

LEXINGTON PLANNING COMMISSION

July 25, 2024 - 5:00 P.M

**Rockbridge County Administrative Offices – First Floor Meeting Room
150 South Main Street, Lexington, VA 24450**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
Minutes from July 11, 2024*
- 4. CITIZENS’ COMMENTS ON MATTERS NOT ON THE AGENDA**
- 5. NEW BUSINESS**
 - A. PS 2024-03: An application by Sam and Jackie Calhoun proposing a preliminary subdivision plat (boundary line adjustment) for a parcel located at 31 Chamberlain Loop (TM # 39-1-1-17) in Lexington, Virginia, and an adjacent parcel located in Rockbridge County, Virginia.
 - 1) Staff Report*
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Commission Discussion & Decision
 - B. PS 2024-04: An application by Nancy L. Trumps proposing a preliminary subdivision plat (boundary line adjustment) for a parcel located at 29 Chamberlain Loop (TM # 39-1-1-18) in Lexington, Virginia, and an adjacent parcel located in Rockbridge County, Virginia
 - 1) Staff Report *
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Commission Discussion & Decision
 - C. ZOA 2024-03: Annual Zoning Ordinance Amendments. Cottage Housing.
 - 1) Staff Report* and Commission Discussion
 - 2) Public Comment
- 6. OTHER BUSINESS**
 - A. Zoning and Planning Report

- B. Key Annual PC Milestones: Ongoing. Remaining items:
 - 1) Zoning Text Amendments: Ongoing. Remaining items:
 - a. Cottage Housing
 - b. What else, if any?
 - 2) Comp Plan Review: Ongoing
 - 3) Major Project Update

7. CITY COUNCIL REPORT

8. ADJOURN

*indicates attachment

whether to allow cottage housing as a by-right use with design standards, as a conditional use with design standards, or as a PUD, and he offered pros and cons for each approach. J. Driscoll commented that developers would likely appreciate predictability and flexibility. He suggested that clearly defining expectations in the code and allowing the developments as either a by-right or conditional use would ultimately make the process easier and more attractive to developers. L. Straughan said she was not opposed to allowing cottage developments by-right in the R-M zoning district, but she would prefer they be a conditional use in the R-1, R-2, and R-LC zoning districts to allow for greater control over their location. She also liked the idea of allowing for the consideration of a cottage development through the PUD process in instances where the development does not comply with the adopted design standards. S. Spencer questioned whether it would be possible to control the location of cottage developments if they were to be allowed by-right. A. Glaeser said cottages could be tied to zoning or the Comprehensive Plan and offered limiting the developments to specific zoning districts or to Opportunity Areas as examples. There was then a brief discussion of cottage housing ownership structure in other localities.

A. Glaeser asked for feedback on the sample Purpose and Intent sections included in the staff report. J. Driscoll said he liked the clarity of the text from Shoreline, WA. L. Straughan said she thought the second and third paragraphs from the Winchester, VA text were helpful in introducing a new concept. Following discussion there was general agreement to use the second and third paragraphs from Winchester as the opening to the section and to follow them with elements from the Shoreline purpose section.

A. Glaeser recommended moving on to the density section and suggested the Commission consider a minimum and maximum number of cottages per “pod”. There seemed to be consensus to set the minimum number of cottages at 4. Several Commissioners voiced support for expressing maximum cottage density as 1 cottage per a specific area of square footage.

2) Public Comment – None

OTHER BUSINESS

A. Zoning and Planning Report – Director Glaeser reported the following:

- A building permit was issued for construction of W&L’s new student health center. Up to this point, work at the site has been limited to earth work and site preparation.
- The project management team for the housing conditions survey met and a contract has been executed for the survey.
- There will be public hearings for two boundary line adjustments on the Commission's next agenda.
- City Council will hold a work session on July 18th on the Batch A annual zoning text amendments.

B. Comp Plan Review – J. Driscoll noted that 2025 would mark five-year review date for the Comprehensive Plan. He suggested the data from the regional housing study and from the city’s housing conditions assessment could provide a good entry for an in-depth review of the Housing Chapter.

CITY COUNCIL REPORT -

Because City Council did not meet on July 4th, L. Straughan had no report.

ADJOURN

The meeting adjourned at 6:00 p.m. (J. Driscoll / M. S. Harlow)

S. Spencer, Chair, Planning Commission

Project Name Boundary line adjustment for the parcel located at 31 Chamberlain Loop

Property Location 31 Chamberlain Loop

Zoning R-1 (General Residential) / P.U.D. Overlay

Owner / Petitioner Sam W. & Jackie H. Calhoun / Sam W. & Jackie H. Calhoun

Petitioner's Intent Adjust the boundary lines between Lexington Tax Parcel #39-1-1-17 and an unimproved tract located in Rockbridge County

PLANNING COMMISSION RECOMMENDATION: Pending
STAFF RECOMMENDATION: Approval

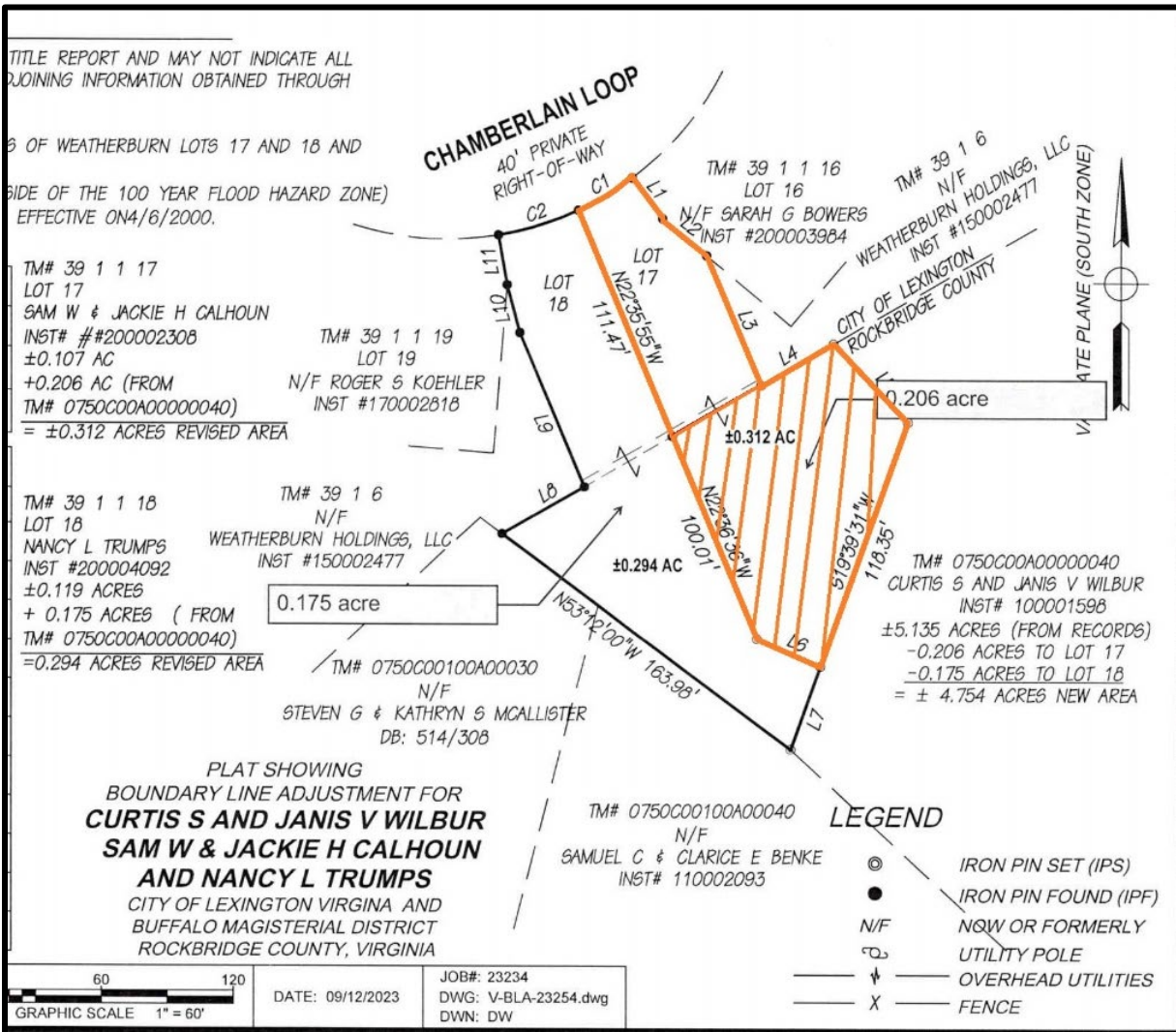
location map



OVERVIEW OF REQUEST

The applicants seek a boundary line adjustment to add a 0.206 ± acre portion of an unimproved tract located in Rockbridge County and owned by Curtis and Janis Wilbur to Lexington Tax Parcel #39-1-1-17 (31 Chamberlain Loop) in accordance with the following preliminary plat provided by Perkins & Orrison. The orange hatched area in the plat below will be added to Lexington Tax Parcel #39-1-1-17, however the city/county boundary is not being adjusted. The 0.206 ± acre portion that is hatched in orange will remain in Rockbridge County.

Preliminary Plat



AUTHORITY TO REVIEW

Sections 360-24 and 360-25 of the Lexington Subdivision Ordinance establish the review authority and procedures for the Planning Commission's and City Council's review of preliminary subdivision plats. The Planning Commission must review all preliminary plats and may recommend approval or denial. If the Commission recommends denial of a preliminary plat it must state the reason for its recommendation of denial and the specific changes that are necessary for the plat to be recommended for approval.

Upon receipt of the Planning Commission's recommendation, the City Council shall review the preliminary plat and within 60 days of the receipt of the Commission's recommendation, recommend approval or denial of the preliminary plat. Council may take no action on any preliminary plat until holding a public hearing in accordance with state law. Adjoining property owners shall be notified by first class mail of the pending public hearing, and a legal ad shall be published notifying the general public of the pending Council review.

STAFF REVIEW COMMENTS

As proposed, the boundary line adjustment meets the zoning requirements for parcels in the R-1 / Weatherburn PUD.

PLANNING COMMISSION RECOMMENDATION

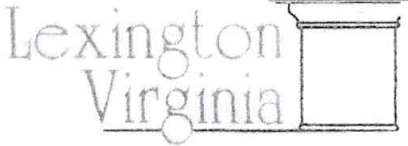
Pending

STAFF RECOMMENDATION

Finding that the submitted preliminary plat has been properly drawn and that it is accompanied by those items, in proper form, required by the Subdivision Ordinance, and that the proposed subdivision conforms to the requirements and purposes of the Subdivision Ordinance, Staff recommends that the preliminary plat be **APPROVED** as submitted.

SUGGESTED MOTION

I move to approve/deny Preliminary Subdivision Application PS 2024-03 for the for the adjustment of boundary lines between 31 Chamberlain Loop (Tax Map # 39-1-1-17) and an adjacent unimproved parcel in Rockbridge County (Rockbridge County Tax Map #0750C00A00000040), in accordance with the Plat Showing Boundary Line Adjustment for Curtis S. and Janis V. Wilbur, Sam W. & Jackie H. Calhoun, and Nancy Trumps, completed by Perkins & Orrision as submitted by the applicant.



Planning & Development Department
300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

www.lexingtonva.gov

SUBDIVISION APPLICATION AND CHECKLIST

Applicant¹

Name: Sam W. & Jackie H. Calhoun Phone: 540-463-2006

Company: _____ Fax: _____

Address: 31 Chamberlain Loop, Lexington VA Email: CalhounS@wlu.edu

Applicant's Signature: Attorney for Calhouns Date: _____

Subdivision Plat Preparer

Name: Farris P. Hotchkiss, Jr. Phone: 540-464-9001

Company: Perkins & Orrison Fax: 540-464-5009

Address: 17 W. Nelson St Lexington, VA Email: pno@perkins-orrison.com

Property Owner

Name: Same As Applicant Phone: _____

Address: _____ Email: _____

Owner's Signature: _____ Date: _____

Proposal Information² (attach list of properties if request includes multiple properties)

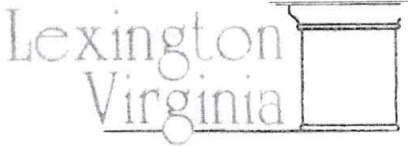
Address (or location description): _____

Tax Map: 391117 Instrument#
Deed Book and Page #: 2000002308

Acreage: See attached plat Zoning (attach any existing zoning conditions or proffers): _____

Number of Lots Proposed: _____

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
2. Any application deemed incomplete by staff will not be accepted.



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300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

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Notice to Adjacent Property Owners

The City will give notice of public hearings to be held on the application to those persons who own property, any portion of which abuts the subject property, and all property which is directly across the street from any portion of the subject property, as determined by the City's real property tax records. This notice will give the date, time and place of the hearing, identify the property which is the subject of the application and give a brief description of the proposed action. Notices will be mailed a minimum of ten (10) days prior to the date of the scheduled City Council meeting.

Posting of the Property

The City will place a sign on the subject property which indicates that an action is pending. The sign will be located to be clearly visible from the street.

THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fees: Case Number: SUB- 2024 - 03
Subdivision of parcel: \$500 + \$50 for each additional lot created
Boundary line adjustment/vacation: \$125 Amount Paid: \$125.00
Date Received: 6/27/24 Received By: Arne

Staff Review

Planning: Public Works:
Police: Fire/Rescue:

Preliminary Plat Approvals

Planning Commission

Meeting Date: Action:

City Council

Legal Ad Dates: Adj. Property Notifications:
Public Hearing Date: Action:

Final Plat Approval

Action: [] Approved [] Denied

Planning and Development Director Date

ATTACHMENT TO SUBDIVISION APPLICATION

Samual W. & Jackie H. Calhoun are owners of Lot 17 in the Weatherburn Subdivision, which lot currently contains .107-acres. They are requesting to increase the size of their lot by .206-acres to create a single lot containing .312 acres.

The .206-acre tract being added is in the County of Rockbridge and is an unimproved parcel. As all improvements on the property are located within the City of Lexington, this entire .312-acre parcel will be taxed as part of the City's assessment. It cannot be taxed by the County as doing so would create an improper subdivision within the County. This has been confirmed by the County of Rockbridge.

The Calhouns are requesting this as it would enhance the value of their property due to the location of the improvement placed thereon and increase the tax values and therefore the taxes paid to the City of Lexington. There are no known adverse impacts to the City of Lexington by allowing this boundary line adjustment.

NOTES:

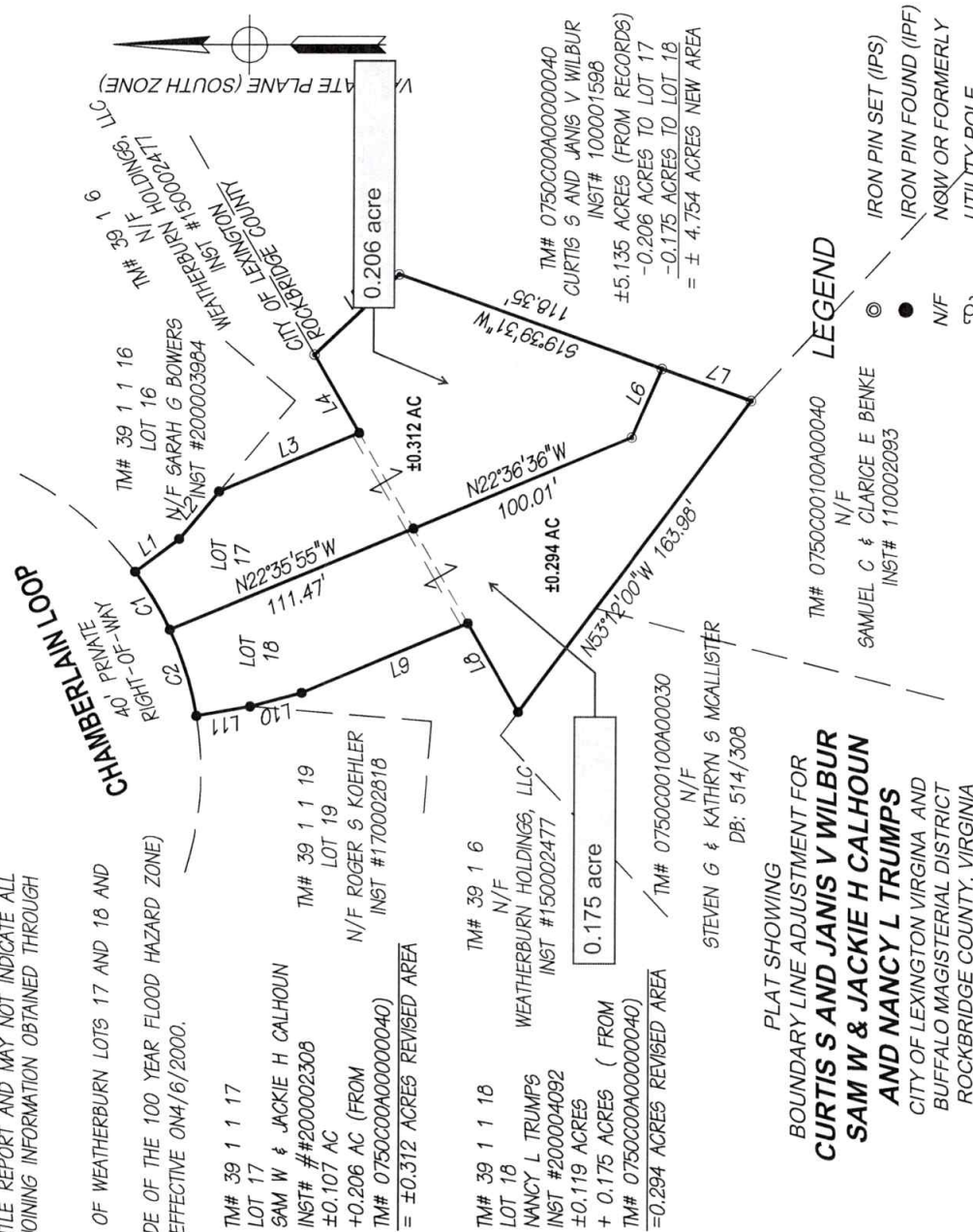
1. THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT INDICATE ALL ENCUMBRANCES UPON THE PROPERTY. SOURCE OF TITLE AND ADJOINING INFORMATION OBTAINED THROUGH ROCKBRIDGE COUNTY AND CITY OF LEXINGTON GIS.
2. THIS PLAT HAS BEEN PREPARED FROM RECORDS.
3. THE PURPOSE OF THIS PLAT IS TO ADJUST THE BOUNDARY LINES OF WEATHERBURN LOTS 17 AND 18 AND TM# 0750000A00000040.
4. THIS PROPERTY IS LOCATED IN ZONE "X" UNSHADED (AREA OUTSIDE OF THE 100 YEAR FLOOD HAZARD ZONE) AS DETERMINED BY FEMA AND SHOWN ON PANEL 511630264C, EFFECTIVE 04/6/2000.

CURVE TABLE

CURVE	LENGTH	RADIUS	BEARING	CHORD	DELTA
C1	28.70'	140.00'	N58°59'01"E	28.65'	11°44'47"
C2	38.01'	140.00'	N72°38'01"E	37.89'	15°33'14"

LINE TABLE

LINE	BEARING	LENGTH
L1	S36°53'23"E	23.15'
L2	S49°53'56"E	26.04'
L3	S22°35'55"E	64.17'
L4	N60°03'43"E	37.99'
L5	S43°31'39"E	49.35'
L6	S66°03'57"E	31.56'
L7	S19°36'46"W	40.03'
L8	N60°03'43"E	43.00'
L9	N22°35'55"W	76.02'
L10	N14°46'58"W	22.49'
L11	N9°35'21"W	23.15'



PLAT SHOWING
BOUNDARY LINE ADJUSTMENT FOR
CURTIS S AND JANIS V WILBUR
SAM W & JACKIE H CALHOUN
AND NANCY L TRUMPS
 CITY OF LEXINGTON VIRGINIA AND
 BUFFALO MAGISTERIAL DISTRICT
 ROCKBRIDGE COUNTY, VIRGINIA

LEGEND

- N/F
- N/F
- SAMUEL C & CLARICE E BENKE INST# 110002093
- TM# 0750000100A00040 N/F
- IRON PIN SET (IPS)
- IRON PIN FOUND (IPF)
- N/F
- NSW OR FORMERLY UTILITY POLE
- OVERHEAD UTILITIES
- X FENCE

Office: 540-464-9001
 Fax: 540-464-5009
 E-Mail: pno@perkins-orrison.com
 WEBSITE: <http://www.perkins-orrison.net>

17 W. Nelson Street
 Lexington, VA 24450

ENGINEERS ▲ PLANNERS ▲ SURVEYORS

DATE: 09/12/2023
 JOB#: 23234
 DWG: V-BLA-23254.dwg
 DWN: DW

GRAPHIC SCALE 1" = 60'

Project Name Boundary line adjustment for the parcel located at 29 Chamberlain Loop

Property Location 29 Chamberlain Loop

Zoning R-1 (General Residential) / P.U.D. Overlay

Owner / Petitioner Nancy L. Trumps / Nancy L. Trumps

Petitioner's Intent Adjust the boundary lines between Lexington Tax Parcel #39-1-1-18 and an unimproved tract located in Rockbridge County

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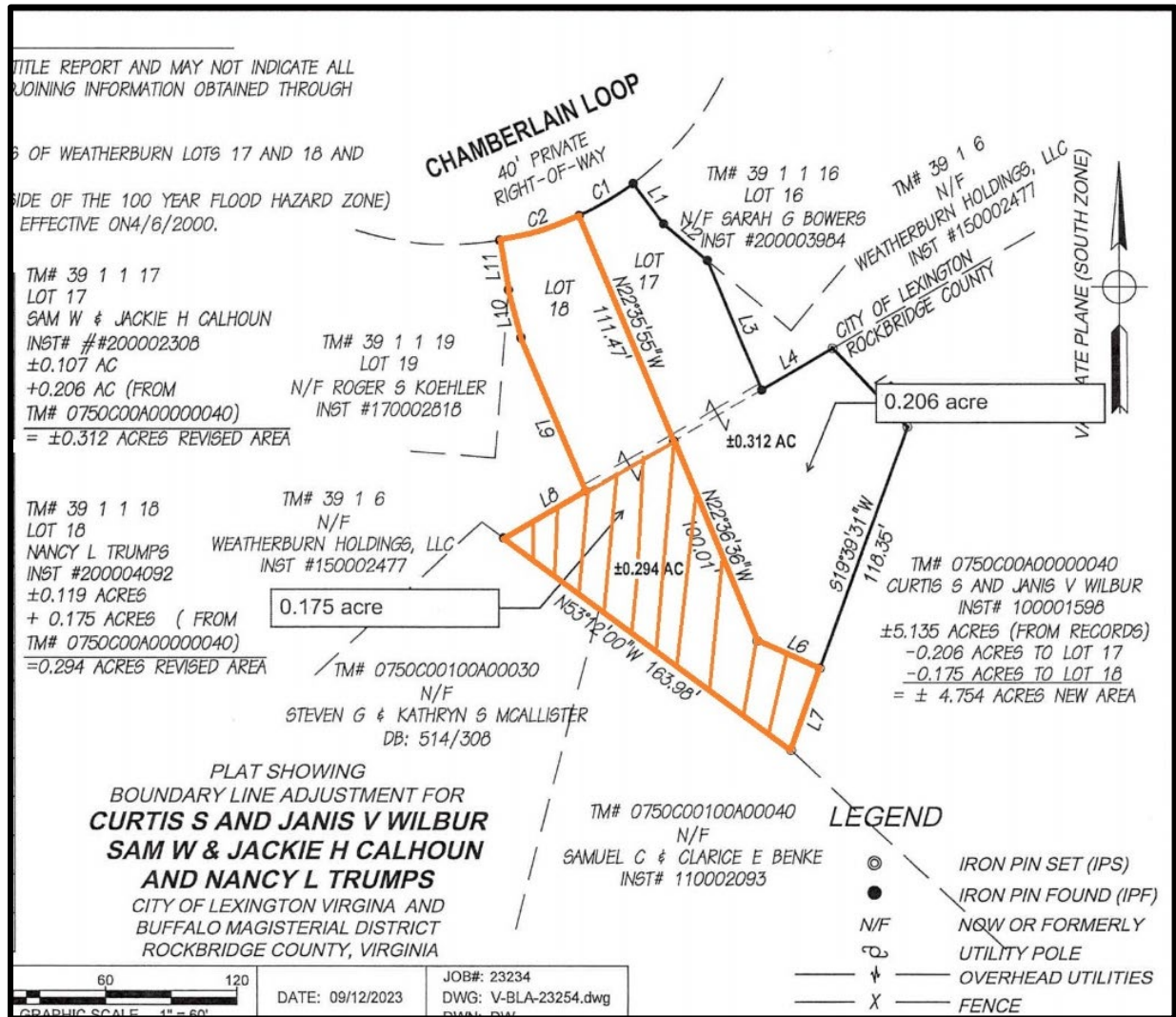
location map



OVERVIEW OF REQUEST

The applicants seek a boundary line adjustment to add a ± 0.175 acre portion of an unimproved tract located in Rockbridge County and owned by Curtis and Janis Wilbur to Lexington Tax Parcel #39-1-1-18 (29 Chamberlain Loop) in accordance with the following preliminary plat provided by Perkins & Orrison. The orange hatched area in the plat below will be added to Lexington Tax Parcel #39-1-1-18, however the city/county border is not being adjusted. The 0.175 ± acre portion that is hatched in orange will remain in Rockbridge County.

Preliminary Plat



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STAFF REVIEW COMMENTS

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PLANNING COMMISSION RECOMMENDATION

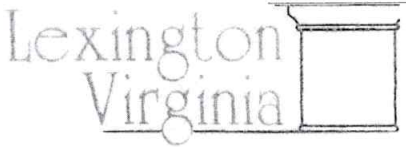
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STAFF RECOMMENDATION

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300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

www.lexingtonva.gov

SUBDIVISION APPLICATION AND CHECKLIST

Applicant¹

Name: Nancy L. Trumps Phone: 540-460-5638

Company: _____ Fax: _____

Address: 29 Chamberlain Loop, Lexington VA Email: ntrumps@wlu.edu

Applicant's Signature: [Signature] Attorney for Nancy Trumps Date: _____

Subdivision Plat Preparer

Name: Farris P. Hotchkiss, Jr. Phone: 540-464-9001

Company: Perkins & Orrison Fax: 540-464-5009

Address: 17 W. Nelson St. Lexington, VA Email: pno@perkins-orrison.com

Property Owner

Name: Same As Applicant Phone: _____

Address: _____ Email: _____

Owner's Signature: _____ Date: _____

Proposal Information² (attach list of properties if request includes multiple properties)

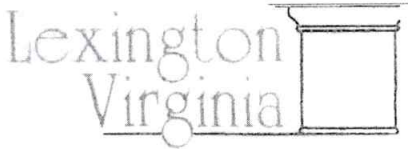
Address (or location description): _____

Tax Map: 391118 Instrument # 200004092
Deed Book and Page #: _____

Acreage: See Attached Plat Zoning (attach any existing zoning conditions or proffers): _____

Number of Lots Proposed: _____

1. Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.
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Application Fees:

Case Number: 35 SUB- 2024 - 04

Subdivision of parcel: \$500 + \$50 for each additional lot created

Boundary line adjustment/vacation: \$125

Amount Paid: \$125.00

Date Received: 6/27/2024

Received By: Arne

Staff Review

Planning: _____ Public Works: _____

Police: _____ Fire/Rescue: _____

Preliminary Plat Approvals

Planning Commission

Meeting Date: _____ Action: _____

City Council

Legal Ad Dates: _____ Adj. Property Notifications: _____

Public Hearing Date: _____ Action: _____

Final Plat Approval

Action: Approved Denied

Planning and Development Director

Date

ATTACHMENT TO SUBDIVISION APPLICATION

Nancy L. Trumps is the owner of Lot 18 in the Weatherburn Subdivision, which lot currently contains .119-acres. She is requesting to increase the size of her lot by .175-acres to create a single lot containing .294 acres.

The .175-acre tract being added is in the County of Rockbridge and is an unimproved parcel. As all improvements on the property are located within the City of Lexington, this entire .294-acre parcel will be taxed as part of the City's assessment. It cannot be taxed by the County as doing so would create an improper subdivision within the County. This has been confirmed by the County of Rockbridge.

Ms. Trumps is requesting this as it would enhance the value of her property due to the location of the improvement placed thereon and increase the tax values and therefore the taxes paid to the City of Lexington. There are no known adverse impacts to the City of Lexington by allowing this boundary line adjustment.

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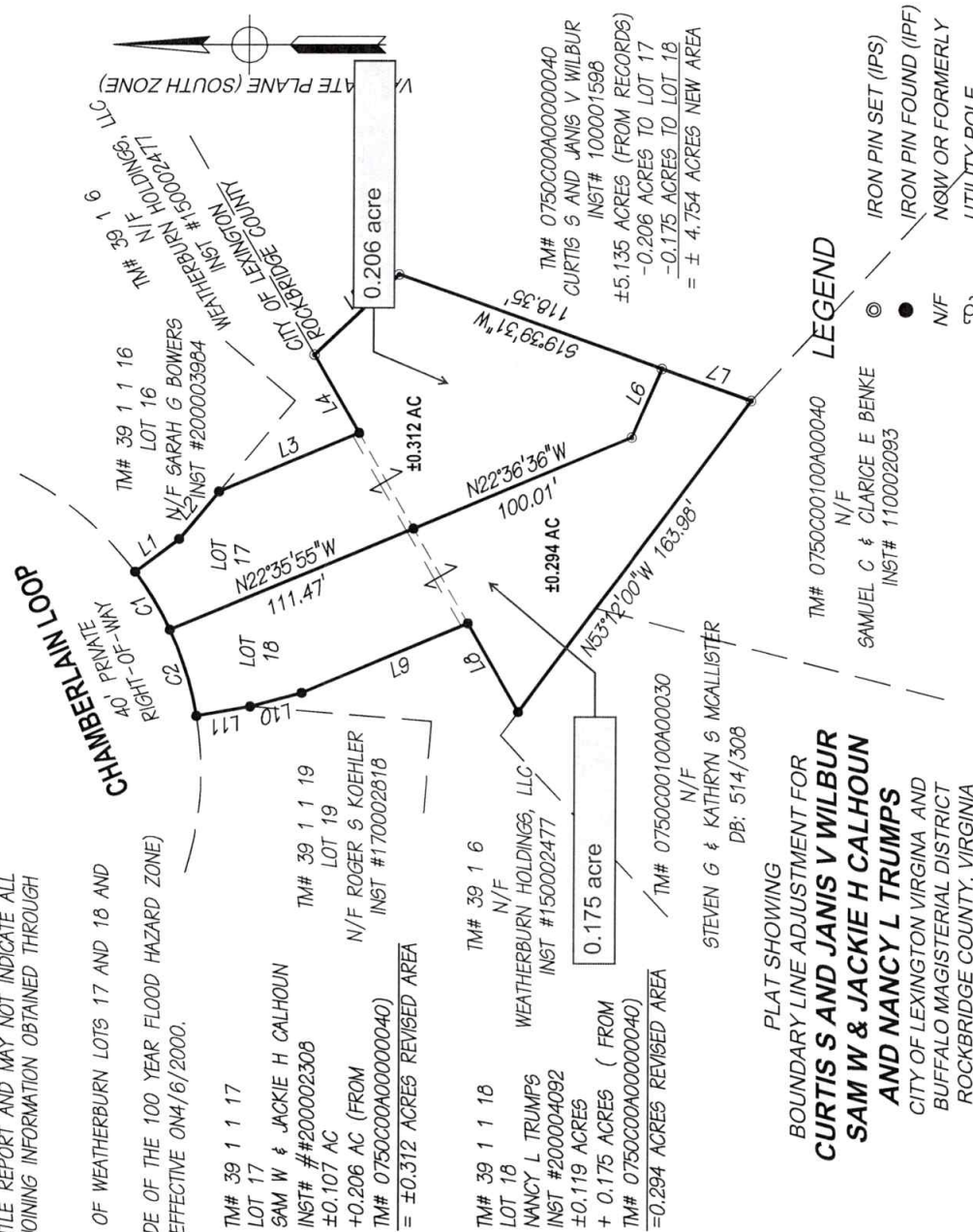
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BOUNDARY LINE ADJUSTMENT FOR
CURTIS S AND JANIS V WILBUR
SAM W & JACKIE H CALHOUN
AND NANCY L TRUMPS
CITY OF LEXINGTON VIRGINIA AND
BUFFALO MAGISTERIAL DISTRICT
ROCKBRIDGE COUNTY, VIRGINIA

LEGEND

- IRON PIN SET (IPS)
- IRON PIN FOUND (IPF)
- N/F N&W OR FORMERLY
- ↖ UTILITY POLE
- OVERHEAD UTILITIES
- X FENCE

17 W. Nelson Street
Lexington, VA 24450

Office: 540-464-9001
Fax: 540-464-5009
E-Mail: pno@perkins-orrison.com
WEBSITE - <http://www.perkins-orrison.net>

DATE: 09/12/2023
JOB#: 23234
DWG: V-BLA-23254.dwg
DWN: DW

GRAPHIC SCALE 1" = 60'

Draft amendments for Cottage Housing

Proposed Amendments to the Zoning Chapter (*Chapter 420*)

The Lexington Planning Commission is considering a zoning text amendment to potentially allow cottage housing in accordance with strategy H.O. 5.3 that recommends we explore zoning modifications to facilitate the creation of a variety of safe, affordable, and innovative housing options, including other housing types that achieve higher densities and a diversity of housing options. This review of other ordinances that permit cottage housing, along with the consideration to modify the Lexington Zoning Ordinance, is in support of strategy H.O. 5.3 of the Lexington Comprehensive Plan.

April 25, 2024 P.C. meeting: staff presented an overview of the cottage housing development concept.

May 9, 2024 P.C. meeting: the cottage housing regulations for Winchester, Virginia were reviewed.

May 23, 2024 P.C. meeting: staff provided an overview of the Railroad Cottages development in Falls Church, VA, along with a review of the accompanying cottage housing zoning code adopted by Falls Church in 2017.

June 13, 2024 P.C. meeting: staff provided an overview of the Third Street Cottages development in Langley, WA along with a review of the accompanying cottage housing zoning code adopted by Langley in 1995 and modified thereafter.

June 27, 2024 P.C. meeting: staff provided an overview of the cottage housing proposal submitted by Max Ivankov for his properties at the corner of Houston and Walker Streets.

July 11, 2024 P.C. meeting: staff will provide the structure of the Winchester, VA cottage housing code, and sample language from other cottage housing codes will be provided for each element within the Winchester code. The Planning Commission can then discuss the options for each element and decide on the language to be included in the draft that will be advertised for a public hearing.

July 25, 2024 P.C. meeting: staff will continue to add sample language from other cottage housing codes to the Winchester code structure for the continued Cottage Housing discussion.

LEXINGTON ZONING ORDINANCE

ARTICLE XI. Use and Design Standards

§420-11.1. Residential Uses.

2. Cottage Housing

A. PURPOSE AND INTENT.

Winchester, VA

The general purpose of the cottage housing development design standards are as follows:

1. A cottage housing development is an alternative type of detached housing providing small residences that replicate the size, proportionality and character of craftsman-style homes built in the 1910's to 1930's, for households of typically one to two individuals. Cottage housing is provided as part of the city's overall housing strategy which intends to encourage affordability, innovation and variety in housing design and site development while ensuring compatibility with existing neighborhoods, and to promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition and individual needs.
2. The cottage housing development design standards contained in this article are intended to create a small community of cottages oriented around open space that is pedestrian-oriented and minimizes the visibility of off-street parking. These design standards are intended to ensure that cottage housing developments include pedestrian amenities and take advantage of existing natural features on the site including topography and vegetation. The cottage housing development design standards are intended to maintain traditional cottage amenities and proportions and ensure that cottage housing developments contribute to the overall community character. Alternative designs that meet the objectives of the design standards may be reviewed through the conditional use permit process to accomplish the objectives of this article.
3. Cottage housing may allow higher residential density than is normally allowed in the underlying zoning district. This increased density is possible through the use of smaller than average dwelling unit sizes, clustered parking, and site design standards.
4. All cottage housing developments are subject to current city stormwater standards and shall incorporate stormwater low impact development techniques whenever possible.

Shoreline, WA

The purpose of this subchapter is to establish standards for cottage housing developments in R-4, R-6, R-8 and R-12 zones. All cottage housing developments shall meet the design standards contained in this subchapter. Standards that are not addressed in this subchapter will be supplemented by the standards in SMC 20.40.300 and the remainder of this chapter. In the event of a conflict, the standards of this subchapter shall prevail. The purposes of this subchapter are as follows:

1. To increase the supply and variety of housing choices available in the city to better meet the needs of residents, especially those in smaller households.

2. To encourage development of attractive infill residential communities that are compatible with other forms of low-density residential uses.
3. To enhance the aesthetic appeal of new cottage housing development by encouraging a variety of home sizes and heights, in an architecturally cohesive development.
4. To encourage site design which maximizes the preservation of existing large trees in order to provide habitat for wildlife, protect biodiversity, and enhance the environmental quality of the development.
5. To provide a site design that fosters community interaction, a sense of safety, and connection to the environment by orienting cottages around accessible, usable, common open space while reducing the dominance of vehicles on the site.
6. To provide a cottage design that encourages community interaction through usable front porches while maintaining a resident's privacy within the home. (Ord. 984 § 1 (Exh. A), 2023).

Lexington, VA

The purpose of this subchapter is to establish standards for cottage housing developments. The cottage housing development design standards contained in this article are intended to create a small community of cottages oriented around open space that is pedestrian-oriented and minimizes the visibility of off-street parking. These design standards are intended to ensure that cottage housing developments include pedestrian amenities and take advantage of existing natural features on the site including topography and vegetation. The cottage housing development design standards are intended to maintain traditional cottage amenities and proportions and ensure that cottage housing developments contribute to the overall community character. Alternative designs that meet the objectives of the design standards may be reviewed through the conditional use permit process to accomplish the objectives of this article. Cottage housing may allow higher residential density than is normally allowed in the underlying zoning district. This increased density is possible through the use of smaller than average dwelling unit sizes, clustered parking, and site design standards. The purposes of this subchapter are as follows:

1. To increase the supply and variety of housing choices available in the city to better meet the needs of residents, especially those in smaller households.
2. To encourage development of attractive infill residential communities that are compatible with other forms of low-density residential uses.
3. To enhance the aesthetic appeal of new cottage housing development by encouraging a variety of home sizes and heights, in an architecturally cohesive development.
4. To encourage site design which maximizes the preservation of existing large trees in order to provide habitat for wildlife, protect biodiversity, and enhance the environmental quality of the development.
5. To provide a site design that fosters community interaction, a sense of safety, and connection to the environment by orienting cottages around accessible, usable, common open space while reducing the dominance of vehicles on the site.
6. To provide a cottage design that encourages community interaction through usable front porches while maintaining a resident's privacy within the home.

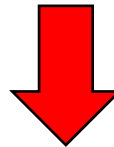
B. APPLICABILITY, APPLICATION PROCESS, AND DESIGN REVIEW.

Winchester, VA

Applicability of this article, application procedure and the process for design review are pursuant to Article 18, General Provisions, and Article 19, Site Plan Requirements.

Abingdon, VA

Application process and design review. The application and review process are pursuant to Article III, Permits and Applications.



Continue with 7.25.2024
P.C. discussion here

C. DENSITY, NUMBER OF COTTAGE HOUSING UNITS AND MINIMUM LOT AREA.

Winchester, VA

1. In cottage housing developments the permitted densities shall be as follows:

Zoning District	Maximum Cottage Density	Minimum Number of Cottages per Cottage Housing Development	Maximum number of Cottages per Cottage Housing Development	Minimum Lot Size (accommodates 4 cottages)
Central Business (B-1) and Residential Business (RB-1)	1 cottage dwelling per 2,000 sf	4	8	8,000 sf
High Density Residential (HR)	1 cottage dwelling per 2,000 sf	4	10	8,000 sf
Limited High Density Residential (HR-1)	1 cottage dwelling per 2,800 sf	4	10	11,200 sf
Medium Density Residential (MR)	1 cottage dwelling per 2,800 sf	4	12	11,200 sf

2. Projects that exceed the above maximums must be processed as planned unit developments per Article 13 of the Winchester Zoning Ordinance.

Abingdon, VA

Cottage housing developments shall adhere to the requirements of Table 7.2.13

Table 7.2.13 Cottage Housing Development Requirements				
Zoning District	Maximum Density	Minimum Number/Density of Cottages per Development	Maximum Number/Density of Cottages per Development	Minimum Lot Size
Limited Business (B-1) and General Business (B-2)	1 cottage per 4,000 square feet	4	8 cottages per acre	2 acres
High-Density Residential (R-3), Mixed Residential (R-4), and Mixed High-Density Residential (R-5)	1 cottage per 4,000 square feet	4	8 cottages per acre	2 acres

Notes for Table 7.2.12 Cottage Housing Development Requirements

[1] The densities set forth may be increased in accordance with the open space and low-income incentives set forth in Article V, Division 5, Planned Unit Development.

Falls Church, VA

Zoning District	Maximum Cottage Density	Minimum Number of Cottages per Cottage Housing Development	Maximum number of Cottages per Cottage Housing Development	Minimum Lot Size (accommodates 9 cottages)
R-1A (Low Density Residential District)	parcel s.f. ÷ 10,000 x 2	(none)	18	45,000 sf

Port Townsend, WA

Zoning District	Maximum Cottage Density	Minimum Number of Cottages per Cottage Housing Development	Maximum number of Cottages per Cottage Housing Development	Minimum Lot Size (accommodates 4 cottages)
R-I Low Density Residential	1 cottage dwelling per 5,000 sf	4	8	20,000 sf
R-II Medium Density Single-Family	1 cottage dwelling per 2,500 sf	4	12	10,000 sf
R-III Medium Density Multifamily	1 cottage dwelling per 2,500 sf	4	14	10,000 sf

Lexington, VA

(to be completed)

Zoning District	Maximum Cottage Density	Minimum Number of Cottages per Cottage Housing Development	Maximum number of Cottages per Cottage Housing Development	Minimum Lot Size (accommodates <u>9</u> <u>5</u> cottages)
R-1	Single family x 2.5 or 1 cottage per 3,200 sf	4	12?	16,000 sf (8,000 x 2)
R-2	Single family x 2 or 1 cottage per 6,000 sf	4	12?	30,000 sf (15,000 x 2)
R-LC (?)	Single family x 2.5 or 1 cottage per 3,200 sf	4	12?	16,000 sf (8,000 x 2)

D. EXISTING NONCONFORMING STRUCTURES AND ACCESSORY TWO-FAMILY DWELLING UNITS.

Winchester, VA

1. On a lot to be used for a cottage housing development, an existing detached single-family dwelling, which may be nonconforming with respect to the standards of this article, shall be permitted to remain, but the extent of the nonconformity may not be increased. Such nonconforming dwelling units shall be included in the maximum permitted cottage density.
 - a. Nonconforming dwelling units may be modified to be more consistent with this article. For example, roof pitches may be increased consistent with Section 13.1-5, but the building ground floor or total floor area may not be increased greater than permitted by Section 13.1-11.
2. New accessory two-family dwelling units are not permitted in cottage housing developments. All residential units in a cottage housing development count towards the maximum permitted density. An existing accessory two-family dwelling may be counted as a cottage unit if the property is developed subject to the provisions of this article.

Abingdon, VA

- d) Existing nonconforming structures.
 - (1) On a lot to be used for a cottage housing development, an existing detached single family dwelling, which may be nonconforming with respect to the standards of this article, shall be permitted to remain, but the extent of the nonconformity may not be increased. Such nonconforming dwelling units shall be included in the maximum permitted cottage density.
 - (2) All residential units in a cottage housing development count towards the maximum permitted density.

Port Townsend, WA

- 17.34.040 Existing nonconforming structures and accessory dwelling units.
- A. On a lot to be used for a cottage housing development, an existing detached single family dwelling, which may be nonconforming with respect to the standards of this article, shall be permitted to remain, but the extent of the nonconformity may not be increased. Such nonconforming dwelling units shall be included in the maximum permitted cottage density.
 1. Nonconforming dwelling units may be modified to be more consistent with this chapter. For example, roof pitches may be increased consistent with PTMC 17.34.050, but the building ground floor or total floor area may not be increased greater than permitted by PTMC 17.34.110.

(staff notes that PTMC 17.34.050 is the section of the Port Townsend cottage housing code regulating building height and roof pitch, while PTMC 17.34.110 is the section of the cottage housing code regulating cottage floor area.)

E. BUILDING HEIGHT.

Winchester, VA

1. Objective. Structures in cottage housing developments shall be designed to be single-story or single-story plus a loft. Because the base density is higher and building separation less than on typical residential lots, it is important to maintain a feeling of adequate light

and open space by providing more restrictive maximum roof heights and roof proportion standards.

- a. The maximum roof pitch for a cottage housing structure shall be 12/12, and the minimum roof pitch shall be 8/12.
- b. Maximum floor to floor height for lofts shall not exceed 10'-0".

Falls Church, VA

- (5) No building in the proposed development will exceed 1 ½ stories or be more than 25 feet in height. No basement or crawl space with an average floor to ceiling height of more than 4 ½ feet in height will be permitted.

(The Falls Church definition of half story is: Story, half, means a partial story under a gable, hip or gambrel roof, the wall plates of which on at least two opposite exterior sides are not more than two feet above the floor of such story; provided that any such story used as a separate dwelling unit, other than by a janitor or other employee and his family, shall be counted as a full story. (See illustration 3 at the end of this section.)

Town of Abingdon, VA

- (e) Maximum building height is 25 feet.

Town of Vienna, VA

Building height is 28 feet maximum.

Shoreline, WA

Height. Cottages are limited to a maximum height of 24 feet.

Port Townsend, WA

17.34.050 Building height.

- A. Objective. Structures in cottage housing developments shall be designed to be single story or single story plus a loft. Because the base density is higher and building separation less than on typical residential lots, it is important to maintain a feeling of adequate light and open space by providing more restrictive maximum roof heights and roof proportion standards.
 1. The maximum building height permitted for structures in cottage housing developments shall be 18 feet.
 2. The highest point of a pitched roof may extend up to 23 feet.

F. VARIATIONS IN BUILDING DESIGN.

Winchester, VA

1. Objective. Cottage housing development structures shall provide variety and visual interest by using a combination of building elements, features and treatments in cottages as well as garages. Structures must include building articulation, change in materials or textures, windows, or other architectural features. A minimum of at least one side articulation or roof break shall occur for street-facing facades or common open spaces or walkways to the common open spaces. No blank walls are allowed.
 - a. Exterior trim elements consistent with traditional cottage design and small home craftsmanship reminiscent of craftsman-style houses of 1910's to 1930's shall be incorporated into the building design and overall character.
 - b. Roofs in cottage housing developments shall have eaves to recognize traditional cottage design traits to efficiently shed rain, and provide rain protection for exterior walls. Eaves of at least 12 inches shall be provided on all cottage structures on all four sides of each building.
 - c. Changes in materials in a vertical wall shall occur at an internal corner or a logical transition such as aligning with a window edge or chimney.
 - d. Transition in materials on a wall surface, such as shingle or lap siding, shall be required to have a material separation, such as a trim band board.
 - e. Exterior wall material may consist of wood, cement fiber board, stucco, standard sized brick and stone. Simulated stone, wood, stone or brick may be used to detail homes.
 - f. Trim may be wood, cement fiberboard, stucco, or stone materials. Trim is required around all doors and windows and must be used on all elevations. Window and door trim with a minimum width of three and one-half inches shall be provided on all cottage housing development structures.
 - g. Departures from these standards shall be reviewed through the alternative design review process. Alternative designs shall demonstrate a coherent cottage housing design based upon traditional design principles including weather protection.

Falls Church, VA

- (9) The proposed development will provide a variety of building designs through building elements, features and treatments. The following building design requirements must be met, at a minimum:
 - a. Each dwelling unit shall have a porch with a length that is at least 50 percent of the length of the façade along which it runs and a minimum depth out from that wall of five feet. Porches may be roofed and screened, but shall not be enclosed by walls or glass windows.

- b. Street facing facades and those facing common or community areas shall avoid blank walls and incorporate one or more of the following:
 1. Changes in exterior material and paint color;
 2. Windows which may include bay windows; and/or
 3. Building modulation with a depth measuring at least one foot.
- (10) Units and other buildings shall be oriented toward each other or a common area as far as reasonably practicable so as to create a sense of community.

Port Townsend, WA

17.34.060 Exterior trim and roof eaves.

A. Objective. Cottage housing development structures shall be provided with substantial exterior trim elements consistent with traditional northwest cottage design and small home craftsmanship. Roofs in cottage housing developments shall have eaves to recognize traditional northwest cottage design traits to efficiently shed rain, and provide rain protection for exterior walls. Departures from these standards (exterior trim and eave requirements) shall be reviewed through the alternative design review process. Alternative exterior trim and eave designs shall demonstrate a coherent cottage housing design based upon traditional design principles including weather protection.

1. Window and door trim with a minimum width of three and one-half inches shall be provided on all cottage housing developments structures.
2. Eaves of at least 12 inches shall be provided on all cottage structures on at least two sides of each building. Where buildings are not square (one set of exterior parallel walls are longer than the other), the eaves shall be provided on the parallel walls that are the longest. (Ord. 2864 § 3, 2004).

Shoreline, WA

20.50.730 Building design – Standards.

C. Cottage Variety.

1. Architectural techniques to create a variety of cottage designs are required. A development shall select a minimum of three techniques to diversify cottages, including but not limited to: windows, articulation, variation, trim, and varied rooflines. Other architectural features may be considered by the city if the design meets the purpose of this subchapter in SMC [20.50.700](#).
2. Cottages with identical architectural designs shall not be placed directly adjacent to one another and shall be separated by at least one other nonidentical cottage. Variation in materials or colors between adjacent cottages is required to create distinct cottages within a development. (Ord. 984 § 1 (Exh. A), 2023).

Abingdon, VA

Section 7-2-13 - Cottage housing development.

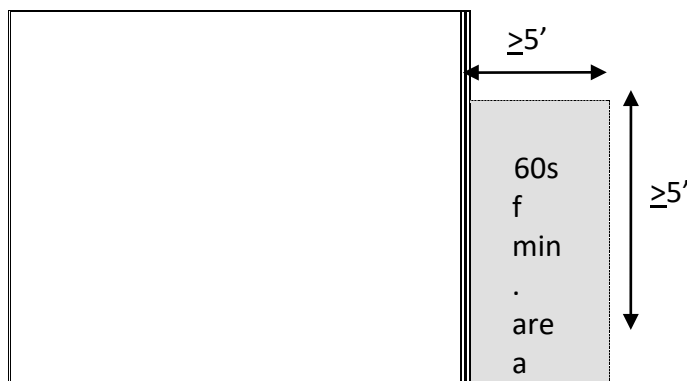
- (f)** Variations in building design. Cottage housing development structures shall provide variety and visual interest by using a combination of building elements, features and treatments in cottages as well as garages.
- (1)** Structures must include building articulation, change in materials or textures, windows, or other architectural features. A minimum of at least one side articulation or roof break shall occur for street-facing facades or common open spaces or walkways to the common open spaces. No blank walls are allowed.
 - (2)** Designs shall demonstrate a coherent cottage housing design based upon traditional design principles including weather protection.
 - (3)** Exterior wall material may consist of wood, cement fiber board, stucco, brick and stone. Simulated stone, wood, stone or brick may be used to detail homes. Trim may be wood, cement fiberboard, stucco, brick, or stone materials.
 - (4)** Departures from these standards shall be reviewed through an alternative design review process, defined as a process that conforms to the intent of the provisions of the code, but not necessarily the letter of the code, and provides an equivalent level of quality, strength, effectiveness, fire resistance, durability, and safety.

G. COVERED MAIN ENTRY PORCHES.

Winchester, VA

1. Objective. All residences in cottage housing developments shall be provided with a covered main entry porch to create a private outdoor space protected from the weather and provide a transition from the interior private residential space to the semi-private outdoor space. Covered porches shall be usable both in design and dimension.
 - a. Cottage homes shall have a covered main entry porch with a floor area measuring at least 60 square feet in size.
 - b. The floor of the covered main entry porch shall have minimum dimensions of not less than five feet in any direction (length or width).

Diagram 13.1-7.



Port Townsend, WA

17.34.070 Covered main entry porches.

A. Objective. All residences in cottage housing developments shall be provided with a covered main entry porch to create a private outdoor space protected from the weather and provide a transition from the interior private residential space to the semi-private outdoor space. Covered porches shall be usable both in design and dimension.

1. Cottage homes shall have a covered main entry porch with a floor area measuring at least 60 square feet in size.
2. The floor of the covered main entry porch shall have minimum dimensions of not less than five feet in any direction (length or width). (Ord. 2864 § 3, 2004).

Abingdon, VA

Section 7-2-13 - Cottage housing development.

- (g) Covered main entry porches. All residences in cottage housing developments shall be provided with a covered main entry porch to create a private outdoor space protected from the weather and provide a transition from the interior private residential space to the semi-private outdoor space.
- (1) Covered porches shall be usable both in design and dimension.
- (2) The floor of the covered main entry porch shall have minimum dimensions of not less than five feet in any direction (length or width) and measuring at least 60 square feet in area.

Shoreline, WA

20.50.720 Site design – Standards.

G. Private Open Space.

3. Porches.

- a. Each cottage shall have a covered front porch which equals no less than 10 percent of the total gross floor area of the cottage.
- b. All required porches shall be attached to the cottage, provide access to the cottage, and have a minimum lineal dimension of six feet.
- c. Porches shall be oriented toward the common open space, or right-of-way.

H. STREET-FACING FACADES.

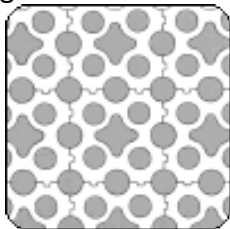
Winchester, VA

1. Objective. The street-facing facades of cottages in a cottage housing development will contribute to the neighborhood by including attractive design details such as windows, changes in materials, and views of front doors or porches. The main entries of some cottages will be visible from the adjacent streets to provide a visual pedestrian connection with the surrounding neighborhood.
 - a. All cottages shall have street-facing facades that avoid blank walls or appear to “turn their backs” to the street. All cottages shall include one or more of the following on street-facing facades:
 - i. Changes in exterior siding material and paint color;
 - ii. Windows which may include bay windows; and/or
 - iii. Building modulation with a depth measuring at least one foot.
 - b. At least one cottage shall have its front main entry door and/or front porches visible from each street frontage.

Winchester, VA

? LOT COVERAGE AREA.

1. Objective. Cottage housing developments shall not exceed underlying lot coverage standards for the respective zoning district to maintain residential neighborhood character and the balance of built structures to open spaces.
 - a. Notwithstanding the provisions of Section 13.1-13, Common Open Space, the maximum lot coverage permitted for all structures in cottage housing developments shall not exceed the requirements for the underlying zoning district contained in Article 19, Section 19-5-6.1.
 - b. The use of paver stones, pervious pavement, grasscrete®, or other types of low impact stormwater development techniques are encouraged for walkways and parking areas.



Example of grasscrete pavers in plan view

Table 13.1-9.

Zoning District	Minimum Landscape Requirement
Residentially-zoned Parcels within HW District	30%
Residentially-zoned Parcels <u>NOT</u> within HW District	45%

I. COTTAGE FLOOR AREA.

Winchester, VA

1. Objective. Structures in cottage housing developments shall be designed to be single story or single story plus a loft. Residences in cottage housing developments are primarily intended for one- and two-person households and their occasional guests. Maintaining the maximum square footage of residences in cottage housing developments is necessary to prevent overbuilding of the site and to not exceed available off-street parking.
 - a. The maximum ground floor gross area for an individual principal structure in a cottage housing development shall not exceed 864 square feet.
 - b. Lofts can be no more than 50 percent of the net floor area of the main level.

J. YARDS – BUILDING SETBACKS FROM EXTERIOR LOT LINES.

Winchester, VA

1. Objective. Exterior lot line building setbacks in cottage housing developments are based upon the allowed density of cottage housing as well as the small size of the structures. Flexible setbacks are allowed per the discretion of the Building Official and Planning Director to obtain improved site design and to avoid impacting existing physical features on the site such as trees.

Table 13.1-11.

	Front	Corner-Side	Side	Rear
Building Setback	10'	10'	5'	10'*

*-The minimum rear yard shall be 10 feet, unless abutting an alley, in which case, the minimum setback shall be 5 feet.

K. COTTAGE HOUSING DEVELOPMENT BUILDING SEPARATION.

Winchester, VA

1. Objective. Structures within cottage housing developments shall observe minimum setbacks from other cottage housing development structures to avoid overcrowding the site and to maintain a sense of privacy within the cottages themselves.
 - a. All buildings within a cottage housing development shall maintain a minimum separation of 12 feet from cottages within a cottage housing development measured from the nearest point of the exterior walls. Accessory buildings shall comply with building code requirements for separation from non-cottage structures.

L. COMMON OPEN SPACE.

Winchester, VA

1. Objective. Open space that is commonly owned by all members of a cottage housing development is an important feature of any site design. It is intended that the open space be adequately sized and centrally located with individual cottage entrances oriented towards the open space.
 - a. Common Open Space. A minimum of 400 square feet per cottage unit of common open space is required. Parking areas, yard setbacks, spaces between buildings of 12 feet or less in width, private open space, and driveways do not qualify as common open space.
 - b. Proximity to Common Open Space.
 - i. At least 50 percent of the cottage units shall abut a common open space. All of the cottage units shall be within 60 feet walking distance measured from the nearest entrance of the cottage along the shortest safe walking route to the nearest point of the common open space. The common open space shall have cottages abutting at least two sides.
 - ii. For the purposes of cottage housing, “common open space” shall be the central space that may be used by all occupants of the cottage housing development.

M. PRIVATE OPEN SPACE.

Winchester, VA

1. Objective. Each residential unit in a cottage housing development shall be provided an area of private open space. The private open space shall separate the main entrance to the cottage from the common open space to create a sense of privacy and shall be oriented to take advantage of solar orientation and other natural features to create a small but pleasant private yard area. The private open space may be separated from the common open space with a small hedge, picket fence, or other similar visual separation to create a sense of separate ownership.
 - a. Each cottage unit shall be provided with a minimum of 200 square feet of usable private open space separated from the common open space by a hedge or fence not to exceed 36 inches in height.
 - b. No dimension of the private open space shall be less than 8 feet.

N. TREE CONSERVATION.

Winchester, VA

1. Objective. Cottage housing developments shall be designed to incorporate existing trees to the extent possible. New trees shall be located to create amenities in the common open space, private open space, provide shade where appropriate, to create separation between buildings when desired, and to screen and soften the perimeter of parking areas and street facing sides of cottage housing developments.
 - a. Preservation of existing trees, and/or new trees, shall be provided consistent with the standards for landscaping and tree preservation as identified within Sections 19-5-6 and 19-5-7 of this Ordinance. Native trees and other vegetation shall be preserved to the extent possible and the overall site design shall take advantage of the location of existing trees as well as natural openings or clearings on forested sites.

O. STORMWATER LOW IMPACT DEVELOPMENT TECHNIQUES.

Winchester, VA

1. Objective. Cottage housing developments shall be designed to take advantage of open space and landscaped features to utilize stormwater low impact development techniques including natural filtration and on-site infiltration of stormwater.
 - a. Low impact development techniques for stormwater management shall be used wherever possible. Such techniques may include the use of pervious pavers in

parking areas and for walkways, directing roof drains and parking lot runoff to landscape beds, green or living roofs, and the use of rain barrels.

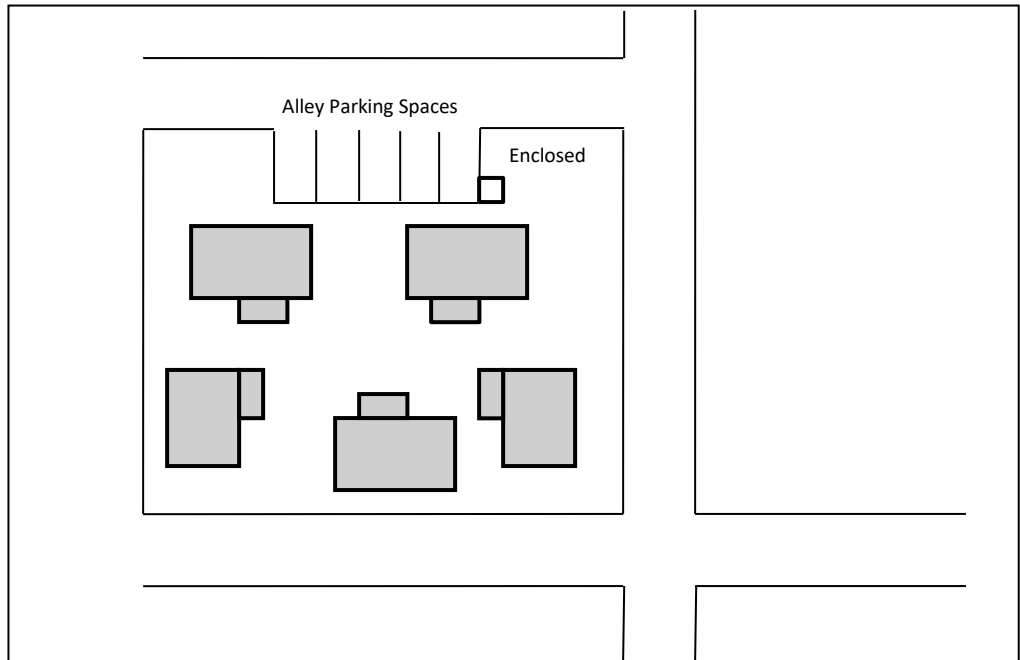
- b. Cottages should be located so as to maximize natural stormwater functions. Cottages shall be clustered and parking areas shall be located to preserve as much contiguous, permanently undeveloped open space and native vegetation as possible.

P. OFF-STREET PARKING.

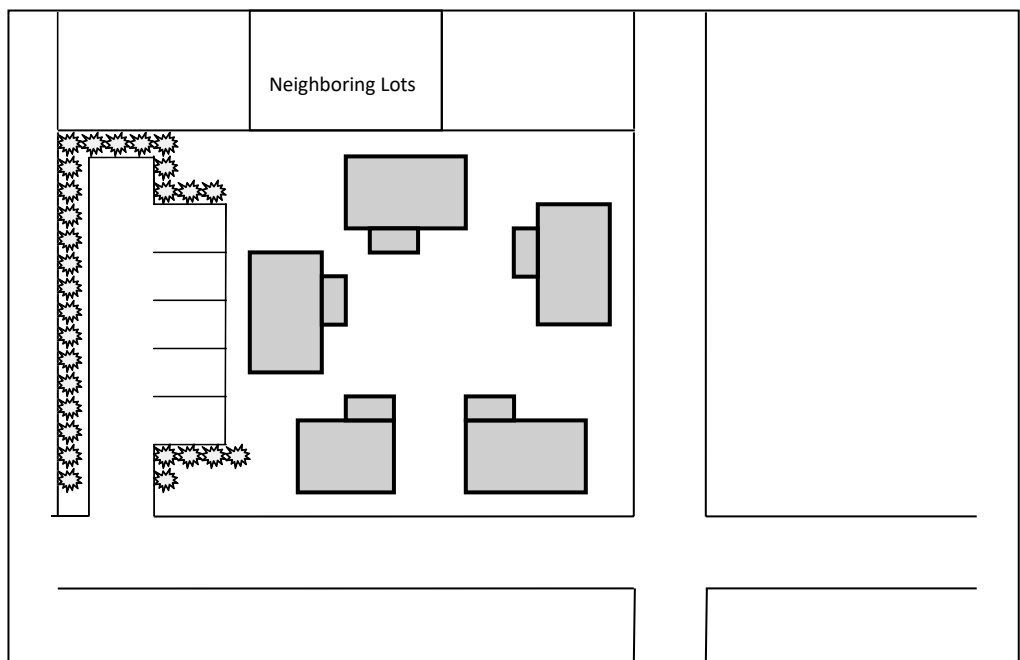
Winchester, VA

1. Objective. Off-street parking space requirements for cottage housing developments shall be consistent with Section 18-6-5 of this Ordinance. Off-street parking shall be located and designed to be less visible from frontage streets than the cottages themselves. Off-street parking shall be designed to maintain a pedestrian character for the overall cottage housing development. Clustering parking to the side or rear of a cottage project will most often best accomplish these goals. However, on a site-specific basis, design solutions other than clustering may be found to meet this objective through the alternative design process. Parking areas shall be attractively landscaped to screen parking from adjacent properties and public rights-of-way and shall meet applicable parking lot landscape standards, as provided for within this article and Article 19 of this Ordinance.
 - a. Off-Street Parking Location. Parking shall be located on the cottage housing development property. Off-street parking lots shall be located to the side or rear of the cottage housing development (see illustrations below). Parking lots shall not be located between the cottage housing development and the primary street frontage.
 - i. Off-Street Parking Screening. Off-street parking may be located in or under a non-cottage parking structure (such as a single or multi-auto carport or garage), but such structures shall not be attached to individual cottages. Uncovered parking is also permitted; provided, that off-street parking shall be screened from direct street view from one or more street facades by garage doors, or by a fence and landscaping.
 - ii. Preferred locations for parking, in descending order of preference, are as follows:

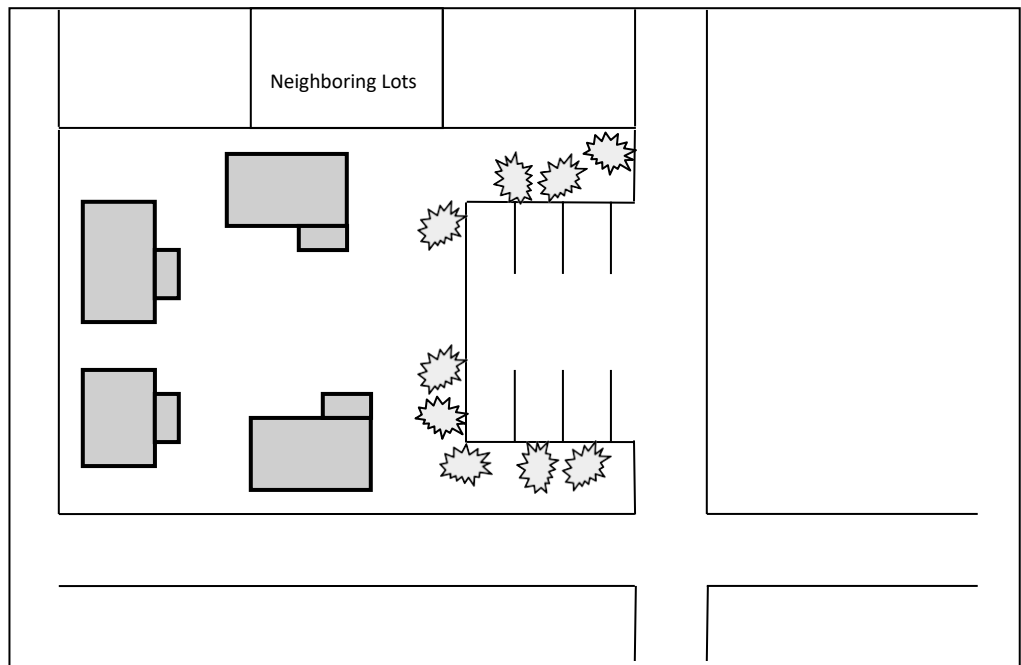
- 1) To the rear of cottage housing units accessed by an alley.



- 2) To the side of cottage housing units accessed by a private driveway.



- 3) Parking on the side (non-primary street) screened from the side street by either garage doors, landscaping, and/or fencing.



- iii. Parking Lot Landscaping. Parking lot landscaping shall comply with the requirements of Section 19-5-6 of this Ordinance.

Q. FIRE-LANE ACCESS AND TURNAROUND PROVISIONS.

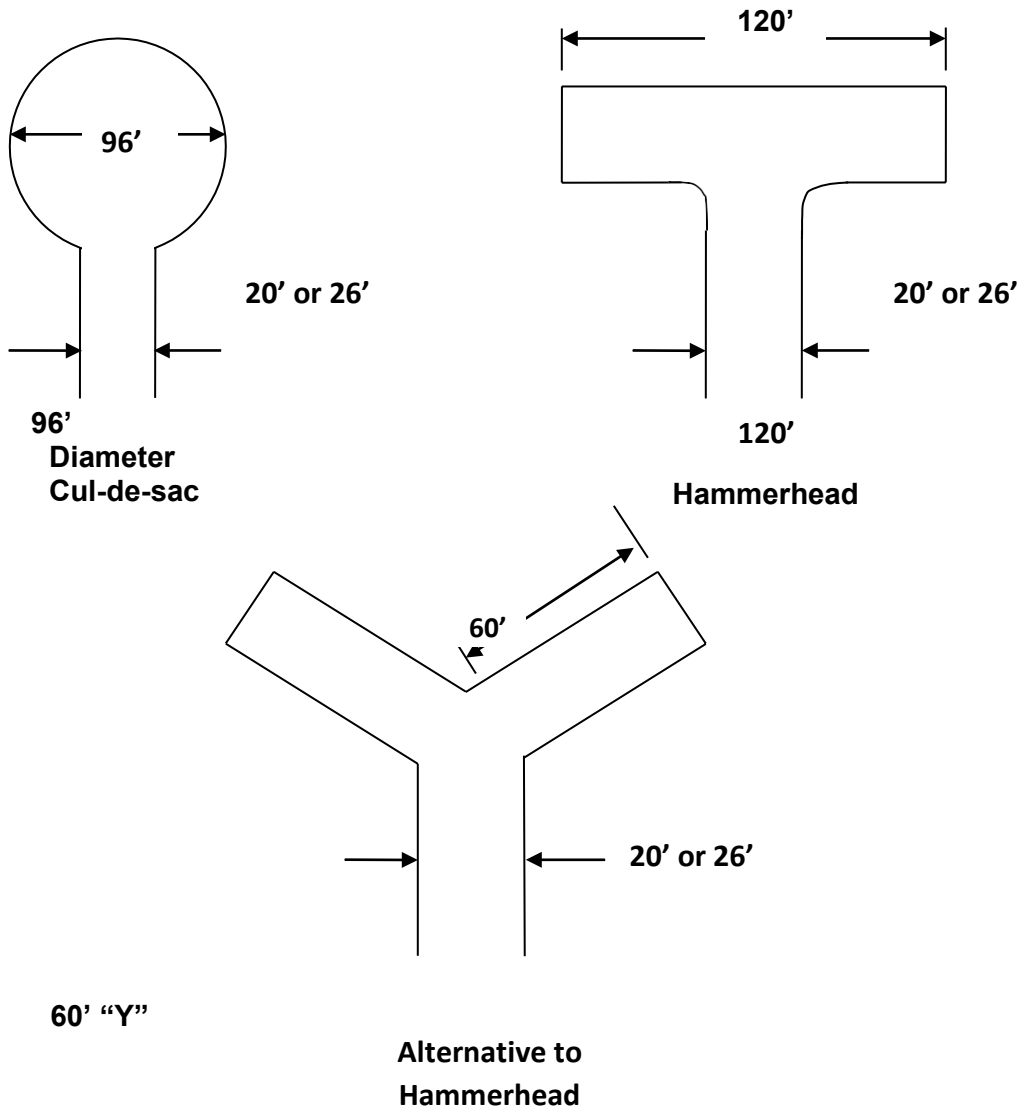
Winchester, VA

1. Objective. Cottage housing developments shall be designed so as to allow for the safe and unobstructed access to individual dwellings by emergency responders (i.e., fire, rescue, police), for the purposes of protecting life, property and overall public safety.
 - a. Fire apparatus access roads shall be in accordance with Chapter 10, Fire Prevention, of the Winchester City Code, and the Virginia Statewide Fire Prevention Code, as amended.
 - b. Dead-end fire apparatus access roads in excess of 150 feet shall be provided with width and turnaround provisions in accordance with the Table and Diagrams below:

Table 13.1-18.

Length (feet)	Width (feet)	Turnarounds Required
0-150	20	None required
151-500	20	120-foot Hammerhead, 60 foot "Y" or 96-foot-diameter cul-de-sac in accordance with the diagrams below.
501-750	26	120-foot Hammerhead, 60 foot "Y" or 96-foot-diameter cul-de-sac in accordance with the diagrams below.
Over 750	Special approval required	

Diagrams 13.1-18.



R. EXTERIOR LIGHTING AND HEATING/COOLING EQUIPMENT NOISE.

Winchester, VA

1. Objective. Cottage housing developments should be designed to minimize light and noise impacts both within the development and to adjacent properties.
 - a. Where provided, exterior lighting shall be mounted as low as possible, pointed downward, and the light source shall be shielded from direct observation from above, adjacent properties, and public rights-of-way. Lighting “spillover” to adjacent properties shall be avoided.
 - b. Heating and cooling equipment for cottage housing developments shall be designed and appropriately screened to cause little or no visual and/or noise impacts within the development and to adjacent properties.

S. REQUIRED SEPARATION OF COTTAGE HOUSING DEVELOPMENTS.

Winchester, VA

1. Objective. Cottage housing developments in single-family zoning districts shall be separated from each other by a minimum distance to promote housing-type diversity, to reduce potential cumulative impacts of cottage housing development, and to help protect neighborhood character.
 - a. Each cottage housing development shall be separated from any other cottage housing development by a distance of at least 1,000 feet or one block, whichever is greater.

T. OWNERSHIP AND RESIDENTIAL USE OF COTTAGES.

Winchester, VA

1. All cottage housing developments shall be developed as residential condominiums, pursuant to the provisions found in Chapter 4.2, Title 55, of the Code of Virginia (1950), et seq., known commonly as the “Condominium Act.” Appropriate documentation of formal legal ownership of the development shall be recorded with the Commonwealth of Virginia, the Winchester Circuit Court Clerk, and the Tax Assessor’s Office with the City of Winchester.
 - a. Cottages are for residential use only and may not be operated as transient accommodations.

U. ALTERNATIVE SITE DESIGN.

Winchester, VA

It is possible that an alternative design may fulfill the intent of this article, while not complying with the provisions herein. Requests for alternative designs shall be processed as a Conditional Use Permit, pursuant to Section 18-2 of this Ordinance and Article 19, Site Plan Requirements.

(Editor's note: Article 13.1 established 8/9/11, Case TA-11-125, Ord. No. 2011-36)