov/government/public-hearing-notice>.

Anticipated Work Program for 2023

There are several land development applications currently in the review process. At this time, active applications anticipated for Planning Commission review in 2023 include but are not limited to:

Lidl at Tuscarora Village

Greenway Manor

Hamblet Property

Church & South Multifamily

Liberty Hotel

Russell Branch Drive-Thru

The Planning Commission will work on various Zoning Ordinance amendments as required. At this point, pending amendments include:

Data Center Use Standards

Continuing Care Facility

Year End Batch Amendments

Business Special Events

Town of Leesburg Department of Planning & Zoning

25 W. Market Street, Leesburg, VA 20176

www.leesburgva.gov/planning