

# Zoning Ordinance Update Leesburg, VA

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*Brian Mabry, AICP, Code Practice Leader*

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*Kendig Keast Collaborative*

# Agenda

- Introductions
- KKC's Approach
- What is a Zoning Ordinance?
- Project Goals
- Project Process
- Next Steps
- What Do You Think?

# Core Project Team



TOWN OF LEESBURG  
OFFICIALS, STAFF, RESIDENTS

*BETSY ARNETT*  
*TOWN PROJECT MANAGER*



**KENDIG KEAST COLLABORATIVE**  
**BRET C. KEAST, AICP**  
*PRINCIPAL-IN-CHARGE*  
  
**BRIAN MABRY, AICP**  
*PROJECT MANAGER*  
  
**MARCIA BOYLE, AICP**  
*ASSISTANT PROJECT MANAGER*  
  
**STEVE SIZEMORE, AICP**



# Subconsultants



- Drafting of review procedures
- General legal review



- Virginia-specific legal review



- Engineering and subdivision-related provisions



- Crescent District
- General urban design work

# About Kendig Keast Collaborative

- **Longevity** Zoning expertise for 40 years
- **Public Sector Emphasis** We only serve public sector clients and all of our team members have public sector experience
- **Multiple Disciplines and Broad Perspectives** City planning, urban design, economic development, illustration, zoning administration, parkland planning, environmental stewardship, and more
- **Innovative regulatory provisions** Leader in performance zoning, resource protection, neighborhood conservation, housing types

# KKC's Approach

- **Be As Simple As Possible**
  - Draft in plain terms using graphics and tables
  - Create flexibility and certainty for applicants and neighbors
- **Balance Town Policies and the Market To Achieve Objectives**
  - Understand the Town's planning objectives
  - Be market-realistic
  - Provide for alternative compliance – multiple paths to “yes”
- **Create Value**
  - Streamline review procedures
  - Incorporate best practices for responsible development
  - Conserve the character and quality of neighborhoods
- **One Size Does Not Fit All**
  - Calibrate Ordinance administration based on staffing capabilities
  - Understand the development climate and regulatory tolerance

Section 156.E.003, Parking Design

A. Design and Construction Requirements.

1. **Tandem Parking.** Each parking space shall be accessible from a street or alley through aisles and/or driveways, except that tandem parking arrangements are permitted for single-family, two-family and manufactured home uses or as allowed based on an approved parking study as described in Section 156.E.006, Parking Credits and Reductions.
2. **Dead-End Aisles.** Dead-end aisles are not permitted unless adequate turnarounds usable by a two-ade vehicle are provided.
3. **Marking.** All parking spaces for nonresidential and mixed-uses shall be clearly marked on the pavement with yellow or white traffic paint or raised pavement markers approved by the City Engineer.
4. **Parking Space Orientation.** Parking areas shall be designed to minimize headlights shining into residential properties.
5. **Parking Module Dimensions.** Parking modules shall be dimensioned as shown in Table 156.E.003, Parking Module Dimensions. The dimensions that are set out in the table are illustrated in Figure 156.E.003, Illustrative Parking Module Configurations.

A Angle of Parking (Degrees)	B Width of Stall	C Depth of Stall 90 Degrees to Aisle		D Width of Aisle		E Width of Stall Parallel to Aisle	F Module Width		
		One Way	Two Way	One Way	Two Way		One Way	Two Way	
30	9.5	16.8	12.9	11	18	18	44.5	43.8	
45	9.5	19.1	15.9	13	18	18	51.2	49.8	
60	9.5	20.1	17.8	18	18	10.4	58.2	53.6	
90	9.5 <sup>a</sup>	18	18	24	24	9	42	60	
Parallel		9.5	21 (length)	21 (length)	12	18	N/A	30	36

TABLE NOTES:  
End spaces must be 12 feet  
End spaces may be 18 feet

Figure 156.E.003  
Illustrative Parking Module Configurations

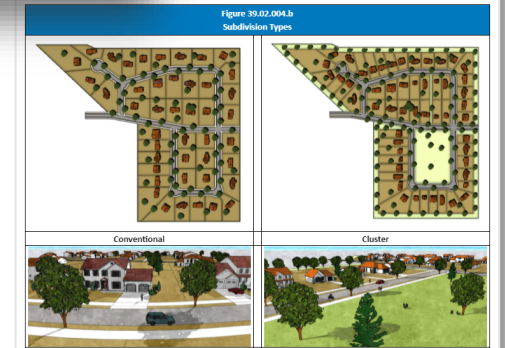
Illustrative dimensions for one stall row parking module

Illustrative dimensions for two stall row parking module

Suburban Residential (SR)  
Districts, Residential Estate (RE), Semi-Urban Residential (SU), Semi-Urban Residential Planned Commercial (NC), and Office (OF).

Suburban residential subdivision shall consist of large to moderately-sized lots, each with a detached dwelling that take access from a street internal to the development. A conventional subdivision is characterized by lots that are smaller than estate development with linear streets with a suburban cross-section, and allowance for cul-de-sacs and open space in individual lots.

Suburban residential subdivision shall consist of moderately sized lots with single-family detached dwellings that take access from a street internal to the development. The lots shall be arranged in clusters around a central street to protect a natural feature, to preserve parkland or greenway that is used by the lot owners, or to create permanent buffers from adjacent land uses. A cluster subdivision is characterized by a greater number of lots compared to conventional, with smaller lots, and setbacks, situated with open areas between, within, and around each lot or a cluster.



# Comprehensive Plan = Menu

# Zoning Ordinance = Recipe

COMBINATION PLATE Includes Rice & Beans			
1 TWO BEEF OR CHICKEN TACOS	2 BEEF TACO & BEAN TOSTADA	3 TWO BURRITOS	4 TWO FISH TACOS
5 TWO ENCHILADAS	6 TWO BEEF OR CHICKEN TACOS	7 BEEF TACO & ENCHILADA	8 POLLO ASADO
9 TWO CHILES RELLENOS	10 MACHACA	11 SAUTÉED CHICKEN ENCHILADAS	12 TWO ASADA TACOS
13 CHORIZO	14 CHIMICHANGA	15 CARNITAS	16 CARNE ASADA
17 STEAK RANCHERO	18 SHRIMP	TACO SALAD	
			

HARD TACOS	
BEEF	3.0
CHICKEN	3.6
POTATOE	3.0

TACOS	
CARNE ASADA	3.65
ADOBADA	3.65
CARNITAS	3.65
POLLO ASADO	3.65
SHRIMP	4.05
FISH	3.35

BURRITOS	
CALIFORNIA BURRITO	7.99

QUESADILLAS	
SUPREME	7.49
CARNE ASADA	6.47
POLLO ASADO	6.47
ADOBADA	6.47
CHEESE	3.83

TOSTADAS	
FLYING SAUCER	6.79
BEEF	3.91
CHICKEN	3.91
BEANS & CHEESE	3.91

- Shows the possibilities
- Less information on ingredients and timing
- Lots of conceptual pictures
- Does not get into the details

### START STRONG

The easiest way to tell when tortelloni are done is to watch them float! Once they're all bobbing at the surface of the water, they're perfectly cooked.

### BUST OUT

- Large pot
- Slotted spoon
- Kosher salt
- Black pepper
- Olive oil (2 tsp | 2 tsp)
- Butter (3 TBSP | 4 TBSP)  
(Contains Milk)

### INGREDIENTS

Ingredient 2-person | 4-person

- Scallions 2 | 4
- Button Mushrooms 8 oz | 16 oz
- Garlic 2 Cloves | 4 Cloves
- Cheese Tortelloni 8 oz | 16 oz
- Italian Seasoning 1 TBSP | 2 TBSP
- Cream Cheese 2 TBSP | 4 TBSP
- Sour Cream 2 TBSP | 4 TBSP
- Mushroom Stock Concentrate 1 | 2
- Parmesan Cheese 1/4 Cup | 1/2 Cup
- Chili Flakes 1 tsp | 1 tsp

### 1 PREP

Bring a large pot of salted water to a boil. Wash and dry all produce. Trim and thinly slice scallions, separating whites from greens. Trim and quarter mushrooms. Mince or grate garlic.

### 2 COOK MUSHROOMS

Heat a large drizzle of olive oil in a large pan over medium-high heat. Add mushrooms and cook, stirring occasionally, until browned and softened, 7-9 minutes. TIP: If pan seems dry, add another drizzle of olive oil.

### 3 COOK PASTA

Once water is boiling, add tortelloni to pot. Reduce to a low simmer and cook until tender and floating to the top, 3-5 minutes. Turn off heat, leaving tortelloni in water.

### 4 START SAUCE

Add garlic, scallion whites, half the Italian Seasoning (we'll use the rest later), and 2 TBSP butter to pan with mushrooms. Continue to cook over medium-high heat, stirring, until scallion whites are softened and butter has melted, 1-2 minutes. Season with salt and pepper. Reduce heat to low.

### 5 FINISH SAUCE & PASTA

Stir cream cheese, sour cream, stock concentrate, 1/4 cup pasta cooking water (1/2 cup for 4 servings), and 1 TBSP butter (2 TBSP for 4) into pan until thoroughly combined. Using a slotted spoon, gently transfer tortelloni to pan.

### 6 SERVE

Divide pasta between bowls. Sprinkle with Parmesan, scallion greens, and chili flakes if desired.

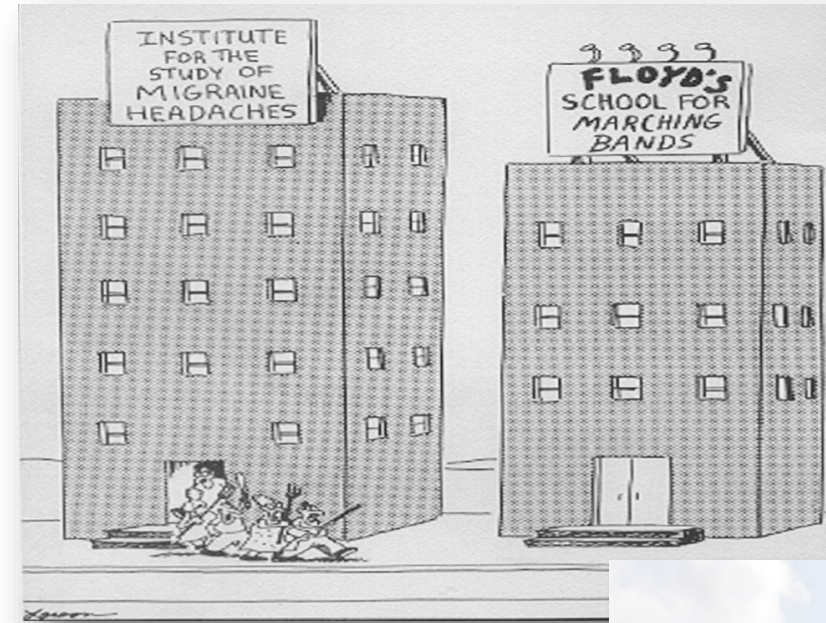
- How to make specific menu items
- Specific procedures to follow
- Pictures are more technical in nature
- Detail-oriented





# What Zoning IS

- Prevents *incompatible uses* from locating next to one another
- Provides standards for *landscaping, parking, lighting, and signs*
- Details *review bodies, procedures, and permits* for regulating land use



# What Zoning IS NOT

- **Property Tax Policy.** It will not raise or lower the Town's property tax rate.
- **Annexation Policy.** Annexation of land is more closely related to a Comprehensive Plan.
- **Capital Improvements Program.** It does not set policy for the extension or improvement of public infrastructure.
- **Building Code.** This regulates how structures are built to ensure their future structural soundness and safety.
- **Construction Standards.** It does not specify how thick subbase, base, and paved surfaces should be, how curb and gutter is built, etc.
- **Unified Development Code.** It does not incorporate all development-related laws. Subdivision standards, for instance.



# Project Goals

- Facilitate implementation of the ***Legacy Leesburg Town Plan***, adopted by the Town Council in March 2022
- Compliance with modern zoning practices
- Codification as part of the Town Code
- Streamlined land development processes
- User-friendly, graphics-based document housed on an interactive online platform

UNIFIED DEVELOPMENT ORDINANCE

Chapter 23 Unified Development Code > Article 3 - Development Standards > Division 3-4, Signs

Permanent signs are subject to the standards set out in this section and the procedures of Sec. 8-3-7, Sign Permit.

Sign Type and Standard	Zoning Districts		
	Rural and Residential Districts (AG, SF, GR, MR)	Town Center (TC)	Nonresidential Districts (GC and IN) and FTI
Wall Signs <sup>3</sup>			
Max. Number	1 per building facade	One on each side of a building facade facing 200 ft or more to street	
Max. Sign Area <sup>4</sup>	7 square feet	10 percent of facade	10 percent of facade
Sign Permit Required	Yes	Yes	Yes
Projecting Signs			

Street means a way for vehicular traffic whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, and place, or other designation.

**A** “Native” to the internet

**B** Table of Contents always visible

**C** Tables consolidate information

**D** Graphics clarify meaning and intent

**E** Pop-up definitions

**F** Customized branding

# Project Process

## Phase 1: Review & Analysis

Staff Coordination  
Stakeholder Interviews  
Annotated Outline  
Zoning Ordinance Audit

*Jun 2023 – Oct 2023*



*Sep 2023 – Sep 2024*

## Phase 2: Ordinance Drafting

Draft Ordinance Modules  
Open Door Public Meetings  
Planning Commission Presentations

## Phase 3: Public Review & Hearings

60-Day Public Comment Period  
Planning Commission & Town Council  
Public Hearings

*Sep 2024 – March 2025*

*May 2025*

## Adoption

Town Staff Facilitating Final Adoption  
Adopted Zoning Ordinance Delivered Electronically

# Annotated Outline

- Shows proposed structure of new ordinance in “table of contents” format
- Shows where how old/existing provisions relate

Annotated Outline for Chapter 156 – Zoning	
New Ordinance Table of Contents	Current Ordinance Sections
<b>Article A – General Provisions</b>	
Section 156.A.001, Title	§ 156.001 SHORT TITLE.
Section 156.A.002, Purposes	NEW
Section 156.A.003, Authority	NEW
Section 156.A.004, Applicability	NEW
Section 156.A.005, Jurisdiction	NEW
Section 156.A.006, Abrogation and Conflict	§ 156.403 ABROGATION AND GREATER RESTRICTIONS.
Section 156.A.007, Minimum Requirements	§ 156.402 COMPLIANCE.; § 156.404 INTERPRETATION.
Section 156.A.008, Severability	§ 156.406 SEVERABILITY.
Section 156.A.009, Enactment, Effective Date, and Repeal	NEW
Section 156.A.010, Transitional Provisions	NEW
<b>Article B – District Development Standards</b>	
Section 156.B.001, Purpose and Applicability	§ 156.020 AREA REGULATIONS.(A);

# Typical Zoning Ordinance Modules

1

- General Provisions
- Zoning Districts
- Land Use Table and Standards
- Parking and Loading
- Buffering and Landscaping
- Definitions

2

- Special Districts
- Development Review Bodies
- Development Review Procedures
- Nonconformities
- Enforcement
- Definitions

Town Staff will present the modules a few articles at a time to elected and appointed officials.

# Project Schedule

DATE	ACTIVITIES/DELIVERABLES
July 19-20, 2023	Planning Commission/BAR Briefings Stakeholder Interviews Town Tour Staff Technical Team Meeting
August 2023	Focus Group Listening Sessions Round 1 (Staff Led)
Week of Oct 2, 2023	Joint Planning Commission/Town Council Briefing: <ul style="list-style-type: none"><li>• Annotated Outline</li><li>• Ordinance Audit</li></ul>
November 2023	Focus Group Listening Sessions Round 2 (Staff Led)
Week of Feb 12, 2024	Planning Commission/Council Briefing: <ul style="list-style-type: none"><li>• Articles 1 through 4</li></ul> Open Door Public Meeting Staff Technical Team Meeting



# Project Schedule

DATE	ACTIVITIES/DELIVERABLES
Week of Jun 3, 2024	Planning Commission/Council Briefing: <ul style="list-style-type: none"><li>Articles 5 through 9</li></ul> Open Door Public Meeting Staff Technical Team Meeting
Week of Sep 2, 2024	Focus Group Listening Sessions Round 3 (Staff Led) Draft Ordinance Released for 60-Day Public Review & Comment
November 21, 2024	Planning Commission Public Hearing
Dec 2024 – Jan 2024	Planning Commission Work Session Discussions (Staff Led)
March 11, 2025	Town Council Public Hearing
May 2025	Adopted Ordinance Available on Online



# Thank You!

## Questions / Answers / Comments

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