

LEXINGTON PLANNING COMMISSION

August 22, 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 August 8, 2024*
4. **CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA**
5. **NEW BUSINESS**
 - A. CUP 2024-02: An application by John Adamson renew a Conditional Use Permit allowing a portion of the building located at 2 South Main Street (TM #23-1-194) and owned by Rockbridge Partners, LLC to continue to be used as a *Public Assembly* and an *Educational Facility, College/University* and to acknowledge the *Educational Facility, College/University* use for the remainder of the building.
 - 1) Staff Report*
 - 2) Applicant Statement
 - 3) Public Comment
 - 4) Commission Discussion & Decision
 - B. CUP 2024-05: An application by John Adamson for approval of a Conditional Use Permit allowing portions of the Rockbridge Building located at 9 – 17 S. Main Street (TM #23-1-72A) to be used as an *Educational Facility, College/University* and as a *Public Assembly*.
 - 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

MINUTES

**The Lexington Planning Commission
Thursday, August 8, 2024 – 5:00 p.m.
Rockbridge County Administrative Offices – First Floor Meeting Room
150 South Main Street, Lexington, VA 24450**

Planning Commission:

Presiding: Shannon Spencer, Chair
Present: Krista Anderson
John Driscoll
Jon Eastwood, Vice-Chair
Mary Stuart Harlow
Leslie Straughan, Council Liaison

City Staff:

Arne Glaeser, Planning Director
Kate Beard, Administrative Assistant

CALL TO ORDER

S. Spencer called the meeting to order at 4:59 p.m.

AGENDA

The agenda was unanimously approved as presented. (L. Straughan / J. Eastwood)

MINUTES

The July 25, 2024 minutes were unanimously approved as presented. (J. Eastwood / M. S. Harlow)

CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA

None

NEW BUSINESS

A. EC COA 2024-05: An application by Steve Schroeder for approval of a Certificate of Appropriateness for new signage for Taqueria Jalisco at 453 E. Nelson Street (TM #30-1-9), owned by Andorra Properties, LLC.

- 1) Staff Report – This request was for a wall sign, a window sign and a door sign for the new business at 453 E. Nelson Street in the Rockbridge Square Shopping Center, located in the C-2 Entrance Corridor. The proposal was for a new 90” x 30” x .063” aluminum wall sign with text and graphics in red, orange, yellow and black on a white background. It would be mounted to the brick façade, centered in the gray stripe above the business storefront, similar to the Pack&Mail sign which has the same dimensions. The proposal also included a 15.3” x 20.8” illuminated “Open” window sign, to be hung from the interior of the storefront window, and a 17” x 12 ½” vinyl door sign with red, green and white text and graphics to be applied directly to the entry glass. Additional sign details were included in the application materials. Director Glaeser highlighted the applicable Entrance Corridor sign standards, noted that the subject parcel has no overall sign plan to which the proposed signs could be expected to conform, and reported staff found the proposal met the zoning criteria. He explained that the photographs included in the staff report were not mock-ups, but rather they were of the actual signs which had been installed due to a misunderstanding on the part of the business owner. The business

owner mistakenly understood the receipt for the sign permit application fee to have been documentation of the signs' approval and had directed Mr. Schroeder, the applicant and contractor, to install the signs. Responding to questions from Commissioners Driscoll and Spencer, A. Glaeser confirmed that the downlights above the wall sign were existing and that internally illuminated signs are allowed in the C-2 zoning district with no separate restrictions as to their dimensions.

- 2) Applicant Statement – Applicant and contractor Steve Schroeder of Vinton, Virginia, apologized for the miscommunication with his client and assured the Commission that it had not been his intent to disrespect City protocol.
- 3) Public Comment – None
- 4) Commission Discussion & Decision – J. Driscoll remarked that while the Entrance Corridor sign criteria are fairly loose, he believed the request fit its surroundings. **J. Driscoll moved to approve the Entrance Corridor Certificate of Appropriateness application EC COA 2024-05 for a new wall sign, illuminated window sign and door sign for the Taqueria Jalisco business at 453 East Nelson Street as proposed by the applicant. L. Straughan provided the second and the motion passed unanimously. (6-0)**

B. ZOA 2024-03: Annual Zoning Ordinance Amendments. Cottage Housing.

- 1) Staff Report & Commission Discussion –

Director Glaeser began the discussion by returning to the Density, Number of Cottage Housing Units and Minimum Lot Area table and encouraged the Commission to focus on place holders for maximum cottage density, a formula for how it would be determined, and minimum lot size. He then led the Commission through the supplement to the staff report which contained visual representations of the existing Railroad Cottages in Falls Church, VA, Third Street Cottages in Langley, WA, and hypothetical cottage developments on sites in Lexington, as well as a breakdown of various density metrics specific to each. He noted the calculations for the Third Street Cottages seemed to support the possibility that a minimum lot size of 16,000 sf could accommodate a development of four cottages - a question that had arisen during the last meeting.

During discussion concerning the concept plans submitted for the parcels at the intersection of Houston and Walker Streets, K. Anderson commented that allowing on-street parking to count toward a development's parking requirement could invite issues resulting from public use of the spaces. A. Glaeser agreed there were a number of arguments that could be made against allowing on-street parking spaces to count toward an off-street parking requirement. Responding to a question from J. Driscoll about likely parking requirements, A. Glaeser said he believed 1.25 spaces per cottage to be the average in other jurisdictions, but he added that it would be heavily dependent on cottage size, as larger cottages were likelier to require more parking than smaller cottages. The discussion also included arguments both for and against a public-facing open space as opposed to a more sequestered, internal open space.

A. Glaeser brought the discussion back to the density table and asked if the Commission was comfortable with adding place holder metrics for maximum cottage density and minimum lot size. Noting the housing shortage within the city, K. Anderson advocated

for taking a “the more, the better” approach. She asked if cottage housing was seen as only one potential answer to local housing issues. A. Glaeser offered a brief overview of the impending citywide assessment of housing conditions and said the results of the regional housing study, which were expected very soon, would help to inform future housing initiatives. J. Driscoll advised that cottage housing was only the latest zoning amendment to be undertaken having an intended goal of developing a zoning tool to increase both density and housing options within the city. He offered the adoption of the PD-MU and ADU ordinances as evidence of this on-going effort. S. Spencer spoke to other, non-governmental efforts to increase housing in Lexington and addressed issues specific to Lexington which complicate the city’s housing terrain.

Returning to the density table, L. Straughan suggested multiplying the current figures in the minimum lot size column by 1.3 in order to protect for an appropriate amount of open space and parking for the development. If applied, the minimum lot size figures would be amended to 20,800 sf (0.47 acre) in the R-1 and 39,000 sf (0.9 acre) in the R-2. She also suggested specifying this lot size would accommodate 4 cottages. She reasoned that the area currently allotted to a fifth cottage would ensure adequate parking for a 4 cottage “pod” and the additional 30% would allow for an appropriate amount of open space. She noted this would be a starting point only and would not require doubling the area for 8 cottages. J. Eastwood pointed out that this would result in more than 30% being allotted to open space, given that open space was already included in the maximum density figures. L. Straughan acknowledged that was the case, but believed it was necessary to protect the common open space as well as the semi-private open space. S. Spencer said she thought it would be helpful to first determine cottage footprint size, semi-private outdoor space area and common open space area before finalizing lot density details. She suggested focusing first on maximum cottage footprint and working out from there. J. Eastwood said the challenge was deciding which number to start with. He said he liked Commissioner Straughan’s strategy but added that the question of whether 1.3 was the correct multiplier would depend on the average size of the cottages, especially because the goal is to craft standards with enough flexibility that there are opportunities for them to be used. He suggested Commissioner Spencer’s suggestion of penciling in a maximum cottage size could help to make that determination. He remarked that he found the supplement to the staff report to be particularly helpful in that it allowed the Commission to see the effect of the text from a design perspective – which makes it easier to answer the question, “Do we want to write the rules in a way that would facilitate something similar?” M. S. Harlow suggested beginning with the 1.3 multiplier and making necessary changes after developing standards for minimum and maximum cottage footprints. Director Glaeser said the staff report would be updated to use L. Straughan’s minimum lot size formulas for the R-1 and R-2 zoning districts for now. S. Spencer requested the next meeting’s discussion begin with the Cottage Floor Area and subsequent sections of the ordinance.

2) Public Comment – None

OTHER BUSINESS

A. Commissioners Straughan and Spencer welcomed Krista Anderson to the Planning Commission and commended her for her contribution to the meeting. J. Driscoll delighted in

recounting a conversation he had had with Commissioner Anderson during which she expressed admiration for the Comprehensive Plan.

- B. L. Straughan requested guidance from the City Attorney regarding conflicts of interest with respect to the CUP applications scheduled for the Commission's next meeting.

CITY COUNCIL REPORT –

Council Member L. Straughan reported that in place of a regular meeting, Council held a work session on August 1st. The work session topics were City Hall renovations and a Police grant. Council will hold a public hearing for the Batch A Zoning Text Amendments at the August 15th meeting.

ADJOURN

The meeting adjourned at 6:04 p.m. (J. Driscoll / M. S. Harlow)

S. Spencer, Chair, Planning Commission

Project Name	Conditional Use Permit at 2 South Main Street
Property Location	2 S. Main Street, Tax Map #: 23-1-194
Zoning	C-1 (Center Business), Downtown Historic District
Owner / Applicant	Rockbridge Partners, LLC / John Adamson
Applicant's Intent	Renewal of CUP for <i>Private School</i> or <i>Assembly Hall</i> (i.e. <i>Educational Facility, College/University</i> or <i>Public Assembly</i>), and the addition of administrative facilities for the <i>Educational Facility, College/University</i> use

*PLANNING COMMISSION RECOMMENDATION: Pending
STAFF RECOMMENDATION: Approval*

OVERVIEW OF REQUEST AND BACKGROUND

The subject application is a request to renew a 2009 Conditional Use Permit that was approved to allow a portion of the building at 2 S. Main Street to be used as a *Private School* or *Assembly Hall*, and also to now acknowledge the existing *Educational Facility, College/University* use for the remainder of the building.

2 S. Main Street



A Conditional Use Permit was approved on April 16, 2009 to allow two specific rooms in the old Courthouse building to be utilized for a *Private School* or *Assembly Hall*. These two uses were conditional uses at that time, and the *Office* use in the remainder of the building was a permitted use. The Conditional Use Permit approval in 2009 was made with the following two conditions:

1. That only the courtroom or the vault room be utilized for private school or assembly purposes. The determination of which space will be used for this purpose is to be determined by the applicants.
2. That this Conditional Use Permit be issued for a period of fifteen years.

The 2009 Conditional Use Permit approval therefore only addresses the ability of the courtroom or the vault room to be utilized for either the classroom use or for the assembly use. The remainder of the building is a general office use that was and remains permitted by-right in the C-1 zoning district. The zoning ordinance in effect in 2009 did not contain a definition for a *Private School* and based on the 2009 conditional use approval for the subject parcel, staff considers the use of the remainder of the building by W&L for offices to have been considered a by-right office use in 2009.

Staff presumed, incorrectly, that the time limit associated with the conditional use permit approved in 2009 was similar to many other previously approved conditional use permits with renewal dates. For example, Large Capacity Houses were frequently approved with short renewal periods, ostensibly to monitor that use closely, with the risk of denial should the use not remain in compliance with the many conditions approved for Large Capacity Houses. The Conditional Use Permit for the old Courthouse, however, was approved in conformity with a deed restriction that committed the current owner to make a meeting room available for use by the Rockbridge County Board of Supervisors and Lexington City Council or another public groups, subject to additional restrictions. This recorded commitment to make a meeting room available for public use has now expired and the applicant is no longer legally required to make any portion of the building available for public use - it is the applicant who is choosing to request that the courtroom or vault room continue to be allowed to be utilized for assembly purposes in perpetuity.

A substantial update of the Lexington Zoning Ordinance occurred in 2017 and many uses were added and amended. Our current Zoning Ordinance no longer includes the *Assembly Hall* use that existed in 2009, rather the use most closely related to the old *Assembly Hall* use is the current *Public Assembly* use. Similarly, the current Zoning Ordinance no longer includes the *Private School* use, rather the use most closely related to the old *Private School* use is the current *Educational Facility, College/University* use. Both the updated *Public Assembly* use and the *Educational Facility, College/University* use remain conditional uses in the C-1 zoning district, and any request to continue these uses in the old Courthouse building requires a conditional use permit approval.

The *Educational Facility, College/University* use added in 2017 includes all facilities associated with the educational institution and the new definition reads as follows:

EDUCATIONAL FACILITY, COLLEGE/UNIVERSITY

An educational institution authorized by the Commonwealth of Virginia to award associate, baccalaureate or higher degrees, and facilities associated with it. This term includes academic

buildings, administrative facilities, dormitories, special housing, parking areas, dining halls and other physical plants associated with the college or university use.

Because the W&L administrative office use throughout the building did not require a Conditional Use Permit at the time W&L moved into the building (even though it would require one if initiated now), the use is considered legally nonconforming and may continue. However, given that the applicant is requesting that the Conditional Use Permit be renewed for the courtroom and vault room, he has chosen to also request that the *Educational Facility, College/University* use in the remainder of the building be formally acknowledged, despite these administrative uses being legally nonconforming. The benefit to the applicant in adding the administrative office uses to the Conditional Use Permit is to expressly make the administrative offices part of the conditional use permit approval so as to not be limited to restrictions applying to nonconforming uses.

The applicant seeks to renew the conditional use permit and specifically requests:

1. That condition #1 remain in place.
2. That condition #2 be amended to grant the renewal of the CUP in perpetuity.
3. That the conditional use permit provide that the remainder of the building may be utilized for administrative facilities related to the *Educational Facility, College/University* use.

The applicant is therefore requesting conditions as follows:

1. That only the courtroom or the vault room be utilized for ~~private school~~ educational facility, college/university use or for public assembly purposes. The determination of which space will be used for this purpose is to be determined by the applicants.
2. ~~That this Conditional Use Permit be issued for a period of fifteen years.~~ The remainder of the building may be utilized for administrative facilities related to the *Educational Facility, College/University* use.

CONDITIONS OF ISSUANCE OF A CONDITIONAL USE PERMIT

Section 420-1.11., *Conditional use permits*, in part

C. Conditions of Issuance

- (1) Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of this chapter, provided that the governing body, upon a recommendation by the Planning Commission, shall find that:
 - (a) The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
(Staff believes the request to continue the Public Assembly use or the Educational Facility, College/ University use will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.)
 - (b) The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
(Staff believes the request to continue the Public Assembly use or the Educational Facility, College/ University use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.)
 - (c) The proposed use will not be in conflict with the policies and principles of the City's adopted Comprehensive Plan.
(Staff believes the request to continue the Public Assembly use or the Educational Facility, College/ University use would not be in conflict with the policies and principles of the City's adopted Comprehensive Plan)
 - (d) Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
(Staff believes adequate public services are available to support the request to continue the Public Assembly use or the Educational Facility, College/ University use.)
- (3) In granting any conditional use permit, the governing body shall give due consideration to factors relevant to the findings required by Subsection C (1) and (2), as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the Planning Commission and the governing body to make the recommendation and findings set forth above.

STAFF RECOMMENDATION

A conditional use permit may be revoked if the approved conditions are not followed, and it is for this reason that Staff recommends renewal periods be eliminated for all conditional use permit approvals. Based on the aforementioned findings and opinions, Staff recommends the proposed Conditional Use Permit be **APPROVED** with the following conditions:

1. That only the courtroom or the vault room be utilized for educational facility, college/university use or for public assembly purposes. The determination of which space will be used for this purpose is to be determined by the applicants.
2. The remainder of the building may be utilized for administrative facilities related to the *Educational Facility, College/University* use.

PLANNING COMMISSION RECOMMENDATION

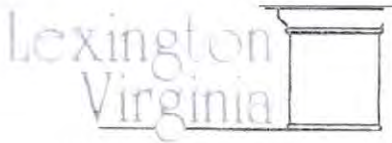
Pending

SUGGESTED MOTION:

I move to approve/deny Conditional Use Permit number CUP 2024-02 with the two (2) staff recommended conditions.

HISTORY

At the March 28, 2024 meeting, the Planning Commission deferred its decision on this application to allow the applicant an opportunity to review a proposed revision to the condition requested by the applicant. Since that time, additional information came to light, including the expiration of deed restrictions, and the applicant requested two additional extensions to the original deferral.



www.lexingtonva.gov

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

APPLICATION FOR CONDITIONAL USE PERMIT

Applicant¹

Name: John Adamson, Partner Phone: 804-750-9914
 Company: Rockbridge Partners, LLC Fax: N/A
 Address: 9301 River Rd, Richmond, VA 23229 Email: john@adamsondevelopment.com
 Applicant's Signature: John Adamson Date: 3/1/24

Property Owner

Name: Rockbridge Partners, LLC Phone: 804-750-9914
 Address: 9301 River Rd, Richmond, VA 23229 Email: john@adamsondevelopment.com
 Owner's Signature: John Adamson Date: 3/1/24

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

Address (or location description): 2 South Main Street
 Tax Map: 23 1 194 Deed Book and Page #: _____
 Acreage: .23 Zoning (attach any existing zoning conditions or proffers): Commercial
 Description of Proposal³: Please see attachments.

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.
3. Please refer to page 3 of this application for the conditions of issuance for all conditional use permit applications. Submitting a sketch plan or other visual detail of your request is highly encouraged.



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

www.lexingtonva.gov

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 public hearings.

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 Fee: \$450 Amount Paid: \$450.00 Case Number: CUP- 2024 - 02

Date Received: 3/5/2024 Received By: Kate

Staff Review

Planning: Public Works:

Police: Fire/Rescue:

Public Hearings

Planning Commission

City Council

Legal Ad Dates: Legal Ad Dates:

Adj. Property Notifications: Adj. Property Notifications:

Public Hearing Date: Public Hearing Date:

Action: Action:



www.lexingtonva.gov

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

Conditions of Issuance

§ 420-11.C of the City of Lexington Zoning Ordinance outlines the conditions under which a conditional use permit may be issued. These conditions are as follows:

- 1) Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of the zoning ordinance, provided that the governing body, upon a recommendation by the Planning Commission, shall find that:
 - a. The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
 - b. The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
 - c. The proposed use will not be in conflict with the policies and principles of the City's adopted Comprehensive Plan.
 - d. Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
- 2) Where the provisions of this chapter require conditional use permits for certain parking lots and drive-in facilities in the Commercial District (Central Business) C-1, due consideration shall be given in general to the purposes of the C-1 District and specifically to the effect of such parking lot or drive-in facility on the historic pattern of buildings and, in particular, on the maintenance of a compact, efficient and attractive retail facade and arrangement of buildings; on the use of off-street circulation ways, including use of alleys; on the location of access points and relationship to traffic and pedestrian flow; and on the adequacy of off-street waiting area at drive-in facilities.
- 3) In granting any conditional use permit, the governing body shall give due consideration to factors relevant to the findings required by Subsection C(1) and (2), as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the Planning Commission and the governing body to make the recommendation and findings set forth above.

ROCKBRIDGE PARTNERS, LLC
9301 River Road
Richmond, Virginia 23229
804-750-9914

February 26, 2024

City of Lexington - Planning & Development Department
300 East Washington Street
Lexington, Virginia 24450

To Whom it May Concern:

Rockbridge Partners, LLC is requesting the Conditional Use Permit (CUP) be renewed for the former Rockbridge County Courthouse property located at 2 S. Main Street. The building is currently zoned C-1, Commercial (Central Business). Washington & Lee University is the master tenant of the building and has committed to a long-term lease.

The current Conditional Use Permit was approved in 2009 with the following conditions:


1. That only the Courtroom and/or the historic Deed Room be utilized for private assembly purposes. The determination of which space will be used for this purpose is to be determined by the applicants.
2. That the CUP be issued for a period of 15 years.

Rockbridge Partners requests that Condition #1 remain in place. The Courtroom is currently being utilized as office space; however, it has been designed for additional use as a meeting space if the need should arise. The historic Deed Room on the first floor is a large space that has also been renovated in a manner that allows maximum flexibility of use. It is available to the public for appropriate meetings when scheduled.

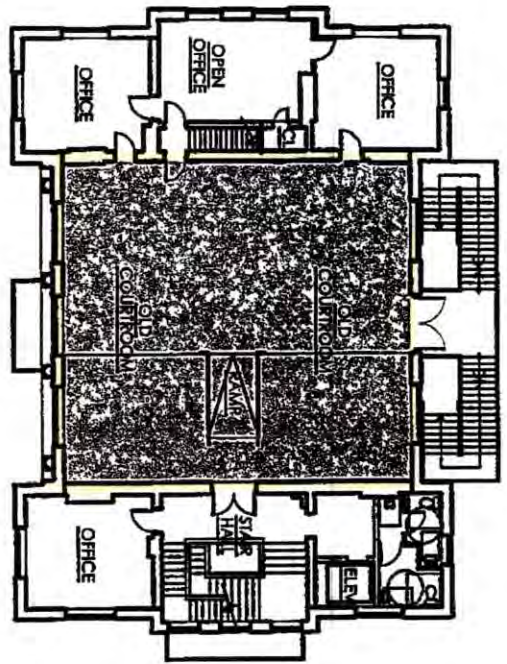
We respectfully request that Condition #2 be amended to grant the renewal of the CUP in perpetuity.

The building consists of four floors: a basement level, first floor, second floor and a partially finished attic space. Most of the building has been renovated into office space.

Rockbridge Partners believes the current uses of the building are consistent with the City of Lexington's policies and the principles of the adopted Comprehensive Plan. A continuation of the conditional use permit would be appropriate to accommodate the unique coupling of these uses (education and semi-public) within a single building.



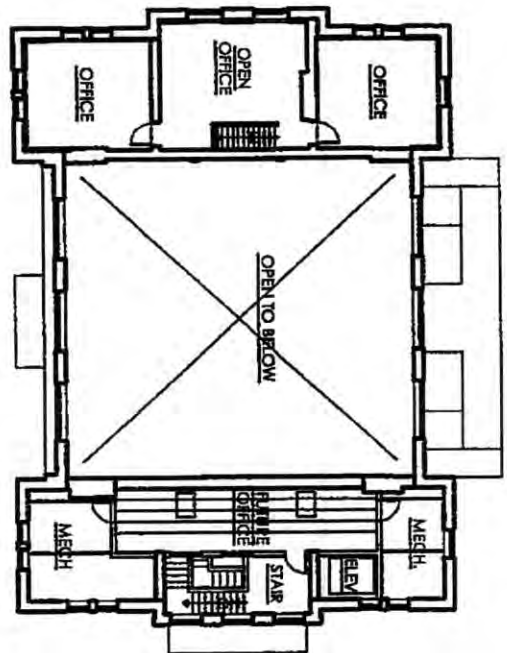
John Adamson – Rockbridge Partners, LLC



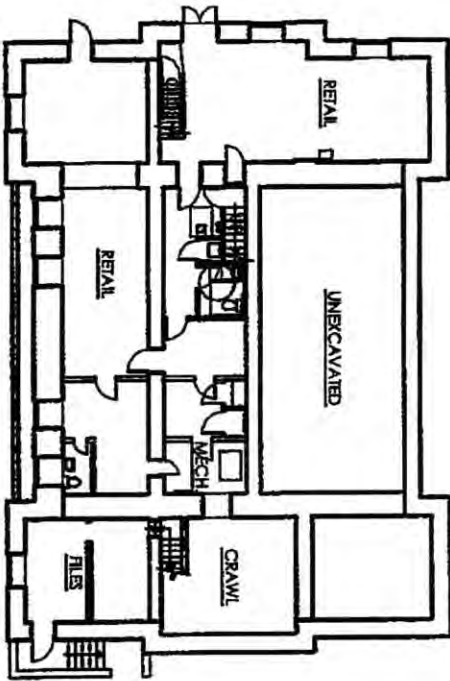
03 SECOND FLOOR PLAN
NOT TO SCALE



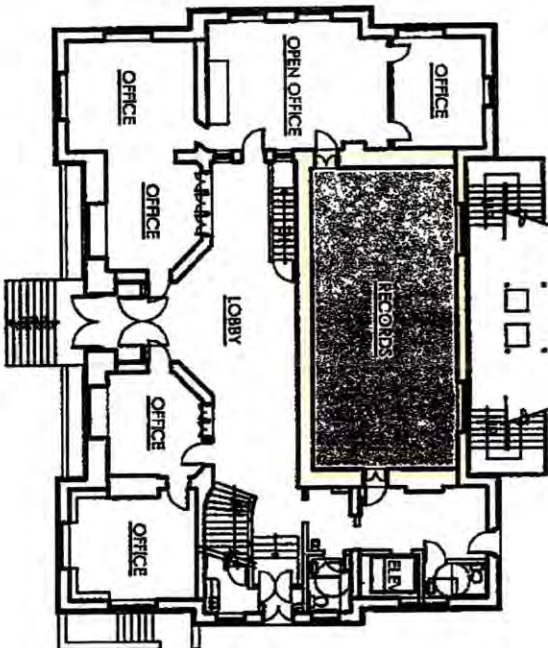
NOTE - AREAS UNDER CONSIDERATION FOR CLASSROOM AND/ OR PUBLIC USE ARE HATCHED THIS:



04 THIRD FLOOR PLAN
NOT TO SCALE



01 BASEMENT FLOOR PLAN
NOT TO SCALE



02 FIRST FLOOR PLAN
NOT TO SCALE



SK 01	Rockbridge Courthouse Renovation 25 South Main Street Lexington, Virginia 24450
	ratio

Arne Glaeser

From: Kim Nuckols <kim@adamsondevelopment.com>
Sent: Thursday, August 1, 2024 11:29 AM
To: Arne Glaeser
Cc: John G. Adamson
Subject: CUP for 2 S. Main Street

Hello, Arne,

Please consider this email as part of the Application for Conditional Use Permit that was submitted in February:

Condition #1: NO CHANGE REQUESTED.

Condition #2: That the CUP be issued for a period of 15 years.

CHANGE REQUESTED: That the CUP be issued in perpetuity.

ADD Condition #3: The CUP shall provide that the building may be utilized for administrative functions and offices related to an educational use.

Please call with any questions.

Best Regards,

Kim Nuckols
Assistant to John Adamson
Adamson Development Corp.
804-750-9914, ext. 3

Project Name	Conditional Use Permit at 9 – 17 South Main Street
Property Location	9-17 S. Main Street, Tax Map #: 23-1-72A
Zoning	C-1 (Center Business), Downtown Historic District
Owner / Applicant	Rockbridge Building, LLC / John Adamson
Applicant’s Intent	To allow the Educational Facility, College/University and Public Assembly uses in portions of the building

PLANNING COMMISSION RECOMMENDATION: Pending
STAFF RECOMMENDATION: Approval

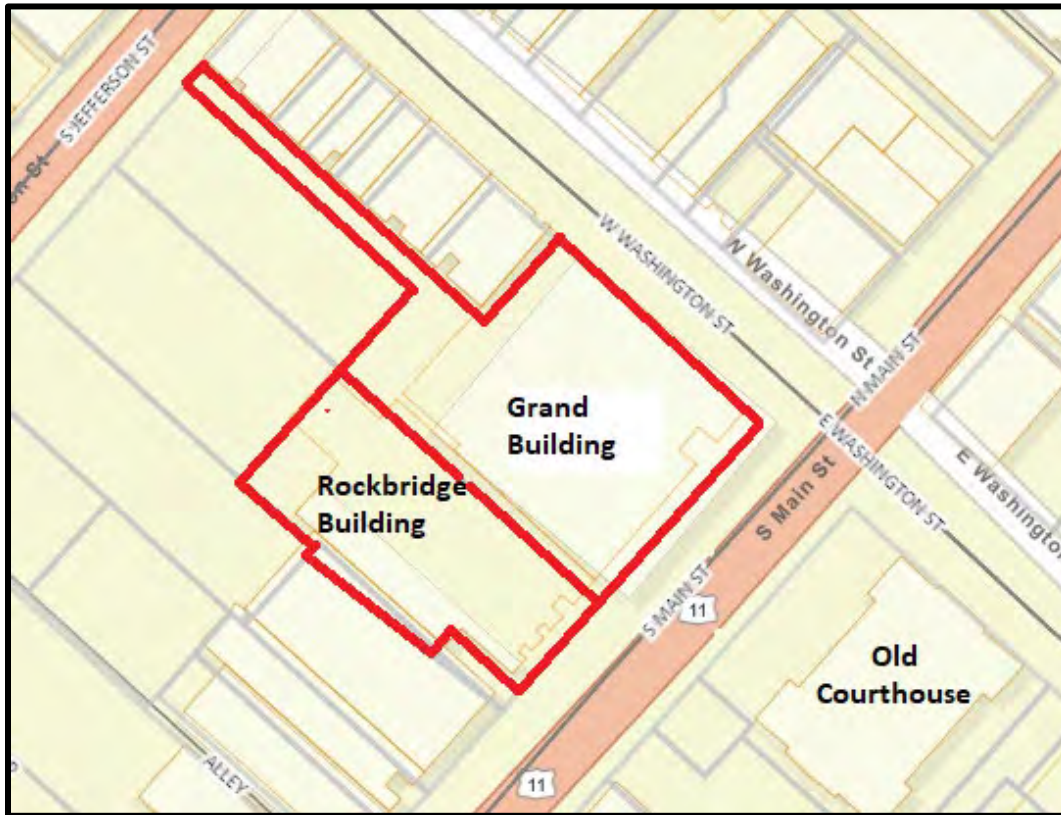
OVERVIEW OF REQUEST AND BACKGROUND

The subject application is a request for a conditional use permit to allow portions of the building located at 9 – 17 S. Main Street, located in the C-1 (Central Business) zoning district, to be used as an *Educational Facility, College/University* and as a *Public Assembly*.

9 – 17 S. Main Street



Location map



The applicant and owner of both the Rockbridge Building (TM #23-1-72A) and the Grand Building (TM #23-1-70) is undertaking a significant reconstruction/renovation of both buildings which will include an interconnecting “spine” between the buildings and an addition at the rear. The applicant is requesting a conditional use permit to allow the *Educational Facility, College/University* use and the *Public Assembly* use in portions of the Rockbridge Building, located at 9 -17 S. Main Street, only. The request is specifically to allow the entire upper level of the building, the portion of the main level at the rear of the building behind the storefronts facing Main Street, and the entire lower level of the building (accessed from the parking lot at the rear of the building) to be occupied by W&L offices (or administrative facilities related to the *Educational Facility, College/University* use). The applicant is also requesting that the *Public Assembly* use be approved for the lower level to allow it to be utilized from time to time as a meeting space.

The request does not include the portion of the main level of the building facing and accessed from Main Street. That space will continue to be occupied by retail/business uses permitted by-right in the Central Business District.

The *Educational Facility, College/University* use added in 2017 includes all facilities associated with the educational institution and the new definition reads as follows:

EDUCATIONAL FACILITY, COLLEGE/UNIVERSITY

An educational institution authorized by the Commonwealth of Virginia to award associate, baccalaureate or higher degrees, and facilities associated with it. This term includes academic buildings, administrative facilities, dormitories, special housing, parking areas, dining halls and other physical plants associated with the college or university use.

CONDITIONS OF ISSUANCE OF A CONDITIONAL USE PERMIT

Section 420-1.11., *Conditional use permits*, in part

C. Conditions of Issuance

- (1) Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of this chapter, provided that the governing body, upon a recommendation by the Planning Commission, shall find that:
 - (a) The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
(Staff believes neither the requested Educational Facility, College/University use nor the Public Assembly use will adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use.)
 - (b) The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
(Staff believes the neither the requested Educational Facility, College/University use nor the Public Assembly use will be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.)
 - (c) The proposed use will not be in conflict with the policies and principles of the City's adopted Comprehensive Plan.
(Staff believes neither the requested Educational Facility, College/University use nor the Public Assembly use would be in conflict with the policies and principles of the City's adopted Comprehensive Plan)
 - (d) Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
(Staff believes adequate public services are available to support the requested Public Assembly use and the Educational Facility, College/University use.)
- (3) In granting any conditional use permit, the governing body shall give due consideration to factors relevant to the findings required by Subsection C (1) and (2), as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this

chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the Planning Commission and the governing body to make the recommendation and findings set forth above.

STAFF RECOMMENDATION

Staff recommends the proposed Conditional Use Permit be **APPROVED** with the following conditions:

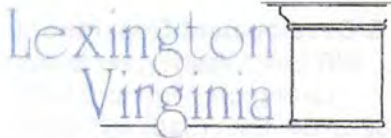
1. The entire upper and lower levels, and that portion of the main level at the rear of the building and located behind the storefronts facing Main Street, may be utilized for administrative facilities related to the *Educational Facility, College/University* use.
2. That only the lower level of the building may be utilized for *Public Assembly* purposes.
3. That the storefronts facing Main Street are not subject to this conditional use permit.

PLANNING COMMISSION RECOMMENDATION

Pending

SUGGESTED MOTION:

I move to approve/deny Conditional Use Permit number CUP 2024-05 to allow portions of the Rockbridge Building (TM #23-1-72A) to be used for administrative facilities related to the *Educational Facility, College/University* use and as a *Public Assembly* with the three (3) staff recommended conditions.



www.lexingtonva.gov

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

APPLICATION FOR CONDITIONAL USE PERMIT

Applicant¹

Name: John Adamson Phone: 804-750-9914
Company: Rockbridge Building, LLC Fax: N/A
Address: 9301 River Rd, Richmond VA 23229 Email: john@adamsondevelopment.com
Applicant's Signature: John Adamson Date: 8/1/24

Property Owner

Name: Rockbridge Building, LLC Phone: 804-750-9914
Address: 9301 River Rd, Richmond VA 23229 Email: john@adamsondevelopment.com
Owner's Signature: John Adamson Date: 8/1/24

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

Address (or location description): 9-17 S. Main St., Lexington
Tax Map: 23-1-72A Deed Book and Page #: _____
Acreage: _____ Zoning (attach any existing zoning conditions or proffers): _____
Description of Proposal³: Please see attachments.

- 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.
- 3. Please refer to page 3 of this application for the conditions of issuance for all conditional use permit applications. Submitting a sketch plan or other visual detail of your request is highly encouraged.



www.lexingtonva.gov

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

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 public hearings.

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 Fee: \$450 Amount Paid: Case Number: CUP-

Date Received: Received By:

Staff Review

Planning: Public Works:

Police: Fire/Rescue:

Public Hearings

Planning Commission

City Council

Legal Ad Dates: Legal Ad Dates:

Adj. Property Notifications: Adj. Property Notifications:

Public Hearing Date: Public Hearing Date:

Action: Action:



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

Conditions of Issuance

§ 420-1.11. of the City of Lexington Zoning Ordinance outlines the conditions under which a conditional use permit may be issued. These conditions are as follows:

- 1) Conditional use permits may be issued for any of the uses for which a conditional use permit is required by the provisions of the zoning ordinance, provided that the governing body, upon a recommendation by the Planning Commission, shall find that:
 - a. The proposed use will not affect adversely the health or safety of persons residing or working in the neighborhood of the proposed use.
 - b. The proposed use will not be detrimental to the public welfare or unduly injurious to property values or improvements in the neighborhood.
 - c. The proposed use will not be in conflict with the policies and principles of the City's adopted Comprehensive Plan.
 - d. Adequate public services, including streets and other trafficways, utilities, police and fire protection, are or reasonably will be available to support the proposed use.
- 2) Where the provisions of this chapter require conditional use permits for certain parking lots and drive-in facilities in the Commercial District (Central Business) C-1, due consideration shall be given in general to the purposes of the C-1 District and specifically to the effect of such parking lot or drive-in facility on the historic pattern of buildings and, in particular, on the maintenance of a compact, efficient and attractive retail facade and arrangement of buildings; on the use of off-street circulation ways, including use of alleys; on the location of access points and relationship to traffic and pedestrian flow; and on the adequacy of off-street waiting area at drive-in facilities.
- 3) In granting any conditional use permit, the governing body shall give due consideration to factors relevant to the findings required by Subsection C(1) and (2), as well as to any other reasonable land use and zoning considerations as may be required by the nature of the proposed use or as may be otherwise appropriate to effectuate the intent of this chapter, and the governing body shall designate such conditions as it deems necessary to carry out the intent of this chapter. The application for such conditional use permit shall be accompanied by such written and graphic material as may be necessary to enable the Planning Commission and the governing body to make the recommendation and findings set forth above.

ROCKBRIDGE BUILDING, LLC
9301 River Road
Richmond, Virginia 23229
804-750-9914

August 1, 2024

City of Lexington - Planning & Development Department
300 East Washington Street
Lexington, Virginia 24450

To Whom it May Concern:

Rockbridge Building, LLC is requesting a Conditional Use Permit (CUP) for the property at 9-17 S. Main Street. The building is currently zoned C-1 (Central Business), Downtown Historic District.

The application is requested for the following sections of the building:

- Lower Level (access from rear parking lot)
- Main Level (rear of the building in space behind Main Street-facing retail/business use)
- Second Level

The Main Street level accessed from Main Street is not included in this request as uses will be by right.

Rockbridge Building, LLC requests that the Conditional Use Permit provide that the building may be utilized for administrative functions and offices related to an educational use. Additionally, the lower level may be used for private assembly/meeting space.

Thank you for your consideration, and please feel free to contact me with any questions



John Adamson – Rockbridge Building, LLC

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, 2025 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: using the structure of the Winchester, VA cottage housing code, the Planning Commission began to consider text options from other jurisdictions for each element of the Winchester code with the goal of drafting a cottage housing ordinance to be advertised for a public hearing.

July 25, 2024 P.C. meeting: discussion included cottage density, cottage height and existing nonconforming structures.

August 8, 2024 P.C. meeting: staff presented supplemental materials intended to help with the cottage density discussion. Staff will continue to add sample language from other cottage housing codes to the Winchester code structure. The focus for the next discussion will be cottage size.

August 22, 2024 P.C. meeting: staff added sample language from other cottage housing codes for Cottage Floor Area, Yards, Building Separation, Common Open Space, and Private Open Space for the continued Cottage Housing discussion. *(Begin on page 16.)*

LEXINGTON ZONING ORDINANCE
ARTICLE XI. Use and Design Standards
§420-11.1. Residential Uses.
2. Cottage Housing

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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.

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>5-4</u> cottages)
R-1	1 SFD w/ADU per 8,000 sf		1 or 2 dwellings	8,000 sf (accommodates 1-2 dwellings)
R-1 2 family dwelling	1 two-family dwelling w/ADU per 12,000 sf		2 or 3 dwellings	12,000 sf (accommodates 1-3 dwellings)
R-1 cottages	Single family x 2.5 or 1 cottage per 3,200 sf	4	12	<u>20,800 sf</u> <u>(3,200 sf x 5 x 1.3)</u> <u>(4 units + 3,200 sf for open space and parking)</u>
R-2 cottages	Single family x 2 or 1 cottage per 6,000 sf	4	12	<u>39,000 sf</u> <u>(6,000 sf x 5 x 1.3)</u> <u>(4 units + 6,000 sf for open space and parking)</u>
R-LC (?) cottages	Single family x 2.5 or 1 cottage per 3,200 sf	4	12	<u>20,800 sf</u> <u>(3,200 sf x 5 x 1.3)</u> <u>(4 units + 3,200 sf for open space and parking)</u>
R-M cottages	Townhouses 2,400 sf per unit or 1 cottage per 2,000 sf	4	18	

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.)

Lexington, VA (based on 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. All residential units in a cottage housing development count towards the maximum permitted density. An existing accessory dwelling unit may be counted as a cottage unit if the property is developed subject to the provisions of this article. New accessory dwelling units are not permitted in cottage housing developments. *(note – restate this last sentence to a more appropriate section of this draft code)*

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.

Lexington, VA

No building in the proposed development will exceed 2 stories nor be more than 25 feet in height.

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.

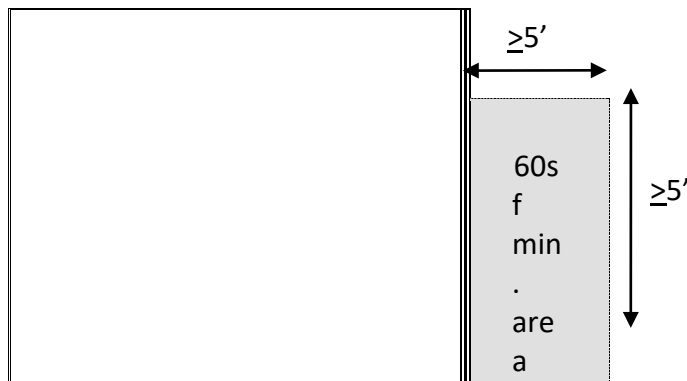
- (f)** Variations in building design. Cottage housing development structures shall provide variety and visual interest by using a combination of building elements, features and treatments in cottages as well as garages.
- (1)** Structures must include building articulation, change in materials or textures, 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

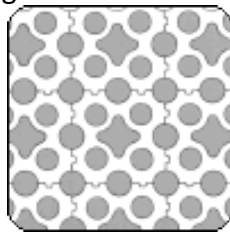
- 1. Objective. The street-facing facades of cottages in a cottage housing development will contribute to the neighborhood by including attractive design details such as windows, changes in materials, and views of front doors or porches. The main entries of some cottages will be visible from the adjacent 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%

Continue with 8.22.2024
P.C. discussion here



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.

Falls Church, VA

- (4) Dwelling units shall be detached, except that two dwelling units in any proposed cottage development may be constructed as semi-detached, after city council finds that including such semi-detached units will better serve the purposes of cottage development as set forth above. Every dwelling unit shall have a maximum gross floor area of 1,000 square feet on the main level and may include one upper level of no more than 50 percent of gross floor area of main level. The square feet of required porches shall not be included in the floor area calculation.

Abingdon, VA

- (h) Floor area. Structures in cottage housing developments shall be designed to be single story or single story plus a loft.
 - (1) The maximum ground floor gross area for an individual principal structure in a cottage housing development shall not exceed 1,000 square feet.
 - (2) The maximum total square footage for an individual principal structure in a cottage housing development shall not exceed 1,500 square feet.
 - (3) The minimum total square footage for an individual principal structure in a cottage housing development shall not be less than 800 square feet.
 - (4) Expansions of square footage above what is provided above shall not be allowed and the covenants, conditions, and restrictions of the development shall state such.

Vienna, VA

Unit Size

- | | | |
|---|----------------------|--------------------|
| u | Unit Size - | 1,800 sq. ft. max. |
| | Building footprint - | 1,200 sq. ft. max. |

Langley, WA

C. Lot Coverage and Floor Area.

1. The maximum lot coverage permitted for principal and accessory structures in CHD shall not exceed 40 percent.
2. The maximum first floor or main floor area for an individual principal structure in a CHD shall be as follows:
 - a. For at least 50 percent of the units, floor area shall not exceed 650 square feet;
 - b. For no more than 50 percent of the units, the floor area may be up to 800 square feet.
3. The total floor area of each cottage shall not exceed either one and one-half times the area of the main level or 975 square feet, whichever is less.

Shoreline, WA

B. Cottage Size. When a development contains five or more cottages:

1. At least 60 percent of the gross floor area of a cottage shall be on the ground floor.
2. A minimum of 20 percent of cottages shall vary at least 250 square feet above or below the average gross square footage of cottages in the development.
3. A minimum of 20 percent of all cottages within a development shall not exceed 15 feet in height.
4. Cottages that exceed 15 feet in height shall have a pitched roofline. The roofline may not exceed the maximum height permitted and must be between a 12:6 and 12:12 pitch. Dormers must also meet this pitch requirement.

Port Townsend, WA

17.34.110 Cottage floor area.

A. 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.

1. The maximum ground floor area for an individual principal structure in a cottage housing development shall be as follows:
 - a. For at least 50 percent of the units, the ground floor area may not exceed 650 square feet.
 - b. For no more than 50 percent of the units, the ground floor area may be up to 800 square feet.
 - c. The net total floor area of each cottage shall not exceed one and one-half times the area of the main level. (Ord. 2864 § 3, 2004).

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.

Falls Church, VA

(14) Minimum yard requirements.

- b. For dwellings units and community buildings (i.e., community guest houses, club houses): 20 feet from a public right-of-way, ten feet from a side property line, 20 feet from a rear property line; provided however, that where the cottage housing development site is adjacent to a residential zoning district, side yard setbacks for dwelling units or community buildings shall be increased from ten to 15 feet to provide sufficient space for the landscape buffer. Semi-detached dwelling units shall be treated as one structure for the purpose of establishing minimum yard requirements. Distances between dwelling and structures shall meet all applicable requirements in fire and life safety codes.

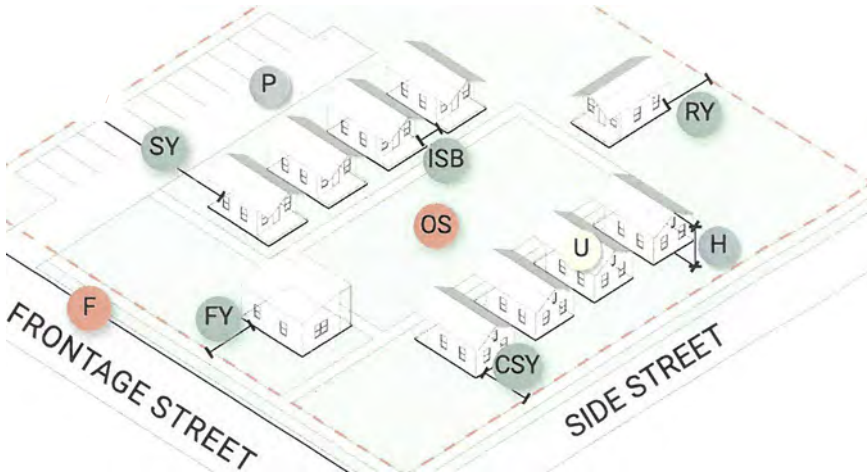
Abingdon, VA

- (i) Setbacks. Exterior lot line building setbacks in cottage housing developments shall be the same as the underlying zoning district unless a variance is approved by the Planning Commission as part of the SUP. (A Special Use Permit in Abingdon is analogous to a Conditional Use Permit in Lexington).

Vienna, VA

Building Placement Standards

FY	Front Yard Setback	20 ft. min. from front property line
SY	Side Yard Setback	15 ft. min. each side
RY	Rear Yard Setback	20 ft. min.
CSY	Corner Side Yard Setback	20 ft. min.
ISB	Internal Setbacks Between Buildings on same Lot	Minimum required by Virginia Uniform Statewide Building Code



Langley, WA

D. Yards.

1. Front Yards. The front yard shall be an average of 10 feet and at no point shall be less than five feet.
2. Rear Yards. The minimum rear yard shall be 10 feet.
3. Side Yards. The minimum required side yard shall be five feet.

Shoreline, WA

Same as Base Zoning district.

Port Townsend, WA

17.34.120 Yards – Building setbacks from exterior lot lines.

A. Objective. Exterior lot line building setbacks in cottage housing developments are based upon setbacks in the R-II zoning district. These yard setbacks are appropriate 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 BCD and public works directors to obtain improved site design and to avoid impacting existing physical features on the site such as trees.

1. Front yard and street side yard on corner lots shall be 10 feet:
 - a. Exception: The BCD director in consultation with the public works director may authorize the setback averaging from the public right-of-way. In such cases the setback average shall be 10 feet and at no point less than five feet where the location of all structures, landscaping and other improvements will not conflict with future improvements in the right-of-way. Fences may not be placed in the right-of-way and are subject to Chapter [17.68](#) PTMC.
2. Rear Yard Building Setback. The minimum rear yard shall be 10 feet, unless abutting an alley, then the minimum setback shall be five feet.
3. Side Yard Building Setback – Interior Lot Lines. The minimum side yard setback shall be five feet for interior lot lines. (Ord. 2864 § 3, 2004).

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.

Falls Church, VA

(14) Minimum yard requirements.

- b. For dwellings units and community buildings (i.e., community guest houses, club houses): 20 feet from a public right-of-way, ten feet from a side property line, 20 feet from a rear property line; provided however, that where the cottage housing development site is adjacent to a residential zoning district, side yard setbacks for dwelling units or community buildings shall be increased from ten to 15 feet to provide sufficient space for the landscape buffer. Semi-detached dwelling units shall be treated as one structure for the purpose of establishing minimum yard requirements. Distances between dwelling and structures shall meet all applicable requirements in fire and life safety codes.

Abingdon, VA

- (j) Building separation. 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.
- (1) 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.
 - (2) Accessory buildings shall comply with building code requirements for separation from noncottage structures.

Vienna, VA

Internal Setbacks between Buildings on Same Lot – Minimum required by Virginia Uniform Statewide Building Code.

Shoreline, WA

A. Setbacks.

1. The building-to-building setback between units shall be a minimum of eight feet except for those units that are attached by common vertical walls.

Port Townsend, WA

17.34.130 Cottage housing development building separation.

A. 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.

1. All buildings within a cottage housing development shall maintain a minimum separation of 10 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 noncottage structures. (Ord. 2864 § 3, 2004).

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.

Falls Church, VA

- (11) The proposed development shall provide community amenities for use by all residents in the development, as follows:
- a. A minimum of 400 square feet of common open space per dwelling unit 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. If the proposed development includes a guest house, club house or similar structure ("community building"), such community building shall be available for the common use of all residents within the development. Community buildings may include a meeting room, guest room (which shall not include the kitchen facilities) for stays of 14 days or less, or kitchen facilities to facilitate social functions of the association owners. A community building that is available to all residents shall not be counted as a dwelling unit and no guest staying there shall be a city resident by virtue of staying there.
 - c. The proposed development shall have sidewalks along all public streets adjacent to the development where sidewalks presently exist on the same side of the block or where safety considerations such as significant vehicular traffic or the need for safe pedestrian pathways to nearby public uses require them, such as schools, churches, parks, public transportation stops, and shopping; and a system of interior walkways that connects each cottage to the others and the parking area, and to the sidewalks abutting adjacent public streets, where applicable.

Abingdon, VA

- (k) Common open space. 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. 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.

- (1) 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.
- (2) At least 50% of the cottage units shall abut a common open space.
- (3) The common open space shall be overlaid with an easement protecting said area in perpetuity from further development and shall not include slopes greater than 15%, streets, or parking areas.

Vienna, VA

OS Open Space Set Aside Per Development - 40%

Langley, WA

E. Required Open Space.

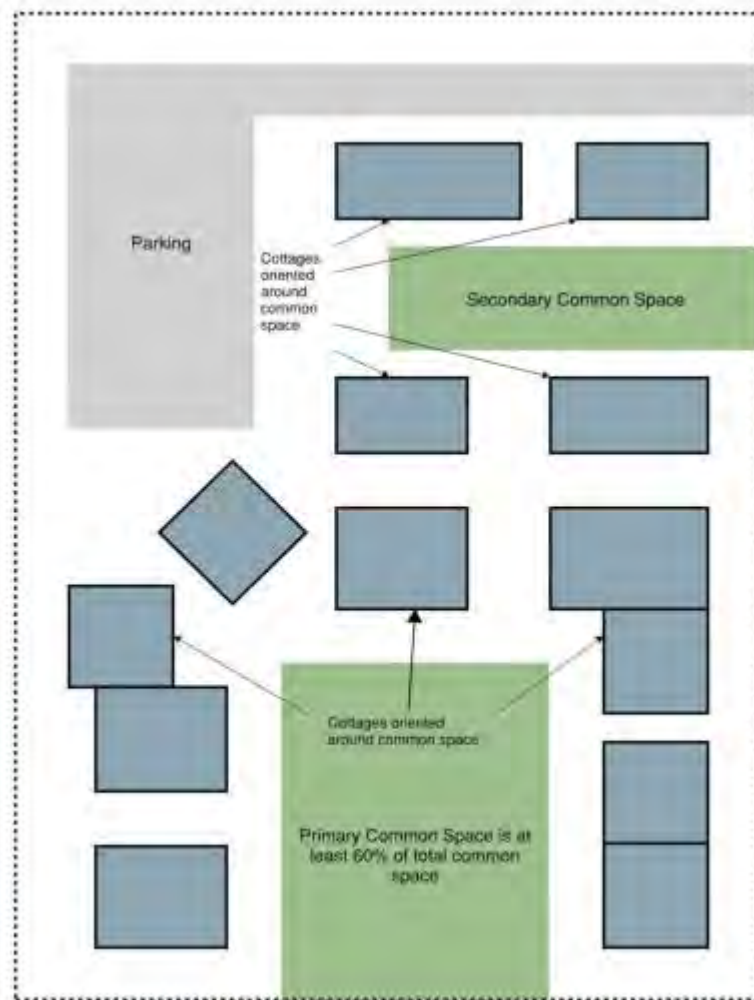
1. A minimum of 400 square feet per unit of common open space is required.
2. At least 50 percent of the cottage unit shall abut the common open space, all of the cottage units shall be within 60 feet walking distance of the common open space, and the common open space shall have cottages abutting at least two sides.

Shoreline, WA

H. Common Open Space.

1. A cottage development shall provide a minimum of 250 square feet of common open space per cottage.
2. Common open space shall serve as a focal point for the development, be landscaped, and provide usable open space for recreation and community activities for the development.
 - a. Common open spaces may be comprised of lawns, gardens, plazas, trees, or similar features.
 - b. Common open spaces may include seating areas.
 - c. Covered but unenclosed permanent structures such as gazebos may count as both common open space and as a required amenity.
 - d. Common open space shall be designed and located to protect existing stands of trees. See SMC [20.50.760](#), Tree preservation incentives.
 - i. The dripline of on-site significant trees greater than 24 inches DBH can count as common open space area on a per-square-foot basis.

- e. Common open space areas shall be a maximum of 60 percent lawn area. For the purposes of this subsection lawn area is an open space covered with soil and planted with grass which is cut regularly.
 - f. A minimum of 10 percent of the common open space area shall be dedicated as pollinator habitat.
 - i. If at least 20 percent of the required common open space is dedicated as pollinator habitat it may count as a required amenity.
3. Accessibility.
- a. Common open space shall be located and made accessible to all residents of the cottage housing development.
 - b. Common open space shall be connected to other areas of the development through on-site pedestrian pathways.
4. Dimensional Requirements.
- a. No space with any dimension less than 20 linear feet or an area of less than 500 square feet shall count towards common open space requirements, except that the drip line area of a significant tree greater than 24 inches DBH that is providing common open space is not subject to these standards.
 - b. Required perimeter landscaping shall not count towards common open space.
 - c. For developments with a minimum of eight cottages, common open space is permitted to be separated into smaller areas, subject to the following:
 - i. Total common open space and dimensional requirements of this subchapter are satisfied. A separate common area is permitted for every four cottages. There shall be a primary common open space that comprises a minimum of 60 percent of the total common open space area.



Port Townsend, WA

17.34.140 Common open space.

A. 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.

1. 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 10 feet or less in width, private open space, and driveways do not qualify as common open space.
2. Proximity to Common Open Space.

- a. 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.
- b. For the purposes of cottage housing, “common open space” shall be the central space that may be used by all occupants of the cottage complex. (Ord. 2864 § 3, 2004).

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.

Abingdon, VA

- (I) Private open space. 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 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.
 - (1) 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.
 - (2) No dimension of the private open space shall be less than eight feet.

Shoreline, WA

Prepared by the City of Lexington Department of Planning and Development for the August 22, 2024 Planning Commission Meeting

Private Open Space.

1. Each cottage shall be provided private open space. Private open space shall be directly contiguous to and accessed from each cottage.
2. Dimensional Requirements.
 - a. Each cottage shall be provided with no less than 300 square feet of private open space.
 - b. No open space with a dimension less than six linear feet shall count towards private open space requirements.
 - c. Required porch areas may be counted as private open space.
 - d. Required perimeter landscaping shall not be counted as 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.

Port Townsend, WA

17.34.150 Private open space.

A. 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.

1. 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.
2. No dimension of the private open space shall be less than eight feet. (Ord. 2864 § 3, 2004).

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.

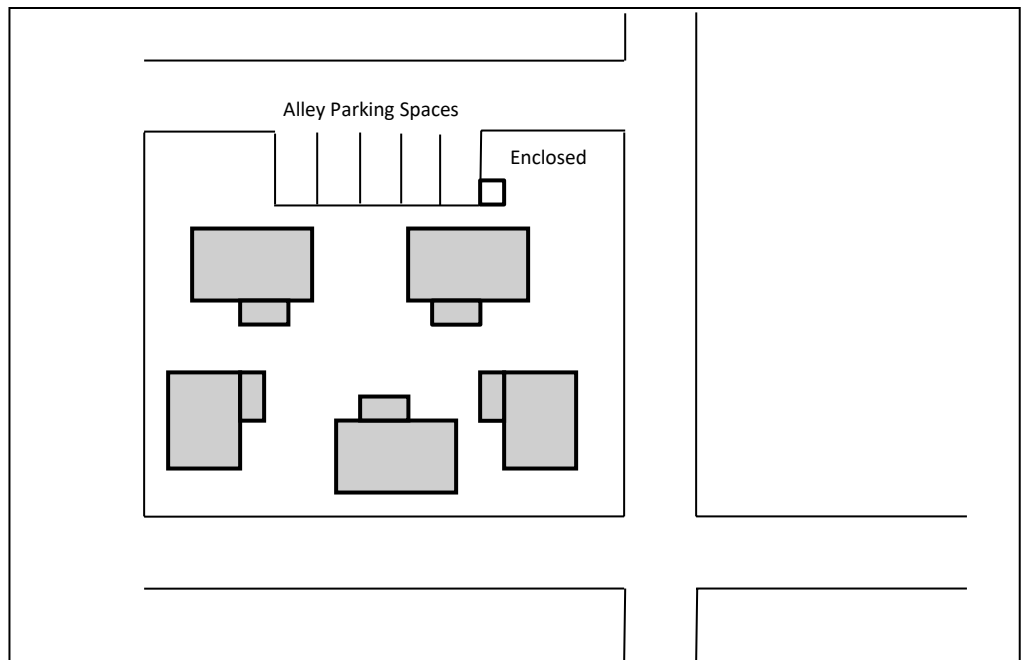
Winchester, VA

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

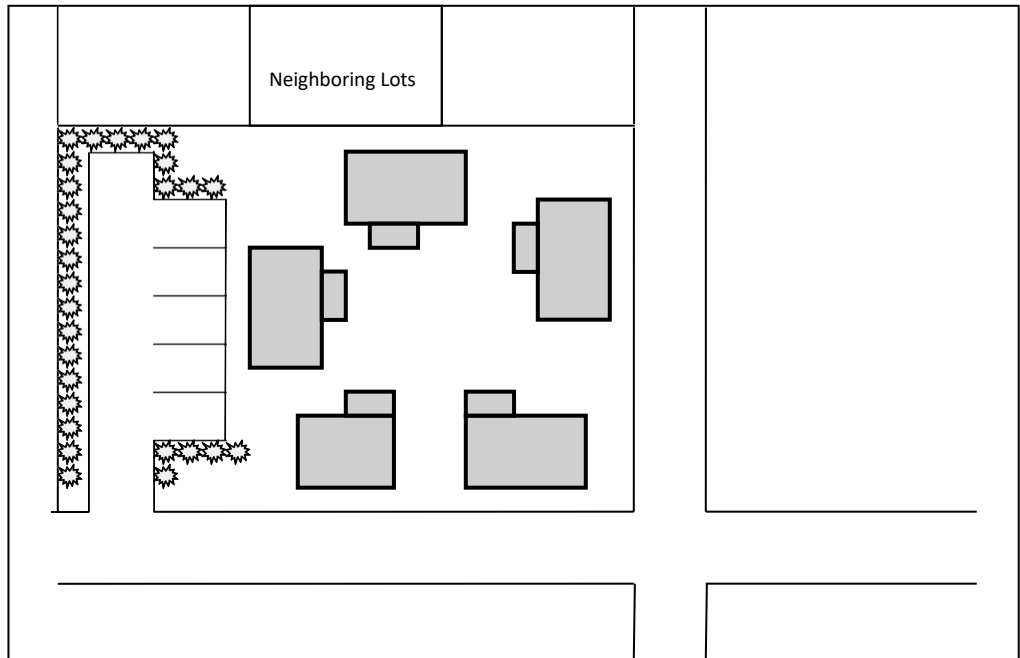
Prepared by the City of Lexington Department of Planning and Development for the August 22, 2024 Planning Commission Meeting

the cottage housing development (see illustrations below). Parking lots shall not be located between the cottage housing development and the primary street frontage.

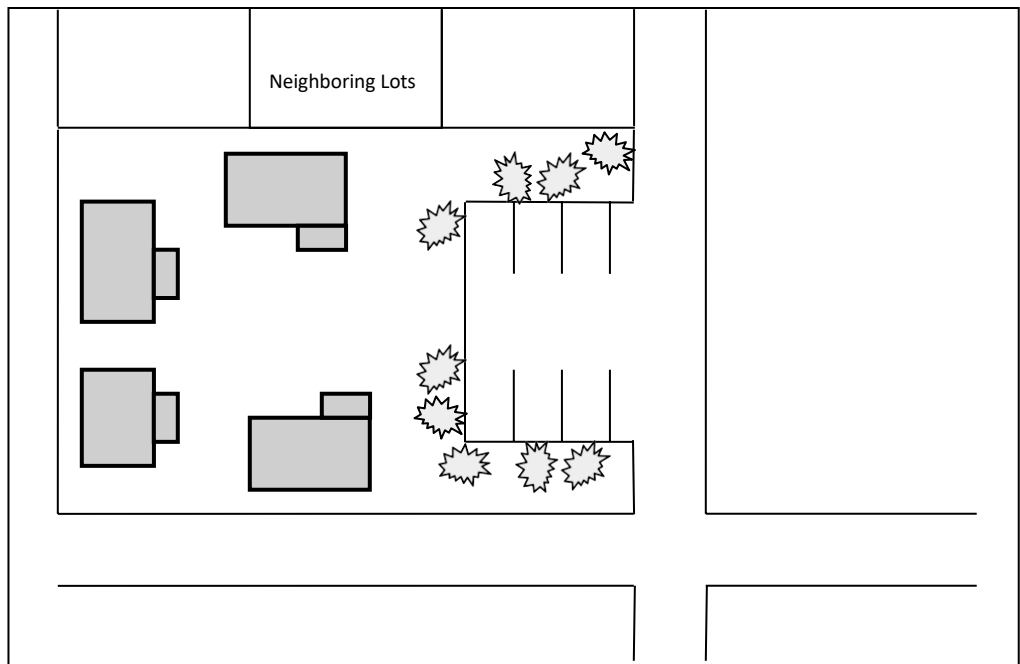
- i. Off-Street Parking Screening. Off-street parking may be located in or under a non-cottage parking structure (such as a single or multi-auto carport or garage), but such structures shall not be attached to individual cottages. Uncovered parking is also permitted; provided, that off-street parking 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.

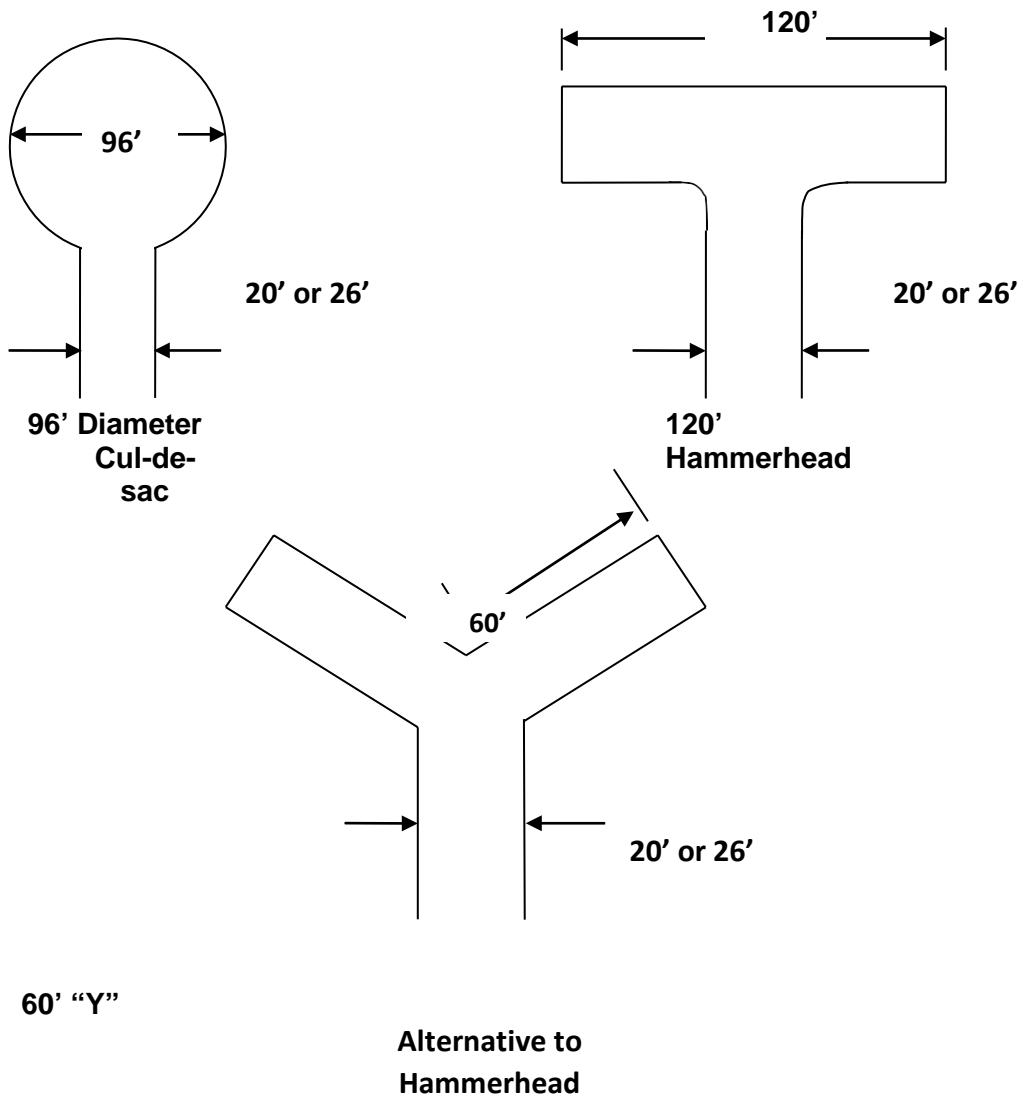
Winchester, VA

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)

Supplement for Cottage Density Discussion



Project/Locality	parcel size	# of cottages	avg. size of cottage	s.f. per cottage	overall density	s.f. per 4 cottages
Railroad Cottages / Falls Church, VA	1.25 ac ± (54,450 sf)	10	1,500 sf	5,445 sf	8 du/ac	21,780 sf
Third Street Cottages / Langley, WA	.66 ac ± (28,800 sf)	8	850 sf	3,600 sf	12.12 du/ac	14,376 sf
Thornhill Road Site / Lexington, VA	1.37 ac ± (59,677 sf)	8	?	7,459 sf	5.8 du/ac	30,041 sf
Houston St. Concept A / Lexington, VA	.74 ac ± (32,234 sf)	10	?	3,223 sf	13.5 du/ac	12,907 sf
Houston St. Concept B / Lexington, VA	.74 ac ± (32,234 sf)	9	?	3,581 sf	12.2 du/ac	14,282 sf
Houston St. Concept C / Lexington, VA	.74 ac ± (32,234 sf)	11	?	2,930 sf	14.9 du/ac	11,694 sf
201 N. Randolph St. / Lexington, VA	.81 ac ± (35,283 sf)			4,406 sf		17,600 sf

Prepared by the City of Lexington Department of Planning and Development for the August 8 2024 Planning Commission Meeting

RAILROAD COTTAGES

AERIAL

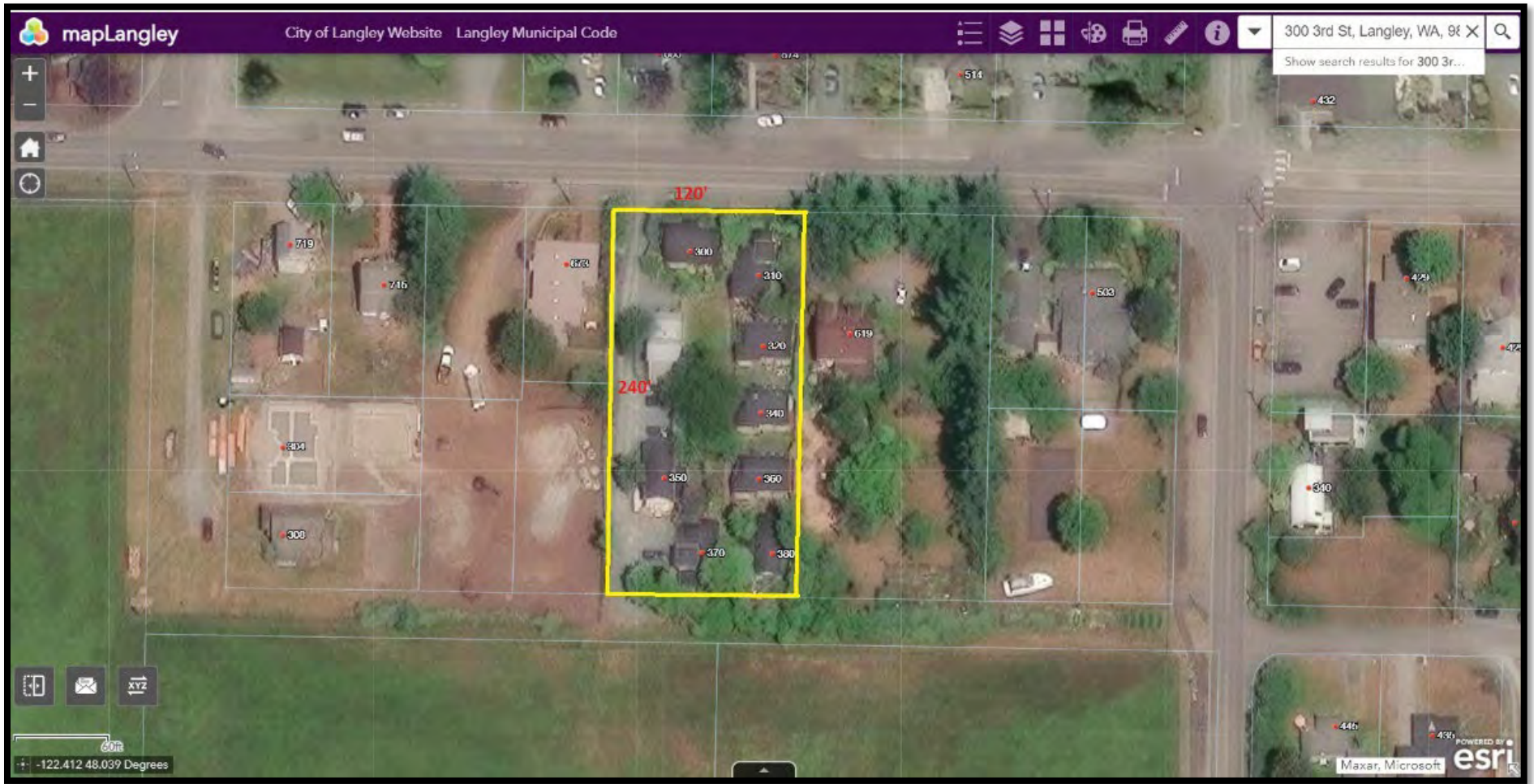


Railroad Cottages Response to Carly Aubrey, April 19, 2017

Attachment A-1



Project/Locality	parcel size	# of cottages	avg. size of cottage	s.f. per cottage	overall density	s.f. per 4 cottages
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Thornhill Road Site / Lexington, VA	1.37 ac ± (59,677 sf)	8	? (sketch)	7,459 sf	5.8 du/ac	30,041 sf
Houston St. Concept A / Lexington, VA	.74 ac ± (32,234 sf)	10	?	3,223 sf	13.5 du/ac	12,907 sf
Houston St. Concept B / Lexington, VA	.74 ac ± (32,234 sf)	9	?	3,581 sf	12.2 du/ac	14,282 sf
Houston St. Concept C / Lexington, VA	.74 ac ± (32,234 sf)	11	?	2,930 sf	14.9 du/ac	11,694 sf
201 N. Randolph St. / Lexington, VA	.81 ac ± (35,283 sf)			4,406 sf		17,600 sf





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Thornhill Road Site / Lexington, VA	1.37 ac ± (59,677 sf)	8	?	7,459 sf	5.8 du/ac	30,041 sf
Houston St. Concept A / Lexington, VA	.74 ac ± (32,234 sf)	10	?	3,223 sf	13.5 du/ac	12,907 sf
Houston St. Concept B / Lexington, VA	.74 ac ± (32,234 sf)	9	?	3,581 sf	12.2 du/ac	14,282 sf
Houston St. Concept C / Lexington, VA	.74 ac ± (32,234 sf)	11	?	2,930 sf	14.9 du/ac	11,694 sf
201 N. Randolph St. / Lexington, VA	.81 ac ± (35,283 sf)			4,406 sf		17,600



9 UNITS - 15 PARKING SPACES

Concept B

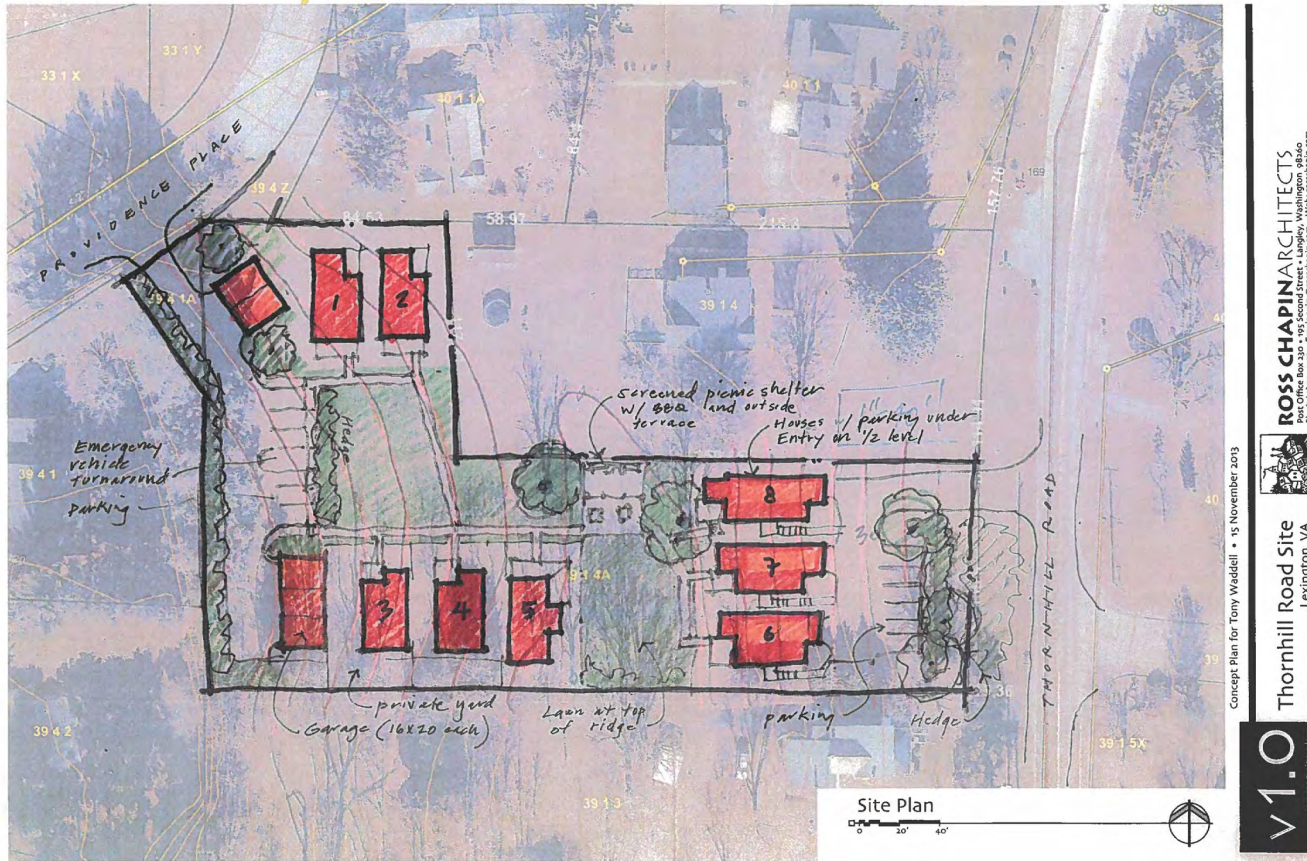


9 UNITS
Concept B

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Thornhill Road Site / Lexington, VA	1.37 ac ± (59,677 sf)	8	?	7,459 sf	5.8 du/ac	30,041 sf
Houston St. Concept A / Lexington, VA	.74 ac ± (32,234 sf)	10	?	3,223 sf	13.5 du/ac	12,907 sf
Houston St. Concept B / Lexington, VA	.74 ac ± (32,234 sf)	9	?	3,581 sf	12.2 du/ac	14,282 sf
Houston St. Concept C / Lexington, VA	.74 ac ± (32,234 sf)	11	?	2,930 sf	14.9 du/ac	11,694 sf
201 N. Randolph St. / Lexington, VA	.81 ac ± (35,283 sf)			4,406 sf		17,600 sf



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Houston St. Concept B / Lexington, VA	.74 ac ± (32,234 sf)	9	?	3,581 sf	12.2 du/ac	14,282 sf
Houston St. Concept C / Lexington, VA	.74 ac ± (32,234 sf)	11	?	2,930 sf	14.9 du/ac	11,694 sf
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Two story cottage



One and a half story cottage

