

**MINUTES
PURCELLVILLE PLANNING COMMISSION
SPECIAL MEETING
FRIDAY, FEBRUARY 24, 2023, 6:00 PM
TOWN HALL COUNCIL CHAMBERS**

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/208997>

COMMISSIONERS PRESENT:

Nan Forbes, Chair/Commissioner
Christopher Bertaut, Town Council Liaison
Ed Neham, Vice Chair/Commissioner (*via remote participation due to medical condition*)
Ron Rise, Commissioner
Brian Green, Commissioner
Nedim Ogleman, Commissioner

COMMISSIONERS ABSENT:

Jason Dengler, Commissioner (*absent due to personal conflict*)

STAFF PRESENT: Interim Zoning Administrator, Martha Semmes, Planning Operations Coordinator, Jordan Andrews

CALL TO ORDER:

Chair Forbes called the meeting to order at 6:03 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None.

COMMISSIONER DISCLOSURES:

None.

CITIZEN COMMENTS:

None.

DISCUSSION/INFORMATIONAL ITEM:

- a. **Review of changes to ZoneCo draft zoning ordinances Articles 1 & 2
[Commissioners]**

The Planning Commission reviewed and discussed consolidated comments in the attached matrix. The Planning Commission added comments in green capital lettering, indicating agreed upon comments for the line items prioritized as critical or substantial. The attached pages of the comment matrix, pages 1-16, document the Planning Commission's consensus regarding the specified comments. A copy of the comment matrix is also on file in the Town Clerk's office.

PLANNING STAFF REPORT:

None.

COUNCIL REPRESENTATIVE'S REPORT:

None.

COMMISSIONER COMMENTS:

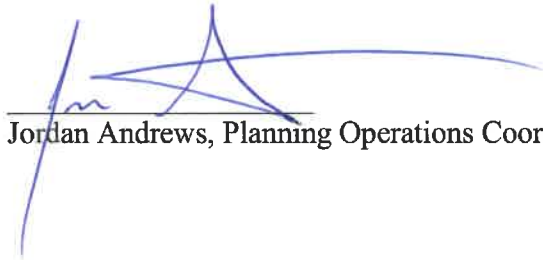
None.

NEXT MEETINGS:

Planning Commission regular meeting of Thursday, March 02, 2023, March 16, 2023 and April 6, 2023

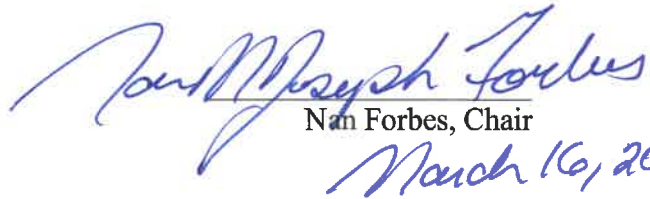
ADJOURNMENT:

With no further business, Liaison Bertaut made the motion and the meeting was adjourned 9:36 PM.



A handwritten signature in blue ink, appearing to read 'Jordan Andrews', written over a horizontal line.

Jordan Andrews, Planning Operations Coordinator



A handwritten signature in blue ink, appearing to read 'Nan Forbes', written over a horizontal line.

Nan Forbes, Chair
March 16, 2023

ZONING ORDINANCE ARTICLE 1 & 2 COMMENTS

Date: February 28, 2023

Critical (10)
Editorial High (29)
Substantial (35)
Editorial Medium (19)
Administrative (10)
Editorial Low (58)

Item	Reviewer Name	Comment Date (mm/dd/yyyy)	Document	Document Version Date (mm/dd/yyyy)	Page No.	Document Section	Reviewer Request	Comp Plan Reference	Change Type	Priority (High, Medium, Low)	Planning Commission Response	Consultant Response	Agreed Upon Action	Action Date
1	B Green	02/13/2023	General	02/01/2023	Start	TOC	Recommend having the TOC will allow for validation of content. Granted some section details will have to be finalized and could change based on edits but having it keeps a high level mapping and we could identify flow changes at that level vs. in the weeds.	N/A	Editorial	Low	OK			
2	Ed Neham	02/03/2023	Article 1	02/01/2023	2	Introduction	Reverse the opening quotation mark.	N/A	Administrative	Low	OK			
3	B Green	02/13/2023	General	02/01/2023	all	All Bulleted, numbered/lettered lists	There are several views of what is right after a listed item, period, semi colon, etc. What ever style, please be consistent through out the doc. I see a variety.	N/A	Editorial	Low	Request ZoneCo to be consistent.			
4	B Green	02/13/2023	General	02/01/2023	4	1.1	If putting effective date in footer is appropriate to denote "in force" than there is no need to update this section with that specific in force date.	N/A	Editorial	Low	Brian-Please explain.			
5	Nedim	02/12/2023	Article 1	02/01/2023	4	1.2 (section's 1st sentence)	make this change ... "in accordance with the Town of Purcellville's current comprehensive plan"		Substantial	High	MAKE THIS CHANGE			
6	Ron Rise	02/05/2023	Article 1	02/01/2023	4	1.2 Item 2	What is the standard of "convenient distribution of population, for protection against overcrowding of land? How is "Undue density of population in relation to the common it facilitates existing or available" "obstruction of light(natural/ man made?) and air, or loss of life health or property from flood.....this is a big one right List. Capital 1st word each item	N/A	Substantial	Medium	NO CHANGE, PER VA CODE § 15.2-2283.			
7	B Green	02/13/2023	Article 1	02/01/2023	4	1.2	"They have been..." who is the they? Recommend being specific: "The Zoning Ordinance has been created/documentated..." (remove made).	N/A	Editorial	Low	OK			
8	B Green	02/13/2023	Article 1	02/01/2023	4	1.2	Remove "and" at end, remove space at end of 1) before semicolon	N/A	Editorial	Low	OK			
9	B Green	02/13/2023	Article 1	02/01/2023	4	1.2 (3rd bullet)	How is "natural resources" defined?	N/A	Editorial	Low	Stylistic choice			
10	Nedim	02/12/2023	Article 1	02/01/2023	4	1.2 1)			Editorial	Low	OK			
11	Ron Rise	02/05/2023	Article 1	02/01/2023	4	1.2 last paragraph		N/A	Editorial	Low	Commissioners-Discuss and resolve.			
12	Ed Neham	02/03/2023	Article 1	02/01/2023	4	1.2 PURPOSE AND INTENT	Make this change: "...in accordance with the TOWN's comprehensive plan."	N/A	Editorial	Low	RiseSr would add current as well...			

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13	Ron Rise	02/05/2023	Article 1	02/01/2023	4	1.3 First Paragraph	What is the mechanism to "automatically changed" accomplished and by who's authority and accountability? Confusing; reword this: "It is the intent of this ordinance that the extent of its applicability be automatically changed in accordance with the provisions hereof or provisions of state law which may affect the applicability of this ordinance."	N/A	Editorial	High	Commissioners-Discuss and resolve.			
14	Ed Neham	02/03/2023	Article 1	02/01/2023	4	1.3 APPLICABILITY	Confusing; reword this: "It is the intent of this ordinance that the extent of its applicability be automatically changed in accordance with the provisions hereof or provisions of state law which may affect the applicability of this ordinance."	N/A	Editorial	Medium	Commissioners-Discuss and resolve.			
15	Ron Rise	02/05/2023	Article 1	02/01/2023	4	1.2 Item 3	How is "historic resources" defined?	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
16	Ron Rise	02/05/2023	Article 1	02/01/2023	4	1.2 Item 4	How is "adequate" defined? How is "public services" defined? i.e., Water, sewer, LEO, EMH, other?	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
17	Nedim	02/12/2023	Article 1	02/01/2023	5	1.4 First Sentence	Avoid using pronouns as much as possible. In the first line of the first sentence, to what is the "they" in "they shall be held..." referring?		Substantial	Medium	AVOID PRONOUNS; CHANGE "THEY" TO "PROVISIONS".			
18	Ed Neham	02/03/2023	Article 1	02/01/2023	5	1.4 RULES OF INTERPRETATION AND CONSTRUCTION	Does this invalidate <u>pre-existing</u> <u>ordinances</u> ? "...where this ordinance imposes a greater restriction ...the provisions of this ordinance shall govern." [N.B. This is a direct quote from our existing ordinance.]	N/A	Substantial	High	LEAVE IT AS IS: PER VA CODE § 15.2-2315., BUT MAKE SURE IT IS COVERED IN THE NON-CONFORMING USES SECTION.			
19	Nedim	02/12/2023	Article 1	02/01/2023	5	1.4 First Sentence	At the end of the sentence, the promotion of whose "public safety, health, convenience, consistency..."?		Substantial	Medium	APPEND... FOR THE CITIZENS AND BUSINESSES OF PURCELLVILLE.			
20	Nedim	02/12/2023	Article 1	02/01/2023	5	1.4.5) Second sentence	Need language articulating and reflecting checks on authority of zoning administrator to interpret the meaning of words and terms in this ordinance.		Substantial	Medium	NO CHANGE, BUT MAKE SURE THE POWERS AND CHECKS ON THE ZONING ADMINISTRATOR'S AUTHORITY ARE ADDRESSED AND ARTICULATED CLEARLY IN THE <u>PROHIBITORY</u> <u>ORDINANCES</u> .			
21	Ron Rise	02/05/2023	Article 1	02/01/2023	5	1.4 First paragraph	"minimum requirements" where are these requirements found or stated?	N/A	Editorial	Medium	Commissioners-Discuss and resolve.			
22	B Green	02/13/2023	Article 1	02/01/2023	5	1.4 (Bullet 3)	"agreement between parties" <u>exists</u> and <u>discuss</u> <u>ord</u> <u>about</u> <u>2</u>	N/A	Editorial	Low	OK?			
23	Ed Neham	02/04/2023	Article 1	02/01/2023	5	1.4 RULES OF INTERPRETATION AND CONSTRUCTION	Suggest find and replace the entire document for "will" and replace with "shall". Make this change: "2) Words used in the present tense include the past and future tenses, and the future <u>also</u> present tense."	N/A	Editorial	Low	Do we need to be concerned with the future present tense in this ordinance?			
24	Ed Neham	02/04/2023	Article 1	02/01/2023	5	1.4 RULES OF INTERPRETATION AND CONSTRUCTION	Make this change: "3) The words "shall" and "must" <u>are</u> always mandatory. The word "may" is <u>permissive</u> ."	N/A	Editorial	Low	OK			
25	Ed Neham	02/04/2023	Article 1	02/01/2023	5	1.4 RULES OF INTERPRETATION AND CONSTRUCTION	Make this change: "4) The word: "building" <u>and-or</u> "structure"."	N/A	Editorial	Low	OK			

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26	Ed Neham	02/04/2023	Article 1	02/01/2023	5	1.4 RULES OF INTERPRETATION AND CONSTRUCTION	Make this change and do we want to include the highlighted sentence? "5) Words and terms not defined herein shall be interpreted in accordance with their normal dictionary meanings, and customary usages. The zoning administrator has authority to interpret the meaning of all words and terms in this ordinance."	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
27	Nedim	02/12/2023	Article 1	02/01/2023	5	1.5 1) a)	adopt existing, recently established rules for height here		Substantial	Medium	ZONED TO UTILIZE THE MEASURING METHODS GIVEN IN C-4. CHECK FIG. 1 FOR CONFORMANCE TO ORDINANCE.			
28	Nedim	02/12/2023	Article 1	02/01/2023	5	1.5 1) b)	adopt existing, recently established rules for height here		Substantial	Medium	SAME AS ABOVE.			
29	Ed Neham	02/08/2023	Article 1	02/01/2023	5	1.5 RULES OF MEASUREMENT	Amend this text: "1) Determining Building Height and Exceptions. a) Structure height is the vertical distance between the average grade plane of the structure and the highest point of any flat roof or the midpoint of any pitched roof" to incorporate the height measurement specifications contained in this amendment: https://pursellvilleva.gov/DocumentCenter/View/10156/Ordinance-21-02-01-Zoning-Ordinance-Amendment-C-4-Building-Height	N/A	Editorial	High	OK			
30	Ron Rise	02/05/2023	Article 1	02/01/2023	5	1.5 1b)	define "tanks" i.e. oil, gas, LNG, Propane, other? Change "where the height of such structuresnear airports with be in accordance with the Federal Aviation Administration Title 14 CFR, Part 77, Obstruction Evaluation/Airport Airspace (OE/AAA). Suggest adding "Pitched Roof" and "Flat Roof" in Fig 1 grey area.	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
31	Ed Neham	02/04/2023	Article 1	02/01/2023	5	1.5 RULES OF MEASUREMENT	Delete this phrase - there is no airport nearby. "except where the height of such structures will constitute a hazard to the safe landing and takeoff of aircraft at an established airport."	N/A	Editorial	Low	OK			

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35	Ed Neham	02/05/2023	Article 1	02/01/2023	6	1.5 RULES OF MEASUREMENT	Change Lot Width definition from: "The lot width is the length of a lot's shortest front lot line", to either: (1) The lot width is the longest of a lot's front or rear lot lines; or (2) The lot width the average distance between the side lot lines; or (3) The lot width is longest distance between the side lot lines (N.B. as in the case of a bowed lot line).	N/A	Editorial	Medium	Commissioners-Discuss and resolve. See Item 37.			
36	Ed Neham	02/04/2023	Article 1	02/01/2023	6	1.5 RULES OF MEASUREMENT	Change Lot Area definition to: "The lot area is the area bounded by the lot lines, not including any area within any rights-of-way."	N/A	Editorial	Medium	OK?			
37	Nan Forbes	02/12/2023	Article 1	02/01/2023	6	1.5 RULES OF MEASUREMENT	3) Determining Lot Width: a) Lot Width. The lot width is the length of a lot's shortest front lot line. <i>This is confusing; perhaps provide an example.</i>	N/A	Editorial	Medium	Commissioners-Discuss and resolve. See Item 35.			
38	Ed Neham	02/05/2023	Article 1	02/01/2023	6	1.5 RULES OF MEASUREMENT	Please explain the exception for service walks: "b) Lot Coverage and other surfaces, such as driveways, sidewalks, parking lots, and areas of gravel, pavers, or pavement; but excluding service structures exempt from parking." <i>Define or remove "any public Space" as this is not shown in Fig 3.</i>	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
39	Ron Rise	02/05/2023	Article 1	02/01/2023	6	1.5, 2a.)		N/A	Editorial	Low	OK?			
40	Nedim	02/12/2023	Article 1	02/01/2023	6-8	1.5 2.)	Please articulate the differences between lot line definitions in the existing ordinance and language proposed here.		Substantial	Medium	MAKE THESE DEFINITIONS CONSISTENT WITH THE TOWN'S EXISTING ORDINANCES, OR ARTICULATE WHY THEY ARE DIFFERENT AND WHAT THE DIFFERENCE ARE.			
41	Ron Rise	02/05/2023	Article 1	02/01/2023	7	Figure 3	Must set "ordin" of measure	N/A	Substantial	Medium	REFER TO ITEM 33.			
42	Nan Forbes	02/12/2023	Article 1	02/01/2023	7	1.5 RULES OF MEASUREMENT	Figure 3: Illustrative graphic showing yard setbacks and lot widths for an interior lot and a corner lot. <i>Are accessory structures exempt from setbacks?</i>	N/A	Editorial	Medium	MAKE DEFINITIONS OF FRONT YARD AND SIDE YARD CONSISTENT FOR CORNER LOTS; S WRITTEN, THEY ARE INCONSISTENT.			
43	Nan Forbes	02/12/2023	Article 1	02/01/2023	7	1.5 RULES OF MEASUREMENT	6) Corner Lots and Double Frontage. <i>Conflict? See 2), d), on pg.6.</i>	N/A	Editorial	Medium	ONE SIDE LOT PER CORNER LOT; ITEMS 34-39 RE: LOT LINES AND SIDE YARDS. HOW DOES EXISTING ORDINANCE DEFINE CORNER LOTS AND SIDE YARDS?			
44	Nan Forbes	02/12/2023	Article 1	02/01/2023	7	1.5 RULES OF MEASUREMENT	9) Corner Lots and Double Frontage. c) Clear visibility triangles shall be created and maintained according to the following standards. <i>What about street parking that may interfere with visibility?</i>	N/A	Editorial	Medium	Commissioners-Discuss and resolve.			
45	Ed Neham	02/05/2023	Article 1	02/01/2023	7	1.5 RULES OF MEASUREMENT	Make this change: "A front yard setback is the shortest horizontal distance between a structure and the edge of the right-of-way <i>front lot line</i> ."	N/A	Editorial	Low	OK?			

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46	Ed Neham	02/05/2023	Article 1	02/01/2023	7	1.5 RULES OF MEASUREMENT	Define this term in the Glossary: "No obstructions within a site triangle."	N/A	Editorial	Low	Comment: Sight triangles are the specified areas along an intersection's approach legs and across the included corners. These areas should be clear of obstructions that might block a driver's view of conflicting vehicles or pedestrians. OK?			
47	Ed Neham	02/05/2023	Article 1	02/01/2023	7	1.5 RULES OF MEASUREMENT	Is this term meant to be the same as a site triangle? If not, define it in the Glossary: "Clear visibility triangles shall be created..."	N/A	Editorial	Low	Comment: The visibility triangle for a street intersection is a triangle with 45 foot sides, starting at the corner where two curb lines intersect and extending out away from this corner intersection, but still following curb lines. Commissioners-Discuss and resolve.			
48	Ron Rise	02/05/2023	Article 1	02/01/2023	7	1.5, 6.c)	"...and public right-of-way line for a dissonance of ten feet.....blah blah blah...shall be kept clear." How is this enforced and this imposed on current driveways?	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
49	Ron Rise	02/05/2023	Article 1	02/01/2023	7	1.5, 6.b.)	"Each corner lot shall havewas two side yards, is one side yard. (see attached mark up)	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
50	B Green	02/13/2023	General	02/01/2023	7-74	General	I assume any notation of references will be updated (i.e. Article XX) will be mapped at final draft	N/A	Editorial	Low	OK			
51	Ed Neham	02/05/2023	Article 1	02/01/2023	8	1.5 RULES OF MEASUREMENT	Make this change for consistency: "Figure 4: [Pending] Illustrative graphic showing the Vehicle Visibility Clearance Triangle".	N/A	Editorial	Low	OK			
52	Ed Neham	02/05/2023	Article 1	02/01/2023	8	1.5 RULES OF MEASUREMENT	Would this be a proper addition?: "7) Encroachments....nor shall any lot area or lot dimensions be reduced below the requirements of these regulations, unless as may be approved by the zoning administrator."	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
53	Ron Rise	02/05/2023	Article 1	02/01/2023	8	1.5, 6.d.)	How is "standard engineering practices" defined?	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
54	Ron Rise	02/05/2023	Article 1	02/01/2023	8	1.5, 6.e.)	"Alternate visibility triangles approved by the zoning admin.....may be allowed....if deemed to ensure adequate traffic safety." Single point of failure.....by one individual that determines a "traffic safety equivalent or superior to the minimum requirements." Good engineering practice for "public safety issues may require a review board so that person is not hanging out alone in the "liability" lane.	N/A	Substantial	Medium	PROVIDE A GRAPHIC TO ILLUSTRATE THIS.			

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55	Ron Rise	02/05/2023	Article 1	02/01/2023	8	1.5, 7a)	Not sure what "minimum yards" means or how yards (mowing area)? Does "Encroachments include "Visibility Triangles" when driveways may be side by side?	N/A	Editorial	Medium				
56	Ed Neham	02/05/2023	Article 1	02/01/2023	8	1.6 SAVING PROVISION / INVALIDITY	<u>Redundancy:</u> "If any section, paragraph, subdivision, clause, phrase, or provision of this ordinance shall be adjudged invalid or held unconstitutional by the courts, the same shall not affect the validity of this ordinance as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional." <u>14</u>	N/A	Editorial	Low	Commissioners Discuss and resolve. See Item 54.			
57	Ed Neham	02/05/2023	Article 1	02/01/2023	9	1.7 PENDING APPLICATIONS FOR PERMITS	Make this change for consistency: "...for which official approvals and required zoning permits have been granted before the enactment of this <u>Zoning Code ordinance</u> , and the construction of which, conforming with such plans, shall have been started prior to the effective date of this <u>Zoning Code ordinance</u> ..." <u>15</u>	N/A	Editorial	Low	OK			
58	Ron Rise	02/05/2023	Article 1	02/01/2023	9	1.8	How does the Article numbers effect the current ordinance numbers? <u>2</u>	N/A	No Change Needed	Low				
59	Nedim	02/12/2023	Article 2	02/01/2023	General Article 2	For all sections of Article 2	Provide a justification for what uses fall under PERMITTED/ SPECIAL EXCEPTION (P/SE), SPECIAL EXCEPTION (SE), and SPECIAL PERMIT USE (SUP) and <u>numbering</u>	For ease of understanding and use.	Critical	High	ELIMINATE P/SE AS A TYPE (SEE ITEM 76). THE COMMISSION NEEDS TO DETERMINE HOW IT WANTS TO PORTRAY THE LEGISLATIVE AND ADMINISTRATIVE PROCESSES AND			

(1) DOES ZONECO UNDERSTAND HOW WE WANT THE P-SE SUP PROCESSES TO GO? COME UP WITH A METHOD/FLOWCHART RE: WHAT GOES TO LEGISLATIVE VS. ADMINISTRATIVE PROCESS, (2) ISSUE:

TRANSLATION OF OLD ZONES TO NEW ONES; (3) GO THROUGH THE USE TABLE AND DECIDE WHAT ARE SE OR SUP.

MARTHA SAID: (1) DID YOU TRANSCRIBE USES FROM OUR EXISTING ORDINANCE (STAFF CAN CHECK)? (2) BE SURE THE USES WE LIST/WE LINE - IS IT WORD TO HAVE AN SE? (3) WOULD LIKE TO HAVE AS PART OF

THE ORDINANCE A FLOWCHART THE OUTLINES THE PROCESS.

IF WE HAVE DIFFERENT USES/STANDARDS, WHAT ARE THE CRITERIA FOR PUTTING A USE INTO A PARTICULAR CATEGORY?

WHAT IS THE BASIS FOR ASSIGNING A CATEGORY TO EACH USE?

SEE ITEM 76: P/SE SHOULD BE ELIMINATED AS A USE CATEGORY.

FOR SE AND SUP, LEGISLATIVE PROCESS VS. ADMINISTRATIVE PROCESS.

THE MORE THINGS DONE VIA LEGISLATIVE PROCESS, THE MORE CITIZENS CAN WEIGH IN.

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60	Nedim	02/12/2023	Article 2	02/01/2023	11	2.1 Base Districts	Remove/Rename Duplex Residential District - According to Loudoun County repository of data Purcellville only has 13 duplexes (10 in R2 and 3 in R3 zoned areas, constituting 0.79 % of all the Town's 1,640 R2 and R3 properties. In R3 specifically there are 3 Duplexes compared to 419 single-family detached suburban units. Comp Plan aspires to sustain the R2 and R3 areas in which duplexes exist as 'Single Family Detached Traditional' and 'Single Family Detached Suburban' Areas to Sustain. Duplexes are not a Single-Family Detached use but, instead, a	pp. 45-46, pp.49-50, pp. 59-60, p.63. Definitions of single-family attached and detached, p.127	Critical	High	WE HAVE R-3 DUPLEX BY RIGHT; THERE ARE ONLY 3 DUPLEXES IN THE DISTRICT. THERE ARE 10 DUPLEXES IN R-4W WHERE THEY ARE NOT ALLOWED. R-3 HAS SLIGHTLY SMALLER LOTS IN DUPLX DISTRICT. SOLUTION: (1) NOT HAVE DEVELOPMENT BE BY-RIGHT OR SUP IN R-3 DISTRICT, MAKE R-3 ANOTHER KIND OF SINGLE FAMILY RESIDENTIAL DISTRICT; (2) KEEP R-2; (3) KEEP R-3 BUT CHANGE ITS CHARACTERISTICS TO SINGLE FAMILY AND LABEL IT SOMETHING ELSE; (4) DUPLEX BY SUP.			
61	Nedim	02/12/2023	Article 2	02/01/2023	11	2.1 Base Districts	Need Agriculture Tourism Commercial district per Comp Plan	p.43, pp.80-82	Critical	High	It's there but mislabeled as "SECTION 2.15 IP INSTITUTIONAL AND PUBLIC USE DISTRICT" - See Item 108. OMIT CLUSTER, SINGLE FAMILY RESIDENTIAL AND CONSERVANCY SUBDIVISION. THIS NEEDS TO CONFORM TO COMP PLAN PG. 81-82.			
62	Nedim	02/12/2023	Article 2	02/01/2023	11	2.1 Base Districts	Comp Plan envisions two distinct scales of MC - Neighborhood Scale and Medium Scale. In some Focus Areas, such as the East Main Focus Area, the Comp Plan envisions a combination of Neighborhood and Medium Scale Commercial. While the Land Uses do not diverge here, the scales do. The Zoning Ordinance needs to be able to distinguish these scales across and/or within Focus Areas	Need to make sure to differentiate based on scale. Neighborhood Scale Focus Area Overlays for East Main 1, 2, 3, 4, 8, 9, & Hirst East Area 1. Medium Scale Focus Area Overlays for East Main 6, 7 and East End 1a (1b?)	Critical	High	OK - see Item 148. Commissioners Discuss and resolve. NEED TO DISTINGUISH MEDIUM SCALE AND NEIGHBORHOOD SCALE COMMERCIAL EVEN WITHIN DISTRICTS.			

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63	Ed Neham	02/05/2023	Article 2	02/01/2023	11	2.1 ESTABLISHMENT OF BASE DISTRICTS	Make these changes (and more?): BASE DISTRICTS R-2 Single-Family Residential R-3 Duplex Residential District R-3A Historic Office/Residential R-8 Townhouse Residential R-15 Apartment Residential OC Office Commercial MC Mixed Commercial C-4 Central Commercial CM-1 Local Service Industrial M-1 Limited Industrial IP Institutional and Public Use Government AC Agricultural Conservancy/Tourism Commercial X Transitional R-T R-T Single-Family Residential	FUTURE LAND USE PLAN (pg.41)	Substantial	High	Comment: I think we want to harmonize the Base Districts with the Future Land Use Categories given in the Comprehensive Plan; I.e.: Agriculture Tourism Commercial Commercial Medium Scale Commercial Neighborhood Scale Industrial Business Industrial and Government Mixed-Use Neighborhood Scale Multi-Family Parks and Open Space Professional Office Single Family Attached Single Family Detached USE DISTRICT NAMES THAT CONFORM TO COMP PLAN DESIGNATIONS, NOT NECESSARILY USE VERBIAGE OF OUR EXISTING ORDINANCE.			
64	Nedim	02/12/2023	Article 2	02/01/2023	11	2.1 Base Districts	Need scale considerations for X transitioning to IG, ACT, etc.		Substantial	Medium	EMPLOYING TRANSECTS TO EMPHASIZE CHANGES IN SCALE FROM RURAL TO COMMERCIAL			
65	Nedim	02/12/2023	Article 2	02/01/2023	11	2.1 Base Districts	Need to assess if/how R3A Historic Office/Residential District still applies given existing development and Comp Plan		Substantial	Medium	I don't think R3A applies any longer. WE WILL ASK STAFF IF ELIMINATING THIS CREATES NON-CONFORMING USES IN TOWN.			
66	RiseSr	02/10/2023	Article 2	02/01/2023	11	2.1	Does the first paragraph include Public Right of Ways and Parks as well? If yes, should we not be specific here as to not allow for interpretation?	N/A	Editorial	Medium	Commissioners-Discuss and resolve.			
67	Ed Neham	02/05/2023	Article 2	02/01/2023	11	2.2 ESTABLISHMENT OF ZONING MAP	Make this change: "such as" and the district classification threshold "	N/A	Editorial	Low	OK			
68	Nedim	02/12/2023	Article 2	02/01/2023	11	2.6.1 Intent	Need to make sure second paragraph of article discussing desire for cluster development is compatible with Comp Plan		Substantial	Medium	MAKE SURE CLUSTER DEVELOPMENT IN OUR CURRENT ZONING ORDINANCE CONFORMS WITH THE COMP PLAN.			
69	Ed Neham	02/05/2023	Article 2	02/01/2023	11-73	2.X	References to specific articles and sections, such as Article 2, Section 2.7, within this chapter, need to be corrected.	N/A	Editorial	Medium	ZoneCo-Take note.			
70	B Green	02/13/2023	Article 2	02/01/2023	12	2.2	Period after "provided". Start next sentence with however. Honestly, it needs a break seem run on as a sentence.	N/A	Editorial	Low	OK			
71	RiseSr	02/10/2023	Article 2	02/01/2023	12	2.3.2	"...officially approved" and "properly adopted..." describe the desired process either by adoption by Town Council or approved only by the Mayor....my preference is adopted by the TC	N/A	Substantial	Low	IDENTIFY THE "OFFICIALLY APPROVING" BODY OR PERSON. THIS IS SPECIFIC TO THE ZONING MAP AND SHOULD BE IN PROCEDURES.			

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72	B Green	02/13/2023	Article 2	02/01/2023	12	2.4 (bullet 2)	Incomplete sentence. "this distance shall control..." "Control what? Suggest: ...this distance shall control the boundary measurement/calculation not the road/street line. Team input required to ensure I am interpreting correctly.	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
73	Ed Neham	02/05/2023	Article 2	02/01/2023	13	2.4 INTERPRETATION OF ZONING MAP BOUNDARIES	The highlighted text is in the current ordinance, but is it what we want? "5) If, because of error or omission in the zoning map, any property in the jurisdiction of this ordinance is not shown as being in a zoning district, such property shall be classified R-T single-family residential district until changed by amendment."	N/A	Substantial	High	IF WE DO THIS, WE NEED AN R-T DISTRICT. ONE ACRE MINIMUM LOT SIZE - SEE PG. 73 WHERE DID THE USES ON PG. 73 COME FROM? WHAT IS THE RATIONALE FOR THESE USES? WORK WITH ZONECO ON THE R-T "ADDITION".			
74	RiseSr	02/10/2023	Article 2	02/01/2023	13	2.4.4.)	This method of measure could be erroneous due to map scale were feet could easily become yards of tolerance. Caution.....	N/A	Substantial	Low	"4) In cases where district boundaries as shown on the zoning map do not coincide or approximately coincide with road or street lines, alley lines or lot lines, and no dimensions are shown, the location of such district boundary lines shall be determined by the use of the scale appearing on the map, OR AS DETERMINED BY THE ZONING ADMINISTRATOR."			
75	Ed Neham	02/05/2023	Article 2	02/01/2023	14	2.6 R-2 RESIDENTIAL SINGLE-FAMILY DISTRICT	Make this change here and in succeeding tables: "A building or land in this district shall be used only as given in the below Table A: Table of Uses." Furthermore, the uses designated in 2.6.2 Permitted and Special Uses need to be carefully reviewed, and the uses of the districts as well. Change the table column label from "SPECIAL PERMIT USE "to "SPECIAL USE PERMIT" here and in the rest of the district use tables.	SINGLE-FAMILY DETACHED TRADITIONAL (pg.49) SINGLE-FAMILY DETACHED SUBURBAN (pg.50)	Substantial	High	AGREED.			
76	Ed Neham	02/09/2023	Article 2	02/01/2023	14	2.6 R-2 RESIDENTIAL SINGLE-FAMILY DISTRICT	Make this change here and in succeeding tables: The term PERMITTED/SPECIAL EXCEPTION (P/SE) only appears in the current zoning ordinance for the "Child care, residential" use type. Furthermore, the P/SE use is not defined in the current zoning ordinance in Section 1. Use regulations: 1.1 Use table. I conclude that P/SE is an aberration and should be replaced by the term SPECIAL EXCEPTION [SE] throughout.	N/A	Substantial	High	AGREED. OMIT P/SE AND USE SE THROUGHOUT. SEE COMMENT TO ITEM 59.			

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77	Ed Neham	02/05/2023	Article 2	02/01/2023	14	2.6 R-2 RESIDENTIAL SINGLE-FAMILY DISTRICT	This is not an accurate representation of this residential area; it covers more territory than is depicted: 	MAP 4. FUTURE LAND USE PLAN - SOUTH OF MAIN STREET (pg.46)	Editorial	High	OK			
78	Ed Neham	02/09/2023	Article 2	02/01/2023	14	2.6 R-2 RESIDENTIAL SINGLE-FAMILY DISTRICT	The use table defined in the current zoning ordinance in Section 1. Use regulations: 1.1 Use table should be inserted prior to using these terms in the document. 	N/A	Editorial	High	Commissioners-Discuss and resolve.			
79	Nan Forbes	02/12/2023	Article 2	02/01/2023	14	2.6 R-2 RESIDENTIAL SINGLE-FAMILY DISTRICT	2.6.2 Permitted and Special Uses. TABLE A – TABLE OF USES. Assisted living facility - 9 or more individuals. Here, and other places where this occurs, do we want larger facilities?	N/A	Editorial	High	Commissioners-Discuss and resolve.			
80	RiseSr	02/10/2023	Article 2	02/01/2023	14	2.6.1	Was: "The purpose of this..." IS: The Intent of this district..." Intent- aim or plan Purpose-reason for which considered. Does	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
81	RiseSr	02/10/2023	Article 2	02/01/2023	14	2.6.1	may we consider adding (SUP) after "...and utility uses are allowed by special use permit (SUP) subject to..."	N/A	Editorial	Low	Commissioners-Discuss and resolve.			
82	RiseSr	02/10/2023	Article 2	02/01/2023	14	2.6.2 Table A	All columns "close spaces" last column Was: SPECIAL PERMIT USE (SUP) IS: SPECIAL USE PERMIT (SUP) Also, where are "PERMITTED (P), PERMITTED/SPECIAL EXCEPTION (P/SE), SPECIAL EXCEPTION (SE) AND SUP processes defined to include appeal processes?	N/A	Editorial	High	From here on out all TABLES must be numbered to coincide with each section. For example TABLE 2.6 - A, TABLE 2.6 -B so on and so forth.... ZoneCo take note.			

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83	B Green	02/13/2023	General	02/01/2023	14-73	General	For Use categories. Where are these defined? Are they standard? If so, are they cited and placed in the glossary or in the Ordinance. For this review, I have not seen the definitions. If they are, please advise.	N/A	Editorial	High	Commissioners-Discuss and resolve.			
84	B Green	02/13/2023	General	02/01/2023	14-73	General	Potential GAP: "Condominium" is not mentioned as type of use. DISCUSSION: Should this be included as new Use?	N/A	Editorial	High	The word "condominium" appears in only one place in the Comp Plan - in the Glossary: "Multi-Family: Multiple dwelling units within a larger structure with shared common entrance. Examples would be apartment buildings, or condominiums." Commissioners-Discuss and resolve.			
85	B Green	02/13/2023	Article 2	02/01/2023	14-73	General	Table Of Use tables. I am assuming, if a Use is not listed, it is not permitted. If this is the case perhaps a disclaimer as a setup (assumption) or even in each table that if it is not listed as a use, it is not permitted. If one can be added, note the process to do so. I.e. "Additional uses may be added but acceptance and approval or the modification of the Ordinance..."	N/A	Editorial	Low	Commissioners-Discuss and resolve. Start with Item 78.			
86	Ed Neham	02/05/2023	Article 2	02/01/2023	15	2.6 R-2 RESIDENTIAL SINGLE-FAMILY DISTRICT	Unless this conflicts in any way with 1.5 RULES OF MEASUREMENT: "c) Lot width is measured at the front building setback line."	N/A	Editorial	Low	Commissioners-Discuss and resolve.			

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87	Nedim	02/12/2023	Article 2	02/04/2023	15	2.6.3 R2 - Development Standards	Additional form-based measures to which 90-95 percent of the single-family detached R2 properties comply: Floor Area Ratio (FAR) measuring square feet of floor space/square feet of lot = 0.26; Open Space Ratio (OSR) measuring amount of built/nonbuilt space in square feet = 0.17; and Impervious Surface Ratio (ISR) measuring space covered by buildings, roads, sidewalks, parking lots, rocks/entire space in square feet= 0.14. We have discussed using such measures at these as thresholds for by-right development.	NA - Planning Commission, Town Council, Town Staff discussions regarding Form Based Zoning	Substantial	High	IF THE COMMISSION AGREES, REQUEST ZONECO VALIDATE OUR RESULTS AND CREATE EFFECTIVE WAYS TO INCLUDE THEM IN THE NEW Z.O. AS BY-RIGHT "ENVELOPES". FORM-BASED STANDARDS NEED TO BE INCLUDED IN ALL DISTRICTS. NEED TO BE INSERTED: PG. 15 AND IN ALL DISTRICTS; (1) SEE DATA ON "Form Assessments" TAB OF THIS DOCUMENT WHERE UNDERLYING DATA EXISTS FOR THE TOWN OF PURCELLVILLE; (2) WANT ZONECO TO CHECK ACCURACY OF CALCULATIONS IN "Form Assessments" TAB BASED ON COUNTY DATA FOR PURCELLVILLE AND CREATE FORM-BASED PARAMETERS TO HAVE BY-RIGHT STANDARDS FOR SIZES INCLUDING OSR, ISR, ETC.; (3) IF PLAN IS NOT WITHIN THESE CRITERIA, MUST APPLY FOR SUP. (4) SEE THE SMALL TOWN HANDBOOK: ARE THESE IN ADDITION			
88	Ed Neham	02/05/2023	Article 2	02/04/2023	17	2.7 R-3 RESIDENTIAL DUPLEX DISTRICT	Remove this section. Duplexes are rare in town and not worthy of a district of their own.	N/A	Substantial	High	Commissioners Discuss and resolve.			

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89	Nedim	02/12/2023	Article 2	02/01/2023	17	2.7.1 R3 - Intent	Remove duplex as by-right in R3 and identify it with its present uses which citizens want to sustain - single-family residential. "The purpose of this district is to provide for low medium-density, single-family detached and duplex residential development together with those public and semi-public uses and accessory uses as may be necessary or are normally compatible with residential surroundings." According to Loudoun County repository of data Parcelville only has 13 duplexes (10 in R2 and 3 in R3 zoned areas, constituting 0.79 % of all the Town's 1,640 R2 and R3 properties. In R3 specifically there are 3 Duplexes compared to 419 single-family detached suburban units. Comp Plan aspires to sustain the R2 and R3 areas in which duplexes exist as 'Single Family Detached Traditional' and 'Single Family Detached Suburban' Areas to Sustain. Duplexes are not a Single-Family Detached use but, instead, a Single-Family Attached use. Also	pp. 45-46, pp.49-50, pp. 59-60, p.63, Definitions of single-family attached and detached, p.127	Substantial	High	SEE COMMENTS - ITEM 60.				
90	Nedim	02/12/2023	Article 2	02/01/2023	18	2.7.2 R3 - Permitted and Special Uses	Remove duplex from permitted use (P) and strike it altogether or add it as an SUP.	pp. 45-46, pp.49-50, pp. 59-60, p.63, Definitions of single-family attached and detached, p.127	Substantial	High	SEE COMMENTS - ITEM 60.				
91	Nedim	02/12/2023	Article 2	02/01/2023	19	2.7.3 - 2)	Delete "1 Duplex dwellings with an interior lot line separating dwelling units with a common vertical wall on separate lots shall provide one side yard on the lot line without the common wall at a minimum dimension of 12.5 feet."	pp. 45-46, pp.49-50, pp. 59-60, p.63, Definitions of single-family attached and detached, p.127	Substantial	Medium	LEAVE IT - IT WOULD BE HANDLED UNDER THE SUP PROCESS. EACH PART OF THIS TYPE OF DUPLEX CAN'T HAVE TWO SIDE YARDS. CLARIFY TO SAY A BUILDING THAT CONTAINS DUPLEX (2 RESIDENCES SIDE-BY-SIDE) SHALL HAVE FRONT, READ AND SIDE SETBACKS.				
92	Ed Neham	02/05/2023	Article 2	02/01/2023	20	2.7A R-3 RESIDENTIAL DUPLEX DISTRICT	Remove this section. Only two or three properties in town were designated R-3A for historic office/residential and not worthy of a district of their own.	N/A	Substantial	High	N/A.				
93	Ed Neham	02/05/2023	Article 2	02/01/2023	23	2.8 R-8 TOWNHOUSE RESIDENTIAL DISTRICT	Make this change: "2.8.1 Intent: The purpose of this district is to provide for medium-density single-family detached and duplex residential development..." [N.B. This is a direct quote from our existing ordinance.]	N/A	Editorial	Medium	OK?				

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94	Ed Neham	02/17/2023	Article 2	02/04/2023	23	2.3 R-8 TOWNHOUSE RESIDENTIAL DISTRICT	PLACEHOLDER GRAPHIC TO BE ADDED. Here and elsewhere as appropriate, photos taken in <i>buschville</i> designation. Is this a TBD?	N/A	Editorial	Low	OK			
95	B Green	02/13/2023	Article 2	02/01/2023	27	2.3.2	No apartment building shall contain fewer than three and more than 12 dwelling units.	N/A	Editorial	Low	Type?			
96	Nedim	02/12/2023	Article 2	02/01/2023	29	2.3.3 2) a) ii. R15 - Development Standards	Existing Zoning Ordinance Definitions of unit (Dwelling, Apartment) vs. Apartment Building (Dwelling, Multiple Family)		Critical	High	OK - plus: "and/or more than 12" THE TERMS DWELLING APARTMENT AND APARTMENT BUILDING HAVE DIFFERENT MEANINGS. DWELLING APARTMENTS ARE LIMITED TO TWO PER STRUCTURE AND ARE LOCATED IN STRUCTURES HAVING OTHER (E.G., COMMERCIAL) USES. THIS LANGUAGE NEEDS TO BE REFINED. (1) C-4 DWELLING APARTMENT OK: 2 UNITS IN BUILDING WITH DIFFERENT PURPOSE AND BUILDING IS NOT CONSIDERED AN APARTMENT BUILDING; (2) APARTMENT BUILDING: BUILDING WITH 3 OR MORE AND UP TO 12 DWELLING APARTMENT UNITS. SO ON PG. 29, GET THE DEFINITIONS TO BE CORRECT AND USE CONSISTENT LANGUAGE. APARTMENT BUILDING AND MULTI-FAMILY: SOME MULTI-FAMILY APARTMENTS MAY BE DIFFERENT AND TIED IN TO CONCEPTS OF NEIGHBORHOOD SCALE MIXED USE. CLARIFY AND CONSOLIDATE THE TERMS MULTI-FAMILY DWELLING AND APARTMENT BUILDING. SEE COMMENT - ITEM 87.			
97	Nedim	02/12/2023	Article 2	02/01/2023	29	2.3.3 2) a) ii. R15 - Development Standards	Additional form-based measures to which 90-95 percent of the R15/Multi-Family properties comply: Floor Area Ratio (FAR) measuring square feet of floor space/square feet of lot = 0.45; Open Space Ratio (OSR) measuring amount of built/nonbuilt space in square feet = 1.33; and Impervious Surface Ratio (ISR) measuring space covered by buildings, roads, sidewalks, parking lots, rocks/entire space in square feet= 0.57. We have discussed using such measures at these as thresholds for by-right development should be 2.11. OC Office should be 2.11. OC Office	NA - Planning Commission, Town Council, Town Staff discussions at public meetings regarding Form Based Zoning	Substantial	High	ANOTHER EXAMPLE OF ITEM 87.			
98	RiseSr	02/10/2023	Article 2	02/01/2023	31	2.10		N/A	Administrative	Low	See All previous comments			

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99	Ed Neham	02/05/2023	Article 2	02/01/2023	35	2.11.1 MC MIXED COMMERCIAL	The encircled area in the picture below is designated Residential rather than Commercial in the Comprehensive Plan. 	MAP 19, EAST MAIN FOCUS AREA (pg. 79)	Editorial	High	ZoneCo-Please correct.			
100	B Green	02/13/2023	Article 2	02/01/2023	35	2.11.1 (pg.35)	Break down to paragraphs. "these uses..." and "To enhance".	N/A	Editorial	Low	???			
101	Nedim	02/12/2023	Article 2	02/01/2023	36	2.11.2 MC - Permitted and Special Uses	Remove "Dwelling, apartment" as a permitted use (P) in MC. I'm not sure even SE or SUP is appropriate here given Comp Plan	Definition of Commercial, p.124, pp. 54-55	Substantial	High	OK? (It's the only dwelling type currently permitted in MC). WHY WOULD A COMMERCIAL DISTRICT HAVE RESIDENTIAL UNLESS IT IS APPLICABLE? Commissioners-Discuss and resolve.			
102	B Green	02/13/2023	Article 2	02/01/2023	38	Pg.38, 2.b.iv	"one story high". I may have missed this, but we reference height of structure with story limits. As written, an accessory building 1 story but be less than the height of the main building. So in effect, could be up to 45feet tall. Correct? This is a discussion item...	N/A	Editorial	High				
103	Nedim	02/13/2023	Article 2	02/01/2023	41	2.12.1 C4 Intent	This needs to be the base category for Mixed Use Neighborhood Scale. The intent statement works for the Downtown South 1 (DS1) Focus Area Forms, which are distinct for the historic center of town along 21st St. However, the forms but not the uses are different for Downtown South 2 (DS2) and for the C4 parts of Downtown North 2 (DN2). To give a sense of the differences, 90 percent of the properties along 21st Street in the historic town center, DS1, have a FAR<1.23, ISR<0.96, and OSR<25.88. By contrast, 90 percent of the properties along Hatcher are much more like houses with FAR<0.75, ISR<0.41, and OSR<3.00. The C4 area north of the W&OD trail looks different still (as accounted for in 2.12.3 2) a) iii, 2.12.3 2) b), and 2.12.3 3) d)) with 90 percent of the properties having a FAR<0.59, ISR<0.9, and OSR<2.54.	p.15 on preserving the small town scale and character, p.133 "to preserve and manage the character of Purcellville in a way that remains compatible with the scale, architecture, and development form of the traditional rural town that is at the heart of Purcellville's identity."	Critical	High	Commissioners-Discuss and resolve.			