

LEXINGTON PLANNING COMMISSION**October 10, 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 September 26, 2024*
- 4. CITIZENS' COMMENTS ON MATTERS NOT ON THE AGENDA**
- 5. NEW BUSINESS**
 - A. 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. Discussion of scheduling for the remaining 2024 meetings
- 7. CITY COUNCIL REPORT**
- 8. ADJOURN**

*indicates attachment

MINUTES

**The Lexington Planning Commission
Thursday, September 26, 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
Tori Bates
John Driscoll
Jon Eastwood, Vice-Chair
Mary Stuart Harlow
Leslie Straughan, Council Liaison

City Staff:

Tom Carroll, City Manager
Arne Glaeser, Planning Director
Kate Beard, Administrative Assistant

CALL TO ORDER

S. Spencer called the meeting to order at 5:00 p.m.

AGENDA

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

MINUTES

The September 12, 2024 minutes were unanimously approved as presented. (J. Driscoll / T. Bates)

CITIZENS’ COMMENTS ON MATTERS NOT ON THE AGENDA

None

NEW BUSINESS

A. Presentation: Payments to the City of Lexington from Washington & Lee University

City Manager Carroll presented a memo prepared by Lexington’s Finance Director, Jennifer Bell, and Commissioner of Revenue, Karen Roundy, outlining the voluntary contributions and payments in lieu of taxes (PILOT) made to the city by Washington and Lee. The presentation was intended to give the Commission additional information as it weighs the Conditional Use Permit request for the Rockbridge Building.

Mr. Carroll explained the service fee charged to the University by the city as well as the additional voluntary and PILOT contributions made by W&L. He noted that these payments are evaluated every year as property valuations, tax rates and costs of service change. He also noted that W&L owns and pays taxes on 14 properties that do not meet the criteria for tax exemption, and that taxes for properties leased by W&L are paid by the property owners, presumably through the rent paid by W&L. In FY24, the payments made to the City by W&L, both directly and indirectly, totaled \$765,135. Mr. Carroll said that amount represented roughly 10% of the City’s tax revenue.

Responding to a remark made by J. Driscoll, Mr. Carroll suggested that while there may be reasons to either approve or deny the conditional use permit, the tax liability was probably not one of them.

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*.

Commissioners Eastwood and Straughan restated their disclosure statements recorded in the minutes from the August 22, 2024 meeting. Mr. Eastwood left the dais and joined the public.

1) Staff Report –

Director Glaeser recounted the history of the Commission’s consideration of this application, including the request that the applicant provide floor plans in order for the Commission to gain a better understanding of the value of the investment and how the building would be used, and pointed to the floor plans included in the packet. He reviewed the uses being requested and the definition for *Educational Facility, College/ University* which includes administrative facilities associated with the use (thereby necessitating a CUP for W&L administrative facilities in the C-1 zoning district). He reminded the Commission that its decision should be based on the criteria provided in the zoning ordinance, and that any imposed conditions should address an expected impact and be proportional to that expected impact. He recommended approval of the application with three conditions addressing where the two requested uses may occur in the building.

At J. Driscoll’s request, A. Glaeser oriented the Commission to the portions of the floor plans subject to the conditional use permit request. He noted the request was being made for the Rockbridge Building only – not for the “spine” or the Grand Building. Responding to a question from S. Spencer, he clarified that, while connected to the space within the Rockbridge Building, the “spine” was located on the tax parcel associated with the Grand Building and would not be occupied by either of the uses being requested.

He addressed public concerns about the timeline for this application by stating, as he had on August 22nd, that the inclusion of “administrative facilities” in the definition for the *educational facility, college/university* use was not known to staff until the review for the renewal of the CUP for the old Courthouse was underway – after some building permits had been issued and some approvals of exterior improvements had been made by the Architectural Review Board for this building. He added that the realization about the new definition’s impact for approval of university related office use downtown came long after the renovations to the old Pres Brown Building at 115 W. Nelson Street were completed and the building was occupied. He confirmed that, were the offices to be occupied by any non-educational tenant, the use would be by-right, and a CUP would not be required. J. Driscoll made the comment that the Planning Commission was now playing catch-up and Mr. Glaeser acknowledged that was the case.

Addressing a complaint from the public about the aesthetics of the renovations to the Pres Brown Building, A. Glaeser stated the renovation had been approved by the Virginia Department of Historic Resources as well as the Lexington Architectural Review Board. He responded to a question from S. Spencer by stating there was no restriction against office space on the first floor in the C-1 zoning district. He then provided details of the requested exterior improvements reviewed and approved by the ARB for the Rockbridge Building’ Main Street façade.

Responding to questions from Commissioners Bates and Driscoll, A. Glaeser said the Main Street storefronts shown on the floor plans as Retail A and Retail B could be converted to any by-right use in the C-1 district; the only type of office use in that space that would require an additional CUP would be office use related to either W&L or VMI. When asked by S. Spencer if

a university related retail space would require a CUP, A. Glaeser again read the list of facilities included in the definition of *Educational Facility, University/College*.

Responding to questions and comments about the *public assembly* request, A. Glaeser said he thought it was intended to provide greater flexibility and to allow the space to be used as a gathering place, if needed, for events such as Mock Con.

2) Applicant Statement –

Applicant John Adamson said he would be happy to answer questions concerning the floorplans. He assured the Commission that it was never his intention to approach this project in any way that was not forthright and remarked, “If Arne was surprised at finding this language in the ordinance, you can only imagine my surprise.”

A. Glaeser responded to a question from M. S. Harlow about whether the public would have access to the proposed assembly space. He confirmed that approval of the *public assembly* use would be necessary for the space to be used for gatherings or meetings but cautioned that it should not be understood to thereby be available to the general public. Its use would be controlled by the tenant of the building. Following additional questions about how that space would be used and its potential impacts, Mr. Adamson said the *public assembly* use had not been requested by his tenant - he included it for increased flexibility and because he thought it made sense. He stated he would not be opposed to withdrawing that part of the request if it gave the Commission concern.

J. Driscoll requested an accounting of the total number of offices in the proposed Rockbridge Building renovation and the net increase in offices over the number previously in the building. Mr. Adamson said he did not know the exact figures off the top of his head, but he believed the net increase in offices to be perhaps 5 or 6. After acknowledging the fact that the C-1 zoning district has no off-street parking requirement, J. Driscoll said his concern had to do with the impact the long-term parking by office staff would have on the parking supply for nearby retail establishments. He asked if there was an agreement with W&L as to where the office staff would park. He then shared some parking related statistics he gathered during several recent walking trips downtown. K. Anderson shared that when she worked in the W&L Admissions Office parking was often an issue. She said the majority of her co-workers would park on the street before parking in the garage. Director Glaeser reiterated that there is no off-street parking requirement in the C-1 zoning district where parking should be considered a utility provided by the city. He then pointed to the City’s objective, included in the Comp Plan, to more fully utilize the upper floors downtown. He said that while it may result in greater demand for parking, it would be the City’s responsibility to respond to and manage that demand. S. Spencer followed up with details of and questions about the City’s downtown parking options, about which she had recently learned. She allowed that an increased demand on parking may not be appropriate grounds for a denial of the subject application. K. Anderson remarked that parking would be a concern regardless of the tenant or use proposed to be housed in the building. J. Driscoll again asked if the University had plans for how parking needs for the building would be addressed and voiced support for a seeing this as an opportunity for discussion.

J. Driscoll asked if there were tenants for the retail space and Mr. Adamson said the tenants who moved out of that space to allow for the renovations had been given a right of first refusal, but that those details had not been finalized. Discussion turned to the plans for the Grand Building and the retail space there. J. Driscoll asked if the University would have a presence in the

building and Mr. Adamson responded there was no current agreement for the building. He said the intent was for the space facing Main Street to remain retail space and to introduce a new retail storefront facing Washington Street. T. Bates asked if there had previously been offices in the Rockbridge Building and Mr. Adamson confirmed that there had. M. S. Harlow asked if the W&L Bookstore had asked for a lease in either of the buildings and Mr. Adamson responded that there had been no formal ask.

3) Public Comment –

Michael Perry of 309 S. Jefferson Street, said he was speaking for himself and on behalf of a number of people who were not able to attend but who were opposed to the application. Citing W&L’s continued encroachment into the city and downtown, into prime real estate made available for use exclusively by the University, he urged the Commission to deny the application. He argued the payments detailed by the City Manager earlier in the meeting amounted to a paltry sum when measured against the services received. He alleged that Mr. Adamson was acting as a proxy for the University and that he found it hard to believe that there had not been a “preapproval” of the project.

James Dixon of 114 Lee Avenue, offered an analogy comparing the relationship between W&L and VMI and Lexington to the relationship between General Motors and Detroit. He noted the City would be much reduced were it not for those institutions, and he questioned why the institutions’ engagement downtown and improvement of structures there would be viewed as anything other than positive.

Tina Miller, Rockbridge County resident and downtown business owner, also voiced concern about W&L encroachment, saying it was a slippery slope – difficult to turn back once done. She argued that continued encroachment was likely to increase rents downtown while reducing the space available for other businesses and residences. She offered that she believed the increased demand on parking downtown could be viewed as having a negative effect on the neighborhood.

4) Commission Discussion & Decision –

M. S. Harlow suggested the building might be better used if residential units were substituted for some of the office space. She also voiced concern that the W&L office space will reduce rental space for local residents and visitors.

L. Straughan said that for a number of years Main Street Lexington has focused on getting the upper floors in downtown buildings better used, whether it be for housing or office space. She said many property owners were not interested in developing the upper floors because they did not want to make the necessary investment. She said she was thrilled to have someone interested in making major, historically sensitive renovations to fully utilize properties downtown. She countered the idea of Mr. Adamson serving as a proxy for W&L, pointing to a number of his tenants in other buildings in the city. She said she would be more concerned about the use of the space by W&L if there were a shortage of office space, however there is no such shortage. She reiterated the idea that downtown parking is the city’s responsibility and argued there were adequate parking options for the workers destined for the Rockbridge Building. She emphasized that more people working downtown is good for downtown businesses.

The Commission considered the application in light of the Conditions for Issuance of a Conditional Use Permit by moving through each of the conditions separately.

(a) There were no concerns that either of the requested uses would adversely affect the health and safety of the neighborhood.

- (b) There were there no concerns that either use would be detrimental to public welfare or injurious to property value. To the contrary, J. Driscoll commented that the life safety improvements would be a significant benefit.
- (c) Commissioners Driscoll and Harlow disagreed with staff’s determination that the proposed uses would not be in conflict with the policies and principles of the Comprehensive Plan. A lengthy discussion ensued. J. Driscoll argued that the intent behind the LU 2.3 strategy was that there should be no further W&L expansion. Citing the W&L mail room as an example, he also argued the City had failed with LU 5.6 strategy by not adequately communicating with W&L about W&L’s physical programming. L. Straughan agreed that the proposal’s compliance with the Comp Plan was the factor that needed closest attention. Reading from page 82 of the Comp Plan she noted there had already been discussion of impact to the City’s tax base, but she thought the Commission should closely consider whether approval of the application would result in the “removal of viable commercial activities from an already limited downtown.” She argued the consideration should be whether W&L would be displacing any downtown businesses or activities, either physically or competitively. She said she was not concerned that W&L’s tenancy of the building would displace other businesses as there was adequate commercial space downtown. She added that she was not concerned about competition with other businesses as the office workers would actually be creating more foot traffic for retail businesses and restaurants. J. Driscoll said his thinking on the issue had evolved during the debate and agreed that the City benefits by having more students downtown. He said it was a difficult decision and suggested that this and future, similar CUP requests be thought about cumulatively. He also expressed frustration with the case-by-case nature of the CUP approval process. M. S. Harlow commented that while the City is happy to have W&L and VMI as neighbors, she believed the downtown ought to be its own entity and not dependent on W&L. She believed the citizens of Lexington and Rockbridge County ought to have the opportunity to have a business there or access to the facility. L. Straughan pointed out that there have been ample opportunities for other developers, local or otherwise, to invest any number of buildings downtown.

There was additional back and forth concerning the process for approvals of the Washington & Lee Master Plan and Conditional Use Permits for W&L related requests not a part of the approved Master Plan.

- (d) There were no concerns about adequate public services being available to support the proposed uses.

Chair Spencer offered that she too had concerns about item C and the process whereby requests associated with W&L are made on a case-by-case basis. She encouraged greater communication and cooperation between the City and the University.

M. S. Harlow moved to deny Conditional Use Permit 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. The motion died for lack of a second.

L. Straughan moved to approve Conditional Use Permit 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 following conditions:

1. The entire upper and lower levels, and that portion of the main level at the rear of the building 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.

J. Driscoll provided the second. Chair Spencer called for a roll call vote.

| | | | | | |
|--------------------|------------|---------------------|------------|---------------------|------------|
| K. Anderson | Aye | J. Driscoll | Aye | L. Straughan | Aye |
| T. Bates | Aye | M. S. Harlow | Nay | S. Spencer | Aye |

Commissioner Eastwood rejoined the Planning Commission at the dais.

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

There was general agreement to table the Cottage Housing discussion until the October 10th meeting.

OTHER BUSINESS –

There was no Zoning and Planning Report. There was brief discussion about possible new topics to add to this portion of the agenda.

CITY COUNCIL REPORT

Council Member L. Straughan reported the Request for Qualifications (RFQ) for the VDOT property was sent out and the due date for responses is October 25th.

ADJOURN

The meeting adjourned at 7:14 p.m. (L. Straughan/J. Driscoll)

S. Spencer, Chair, Planning Commission

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.

September 12, 2024 P.C. meeting: since time was not available on the 8.22.2024 P.C. agenda following two lengthy public hearings, the cottage housing materials provided on 9.12.2024 are the same as those provided on 8.22.2024 and include 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.

September 26, 2024 P.C. meeting: since time was not available on the 9.12.2024 P.C. agenda, the cottage housing materials provided on 9.26.2024 are the same as those provided on 8.22.2024 and 9.12.2026 and include 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.

October 10, 2024 P.C. meeting: since time was not available on the 9.26.2024 P.C. agenda, the cottage housing materials provided on 10.10.2024 are the same as those provided on 8.22.2024 and 9.26.2026 and include 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 17.)*

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</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.

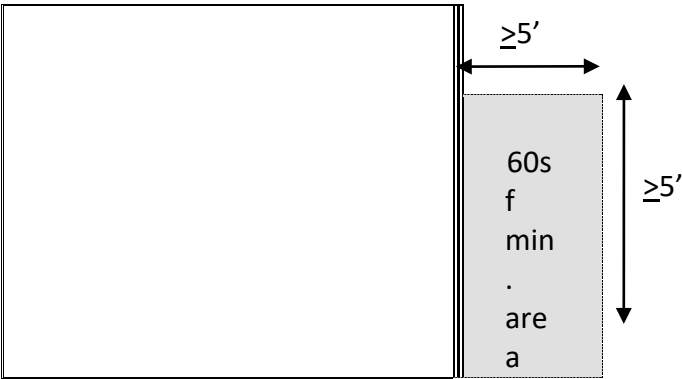
- (f)** Variations in building design. Cottage housing development structures shall provide variety and visual interest by using a combination of building elements, features and treatments in cottages as well as garages.
- (1)** Structures must include building articulation, change in materials or textures,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

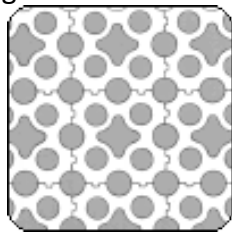
- 1. Objective. The street-facing facades of cottages in a cottage housing development will contribute to the neighborhood by including attractive design details such as windows, changes in materials, and views of front doors or porches. The main entries of some cottages will be visible from the adjacent 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 9.12.2024
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

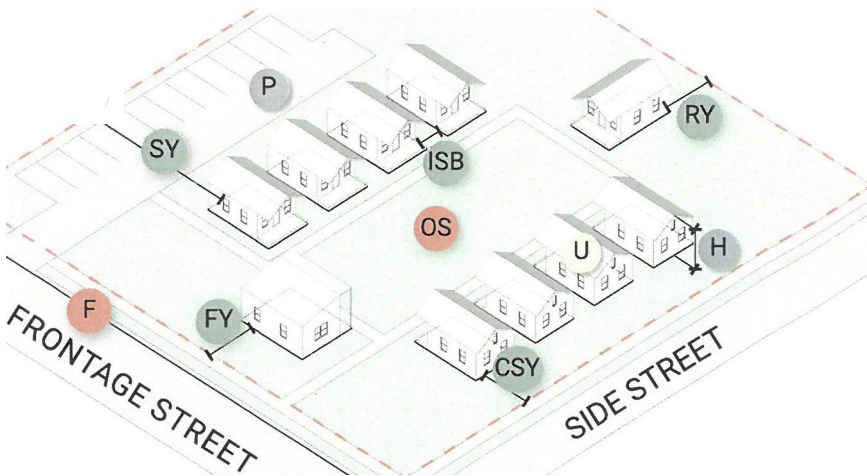
(i) Setbacks. Exterior lot line building setbacks in cottage housing developments shall be the same as the underlying zoning district unless a variance is approved by the Planning Commission as

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

Prepared by the City of Lexington Department of Planning and Development for the October 10, 2024 Planning Commission Meeting

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.

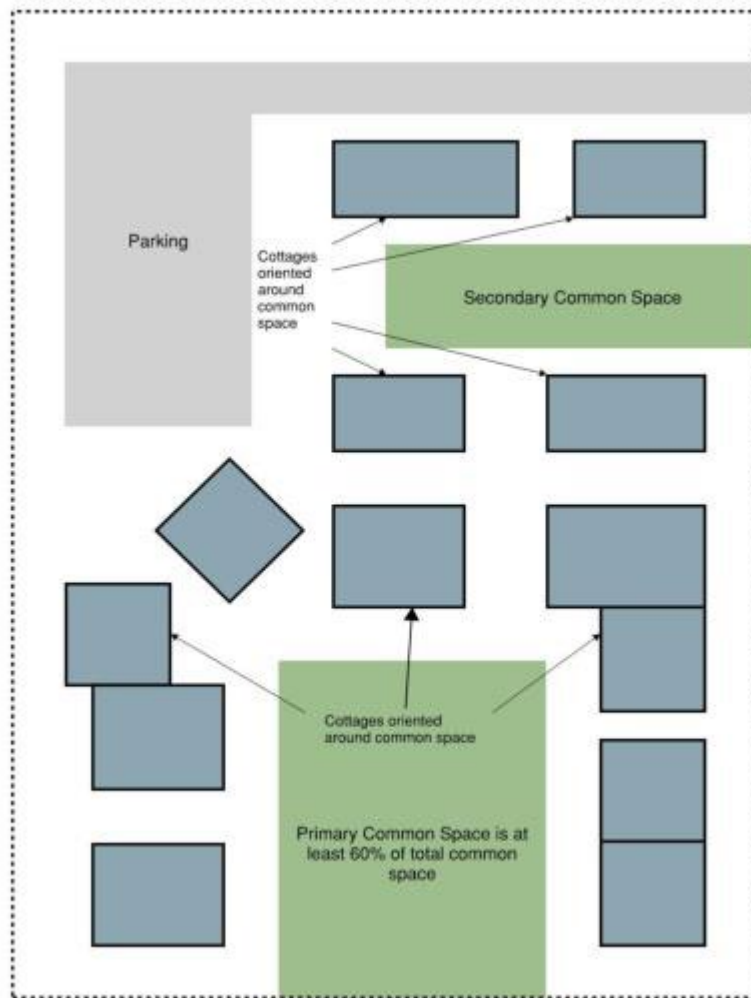
1. A minimum of 400 square feet per unit of common open space is required.
2. At least 50 percent of the cottage unit shall abut the common open space, all of the cottage units shall be within 60 feet walking distance of the common open space, and the common open space shall have cottages abutting at 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 October 10, 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.

Falls Church, VA

- (12) The cottage housing development shall comply with zoning ordinance sections 48-1147 and 48-1149 or provide similar assurance, approved by city council, that the site and all landscape will be maintained. The development shall also comply with section 48-1180 for tree canopy coverage.

Shoreline, WA

20.50.700 Purpose.

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:

- D. 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.

Port Townsend, WA

17.34.160 Tree conservation.

A. 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.

1. Preservation of existing trees, and/or new trees, shall be provided consistent with Chapter [19.06](#) PTMC, Article III, Standards for Tree Conservation. 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. (Ord. 2864 § 3, 2004).

O. STORMWATER LOW IMPACT DEVELOPMENT TECHNIQUES.

Winchester, VA

1. Objective. Cottage housing developments shall be designed to take advantage of open space and landscaped features to utilize stormwater low impact development techniques including natural filtration and on-site infiltration of stormwater.
 - a. Low impact development techniques for stormwater management shall be used wherever possible. Such techniques may include the use of pervious pavers in parking areas and for walkways, directing roof drains and parking lot runoff to landscape beds, green or living roofs, and the use of rain barrels.
 - b. Cottages should be located so as to maximize natural stormwater functions. Cottages shall be clustered and parking areas shall be located to preserve as much contiguous, permanently undeveloped open space and native vegetation as possible.

P. OFF-STREET PARKING.

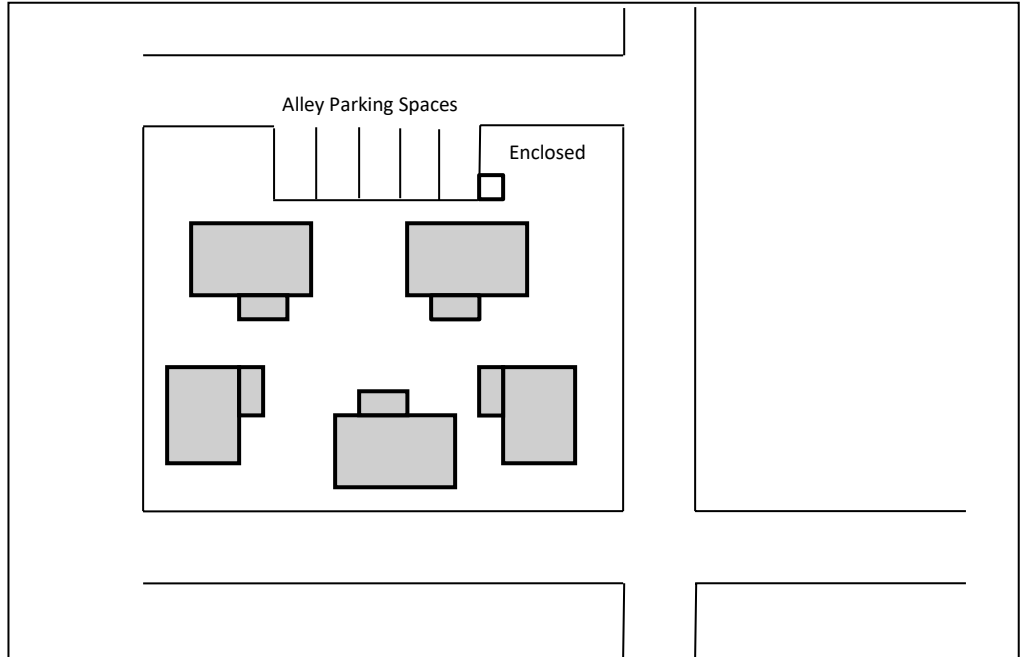
Winchester, VA

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

street view from one or more street facades by garage doors, or by a fence and landscaping.

ii. Preferred locations for parking, in descending order of preference, are as follows:

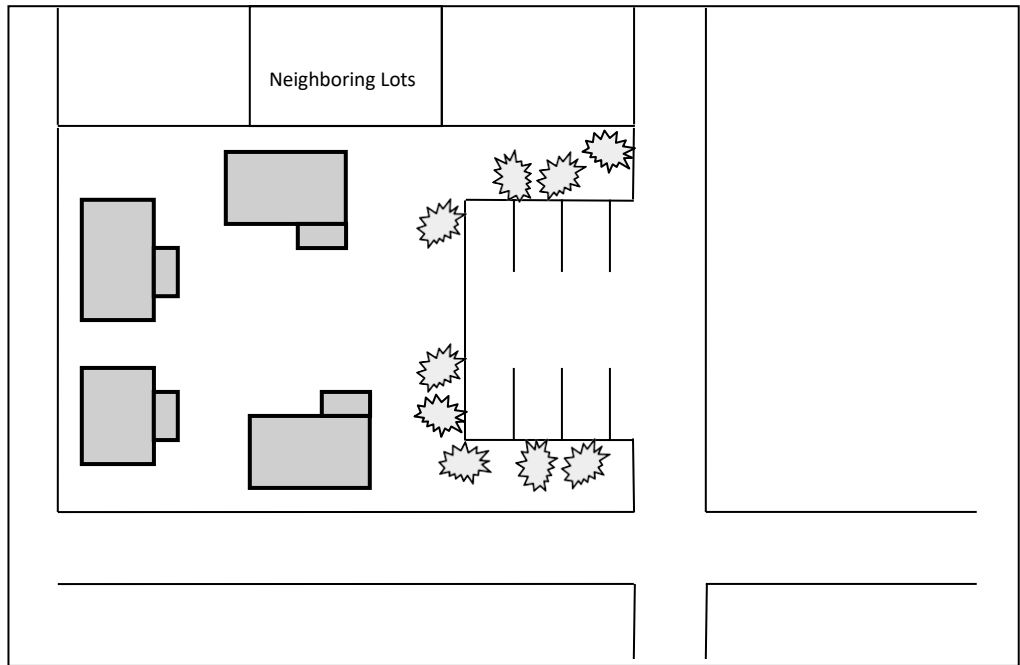
1) To the rear of cottage housing units accessed by an alley.



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



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



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

Q. FIRE-LANE ACCESS AND TURNAROUND PROVISIONS.

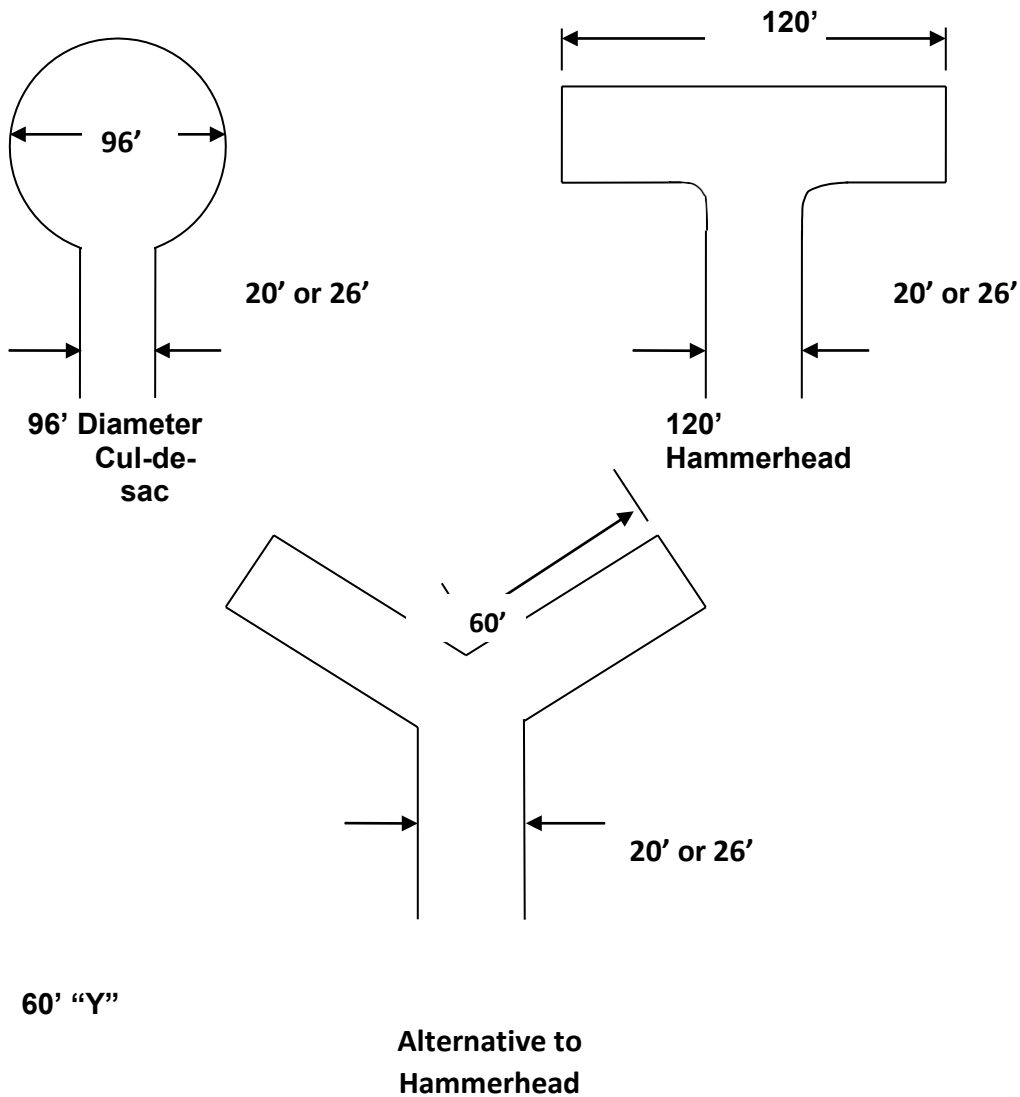
Winchester, VA

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

Table 13.1-18.

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

Diagrams 13.1-18.



R. EXTERIOR LIGHTING AND HEATING/COOLING EQUIPMENT NOISE.

Winchester, VA

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

S. REQUIRED SEPARATION OF COTTAGE HOUSING DEVELOPMENTS.

Winchester, VA

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

T. OWNERSHIP AND RESIDENTIAL USE OF COTTAGES.

Winchester, VA

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

U. ALTERNATIVE SITE DESIGN.

Winchester, VA

It is possible that an alternative design may fulfill the intent of this article, while not complying with the provisions herein. Requests for alternative designs shall be processed as a Conditional Use Permit, pursuant to Section 18-2 of this Ordinance and Article 19, Site Plan Requirements. (Editor’s note: Article 13.1 established 8/9/11, Case TA-11-125, Ord. No. 2011-36)