PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

MEETING AGENDA AND TOWN HALL
JEFFERSON COUNTY COMMISSION
Thursday, November 20, 2025
Town hall: 5:30 pm
Commission meeting: 6:00 p.m.
County Commission Meeting Room
393 N. Lawrence Street, Charles Town, WV—please use East Entrance

Zoom Broadcast (live):
https://us06web.zoom.us/j/84150909336?pwd=CsKwxQjH3vaGlpI5bmVbXo6WNHNWSw.1

Meeting ID: 841 5090 9336
Passcode: 081709

The Commission will accept public comments for fifteen minutes at the beginning of each meeting. Should public comment exceed the fifteen-minute threshold, the Commission will hear the remaining public comments after the final agenda item.

Public comments is accepted in person or via email- info@jeffersoncountywv.org

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Town Hall

Topic: Balance Growth: New Zoning Regulations and Ordinances for Jefferson County

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Commission Meeting

I. Call to Order

II. Prayer – Moment of silence

III. Pledge of Allegiance

IV. Pledge of Allegiance to the West Virginia Flag

> *I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that 'Mountaineers Are Always Free,' which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.*

V. Consent Agenda

1. Approval of Minutes

    a. November 6, 2025 Regular Meeting DRAFT Minutes **(pgs. 5-41)**

2. Approval of Accounts Payable:

    a. November 6, 2025 $ 771,610.54
    b. November 13, 2025 $ 114,649.14

3. Approval of Manual Checks:

    a. November 6, 2025 $ 960,931.50
    b. November 13, 2025 $ 199.50

4. Approval of Payroll:

    a. November 7, 2025 $ 497,402.54

5. Approval of Requisitions: **(pg. 42)**

    a. November 20, 2025 $ 118,038.82

6. Approval of Hire: **(pgs. 43-47)**
    a. Approval of Hire – Deputy Clerk – Jefferson County Clerk's Office
    b. Correction to Previous Hire – Building Inspector I – Jefferson County Department of Engineering, Planning, and Zoning
    c. Approval of Hire – Facilities Helper – Jefferson County Department of Fleet and Facilities Management

VI. Announcements

Please note:

- Draft minutes are included in the meeting packet. Draft meeting minutes are often also available separately online. See both here: https://www.jeffersoncountywv.org/find-it-fast/agendas-minutes-and-webcasts
- Jefferson County Commission spending syncs with West Virginia Checkbook (https://www.wvcheckbook.gov/) daily. A complete list of publicly available information, and tutorials on using the site, are available online.

Report if there are changes in the agenda if applicable.

VII. Public Comment

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. Please note the agenda item for which you are speaking and your home address.

Please feel free to submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

VIII. Regular Agenda- It is expected that all items will include discussion and possible action

New Business

1. 6:15 pm — Angie Banks, Jefferson County Assessor **(pgs. 48-52)**
   - 1.1 Exonerations
   - 1.2 Assessor's additional duty money

2. 6:20 pm — Thomas Hansen, Jefferson County Sheriff and Treasurer **(pgs. 53-54)**
   - 2.1 Approval of Hire – Bailiff – Jefferson County Sheriff's Office
   - 2.2 Auction update
   - 2.3 Home Incarceration Program Update/ Decision
   - 2.4 Approval of Hire – Administrative Assistant – Jefferson County Sheriff's Office

3. 6:30 pm — CTUB Expansion Plans (Majdi) **(pg. 55)**

4. 6:45 pm — Discussion on the Summit Point Motorsports Complex package water/sewer plant with CTUB (Mood) **(pg. 56)**

5. 7:00 pm — Discussion/ Action with JCDA on possible grant opportunity for Summit Point Motorsports Complex package water/sewer plant and possible PPP (pubic private partnership) (Mood) **(pg. 57)**

6. 7:10 pm — Boards and Commissions **(pgs. 58-70)**
   - 6.1 Consider appointments, membership, and make up of Jefferson County Civil Service Commission

7. 7:30 pm — Laura Kuhn, director Jefferson County Fleet and Facilities **(pgs. 71-73)**
   - 7.1 Request for approval of a partial floor plan and permission to proceed with associated renovations at 393 North Lawrence Street

8. 7:45 pm — Roger Goodwin, director of Engineering, Planning, and Zoning **(pgs. 74-88)**
   - 8.1 Request to schedule a Public Hearing regarding an amendment to the Office Commercial Zoning District text of the Zoning Ordinance.
   - 8.2 Request to schedule a Public Hearing regarding the proposed

Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations.

8.3 Request to schedule a Public Hearing regarding the proposed Rural Residential Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations.

9. 8:00 pm Edwina Benites-LM, county administrator **(pgs. 89-95)**

9.1 Dry Hydrants
9.2 Updated Agenda Policy
9.3 Coffee Carts/ Jefferson County Development Authority
9.4 Hospice Proclamation

IX. Additional public comment.

CORRESPONDENCE AND INFORMATION **(pgs. 96-288)**

CTUB Board Meeting Minutes
Loudoun County packet

Minutes

Jefferson County Commission

Thursday, November 6, 2025

A meeting of the Jefferson County Commission was held on Thursday, November 6, 2025, during the fourth quarterly session at 393 N. Lawrence Street, Charles Town, WV at 9:00 am. The meeting was held via Zoom and in-person. Present were President Pasha Majdi, Vice President Mike Mood, Commissioner Steve Stolipher, Commissioner Cara Keys, and Commissioner Jack Hefestay. Also present were Edwina Benites-LM, County Administrator; and Nathan Cochran, Assistant Prosecuting Attorney. The archived meeting of the Thursday, November 6, 2025, meeting is available on the Jefferson County Commission website.

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Moment of Silence

Pledge of Allegiance

Pledge of allegiance to the West Virginia flag

V. Consent agenda

1. APPROVAL OF MINUTES

The following item was approved without objection:

- October 16, 2025 Regular Meeting Minutes DRAFT
- October 24, 2025 Special Meeting Minutes DRAFT

2. APPROVAL OF ACCOUNTS PAYABLE

The following items were approved without objection:

- Accounts payable for October 16, 2025 $277,154.53

CHECK NUMBER		VENDOR NAME	UNCLEARED
93299		ATLANTIC EMERGENCY SOLUTIONS, INC.	1,945.62
93300		BAKERTON VOLUNTEER FIRE DEPARTMENT	917.24
93301		BEGIN COUNSELING PLLC	1,911.42
93302		BERKELEY CLUB BEVERAGES	139.41
93303		BOLAND TRANE SERVICES INC	1,837.00

93304		CHANCE BOEHNING	360.00
93305		CHIEF TECHNOLOGIES	2,068.00
93306		COX HOLLIDA YOUNG PLLC	10,000.00
93307		DIGITAL DOCUMENT SOLUTIONS INC	752.88
93308		FRONTIER	13,602.54
93309		GUTTMAN OIL CO	11,928.29
93310		J.C. EHRLICH	979.32
93311		JAMIE GREEN	1,192.83
93312		JEFFERSON COUNTY SOLID WASTE AUTHORITY	24.38
93313		JEFF CO PARKS & RECREATION COMMISSION	20,627.77
93314		JOSEPH BURWELL	488.77
93315		KAREN OLDEN	2,126.71
93316		KIDWELLS PLUMBING & HEATING	1,700.00
93317		KONE BROOKLYN	1,809.75
93318		LORI BROWN	4,402.15
93319		MCA, INC	12,781.18
93320		MILLENIUM INSURANCE GROUP	250.00
93321		MILLENIUM INSURANCE GROUP	900.00
93322		MOBILE WIRELESS LLC	1,960.00
93323		MORRIS & DICKSON CO	2,184.40
93324		NAPA AUTO PARTS	3,839.33
93325		POTOMAC EDISON	10,227.70
93326		R.E. MICHEL CO. LLC	38.90
93327		RETIREE HEALTH BENEFIT TRUST	8,689.00
93328		RICE TIRES CO	1,528.92
93329		RICOH USA INC	576.63
93330		ROBERTS OXYGEN COMPANY, INC	2,180.91
93331		SHERRIE FARMER	360.00
93332		SOFTWARE SYSTEMS INC	1,469.95
93333		SPIRIT OF JEFFERSON	4,317.12
93334		STAPLES	3,446.25
93335		UNIFIRST	449.66
93336		VALLEY HEALTH EMPLOYER HEALTH	35.00
93337		WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV.	14,916.75
93338		WV REGIONAL JAIL & CORRECTION FACILITY AUTH	91,453.61
93339		GENERAL COUNTY FUND - J FEE	14,856.26
93340		WV STATE AUDITOR	17,480.00
93341		SHERIFF OF JEFFERSON COUNTY	2,100.95
93342		PAYMENTUS CORP	120.45
93343		SHERIFF OF JEFFERSON COUNTY	2,177.48
TOTAL			**277,154.53**

- Accounts payable for October 23, 2025 $726,003.39

CHECK NUMBER		**VENDOR NAME**	**UNCLEARED**
93345		ADKINS AUTOMOTIVE LLC	135.00

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93346		AT&T	2,462.64
93347		ATLANTIC EMERGENCY SOLUTIONS, INC.	5,266.55
93348		AUTOZONE	44.07
93349		BEST BEST & KRIEGER LLP	1,072.50
93350		BOUND TREE MEDICAL LLC	1,214.50
93351		BRYAN PERKINS	5,164.86
93352		BUREAU OF CHILD SUPPORT	943.43
93353		CHERI VEST	568.30
93354		COMPTROLLER OF MARYLAND	1,826.06
93355		EFTPS IRS TAXES	181,805.65
93356		EMPOWER RETIREMENT	8,257.26
93357		ENTERPRISE FM TRUST	55,574.24
93358		HIGHMARK WV	50,808.03
93359		IRON MOUNTAIN	246.97
93360		JEFFERSON CO CONVENTION AND VISITORS BUREAU	51,211.09
93361		JEFFERSON SECURITY BANK	3,448.00
93362		JOHN LINDSTROM	225.40
93363		KATHRYN KING	2,739.60
93364		LORI BROWN	420.00
93365		MAZZITTI & SULLIVAN EAP	1,305.00
93366		MCA, INC	6,139.40
93367		MCKESSON MEDICAL-SURGICAL GOVERMENT SOLUTIONS LLC	1,172.49
93368		MICHAEL JOSEPH BERNA	450.00
93369		MORRIS & DICKSON CO	47.38
93370		NATIONWIDE RETIREMENT SOLUTIONS	865.00
93371		PA SCDU	320.00
93372		PRIORITY DISPATCH	25,600.00
93373		REBECCA F BURNS	520.14
93374		ROACH OIL COMPANY	760.75
93375		ROBERTS OXYGEN COMPANY, INC	236.52
93376		SCOTT BILLER	1,560.61
93377		SOFTWARE SYSTEMS INC	94.00
93378		SPIRIT OF JEFFERSON	102.62
93379		STATE TAX DEPARTMENT	250.00
93380		US BANK	79,395.40
93381		WITMER PUBLIC SAFETY GROUP INC	391.00
93382		WV DEPUTY SHERIFF RETIREMENT SYSTEM	34,332.53
93383		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	83,275.03
93384		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	50,647.41
93385		WV STATE TAX DEPARTMENT	47,360.02
93386	FG/009	BERKELEY CO SHERIFF OFFICE	2,006.86
93387	FG/009	MARTINSBURG POLCE DEPARTMENT	7,225.91
93388	FG/009	RANSON POLICE DEPARTMENT	737.07
93389	FG/009	SHERIFF OF GRANT COUNTY	564.20
93390	AM/053	AXIOM STAFFING GROUP	3,210.35
93391	AM/053	GLOBAL SCIENCE & TECHNOLOGY INC.	1,800.00
93392	AM/053	PAYMENTUS CORP	98.55

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93393	AM/053	SHERIFF OF JEFFERSON COUNTY	2,101.00
TOTAL			**726,003.39**

- Accounts payable for October 30, 2025 $124,245.17

CHECK NUMBER		VENDOR NAME	UNCLEARED
93394		AMERICAN FAMILY LIFE INSURANCE COMPANY ICU	1,719.90
93395		AT&T BILL PAYMENT	1.33
93396		AUTOZONE	21.77
93397		BERKELEY CLUB BEVERAGES	70.00
93398		BOLAND TRANE SERVICES INC	298.00
93399		CARRIE ORR	3,112.75
93400		DIGITAL DOCUMENT SOLUTIONS INC	1,143.08
93401		EPTA-EASTERN PANHANDLE TRANSIT AUTHORITY	33,008.72
93402		FEDEX	228.74
93403		FRIENDSHIP VOLUNTEER FIRE DEPARTMENT	1,800.00
93404		GRANICUS INC.	14,139.26
93405		GUTTMAN OIL CO	11,692.16
93406		INDEPENDENT VOLUNTEER FIRE DEPARTMENT	2,400.00
93407		IRON MOUNTAIN	244.41
93408		KAYLA WHETSTONE	28.55
93409		LANGUAGE LINE SERVICES	44.00
93410		MARNEY TREESE	650.00
93411		MICHAEL MONAGHAN	135.00
93412		MIDDLEWAY VOLUNTEER FIRE DEPARTMENT	8,401.29
93413		POTOMAC EDISON	32,745.92
93414		R.E. MICHEL CO. LLC	87.49
93415		RICE TIRES CO	3,014.50
93416		DR. ROBERT E. JONES III	1,000.00
93417		SHANNON BURLETT	1,551.50
93418		SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT	1,600.00
93419		SPIRIT OF JEFFERSON	1,742.62
93420		STEPHEN PFORR	135.00
93421		TEK ADVISORS LLC	3,004.35
93422		UNIFIRST	224.83
TOTAL			**124,245.17**

3. APPROVAL OF MANUAL CHECKS

The following items were approved without objection:

- Manual checks for October 16, 2025 $197,931.13

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		October 16, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
355	DG/003	SHERIFF OF JEFFERSON COUNTY		$ 393.80
982	HD/008	ALLIED UNIVERSAL ELECTRONIC MONITORING US		$ 3,641.60
983	HD/008	D-TRAX, LLC		$ 544.00
1270	AV/056	GLOBAL SCIENCE & TECHNOLOGY INC.		$ 12,996.00
391	FP/057	JEFFERSON CO FARMLAND PROTECTION BOARD		$ 179,225.73
13	TC/077	UNTIED WAY- EASTERN PANHANDLDE INC		$ 25.00
430	WV/369	SHERIFF OF JEFFERSON COUNTY		$ 1,105.00
TOTAL				**$ 197,931.13**

- Manual checks for October 23, 2025 $26,212.37

		October 23, 2025		
		OTHER FUNDS		
Check #	Fund	Vendor		Amount
984	HD/008	US BANK		$ 92.16
1271	AV/056	SEGRA		$ 463.74
1272	AV/056	US BANK		$ 990.19
1953	CO/246	ATLANTIC EMERGENCY SOLUTIONS INC		$ 6,309.49
1954	CO/246	US BANK		$ 18,356.79
TOTAL				**$ 26,212.37**

- Manual checks for October 30, 2025 $740,367.65

		October 30, 2025		
		OTHER FUNDS		

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Check #	Fund	Vendor		Amount
629	CS/008	EASTERN PANHANDLE MENTAL HEALTH CENTER		$ 600.00
1955	CO/246	BIG SKY CONSTRUCTION		$ 37,250.00
1956	CO/246	SOUTHERN AIR INC		$ 4,302.70
1542	IP/249	SHERIFF OF JEFFERSON COUNTY- SCHOOL IMPACT		$ 504,928.36
1543	IP/249	SHERIFF OF JEFFERSON COUNTY- LAW ENFORCEMENT IMPACT		$ 8,440.95
1544	IP/249	SHERIFF OF JEFFERSON COUNTY- PARK & REC IMPACT		$ 95,848.29
1545	IP/249	SHERIFF OF JEFFERSON COUNTY- EMS IMPACT		$ 38,793.70
1546	IP/249	SHERIFF OF JEFFERSON COUNTY- ADMIN IMPACT		$ 50,203.65
TOTAL				**$ 740,367.65**

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4. APPROVAL OF PAYROLL

The following item was approved without objection:

- Approval of payroll for October 24, 2025 $512,247.45

5. APPROVAL OF REQUISITIONS

- Requisitions for November 6, 2025 $1,160,013.13

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA					
FLEETS AND MAINTENANCE	26078		$ 750,750.00	ZMM ARCHITECTS & ENGINEER	INV # 2025070-1 Professional s
	26077		225,000.00	ZMM ARCHITECTS & ENGINEER	INV # 2025069-1 Prof services
	26091		10,372.42	SOUTHERN AIR	HVAC 393 LAWRENCE
COMMS CENTER	26079		11,489.00	PRIORITY DISPATCH	PRIORITY DISPATCH ANNUAL MAINT
IT	26086		6,290.00	TEK ADVISORS LLC	Wi-fi Build for VLAN 215
	26089		12,083.96	JACKSON CONCRETE	POLE BARN SLAB
	26090		66,402.50	ALLSTATE TOWER INC	50% DEPOSIT SHEPHERDSTOWN TOWER
COMMISSION	26084		28,642.25	WVCORP WV COUNTIES SELF INSURANCE RISK F	WV 019 202 502 5864 MOUNTAIN P
	26080		14,983.00	TARGETSOLUTIONS LEARNING, LLC	ANNUAL MAINTENANCE TRAINING MA
	26075		34,000.00	COX HOLLIDA YOUNG PLLC	PROFESSIONAL FEES FINANCIAL
GRAND TOTAL			$ 1,160,013.13		

6. APPROVAL OF HIRE

The following item was approved without objection.

- Approval of Kevin Culihan as Building Inspector I for the Jefferson County Department of Engineering, Planning and Zoning at a Grade 5, full-time, 70-hour position, with an annual salary of $51,105.60, effective Sunday, November 9, 2025.

PUBLIC COMMENT:

Public comment was received by:

Jacquelyn Milliron
Amanda Stroud
David Tabb
Colin Stine

Points of information to be entered into the record:

(1) Jacquelyn Milliron stated that ambulance service across the county has been downgraded. That is in accurate. (Majdi)
(2) David Tabb stated that he is a taxpayer. He has not paid his ambulance fee in 6 years. (Majdi)
(3) David Tabb has been barred from suing the County Commission by the court system because he has filed so many frivolous lawsuits that the courts found it appropriate to bar him from filing any more frivolous lawsuits. This is yet another example in frivolity. (Majdi)
(4) It was stated during public comment that the JCESA has no facility. That is false. The JCESA does have a facility. (Majdi)
(5) It was stated during public comment that none of the ambulances are staffed. That is false. (Majdi)
(6) Jacquelyn Milliron stated that the Commission plans to close down Bakerton Fire Hall. This is false. The Commission does not have the authority to close down Bakerton Fire hall. It is a privately owned company. (Stolipher)
(7) Commissioner Hefestay stated that he has never attended a JCESA meeting in his entire life. (Hefestay)
(8) There is a statutory requirement in code that the agenda be posted at the county courthouse on the bulletin board. This has been done faithfully. (Hefestay)

PRESENTATIONS

1. Angela Banks, Jefferson County Assessor

   Exonerations:

   Commissioner Stolipher motioned to approve the tax exoneration as presented. The motion was seconded by Commissioner Keys and approved unanimously.

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2. Presentations: Years of Service Awards

    - Cara Keys –Jefferson County Commissioner, 1 year of service
    - Jack Hefestay – Jefferson County Commissioner, 1 year of service
    - Tara Vann – Emergency Services Communication, 1 year of service

3. Nikki Painter, Jefferson County Clerk's Office

    Commissioner Stolipher motioned to convene as a Fiduciary Review Board. The motion was seconded by Commissioner Mood and approved without objection.

    Monthly Review of New Estates, Accountings and Waivers of Final Settlements

    Commissioner Stolipher motioned to approve the list of estates opened since October 2025 and closure of the estates that have met all statutory requirements. The motion was seconded by Commissioner Keys and approved unanimously.

    Set Fiduciary Commissioner Fee Schedule

    Commissioner Stolipher motioned to approve the Fiduciary Commissioner fee schedule as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

    Commissioner Mood motioned to reconvene in regular session. The motion was seconded by Commissioner Stolipher and approved without objection.

4. Jennifer Myers, director Jefferson County Parks and Recreation

    Informational presentation on 2025 Summer Programming and current park project updates

    The agenda item was informational only. No action was taken.

5. Roger Goodwin, Director of Engineering, Planning, and Zoning

    Sheetz, INC-Sheetz Augustine Avenue file #21-4-SP request for complete bond release

    Commissioner Keys motioned to authorize the complete release of the above referenced Performance Bond 30163406 issued in the amount of $2,010,345.00. The motion was seconded by Commissioner Hefestay and approved by a vote of (4-0). ***Commissioner Stolipher recused himself from voting on this agenda item.***

    A-Zone Environmental Services, LLC-Burr Business Park Lot 31 file#22-13-SP request for complete bond release

DRAFT

Commissioner Mood motioned to authorize the complete release of the above referenced Performance Bond GM218175 issued in the amount of $315,182.00. The motion was seconded by Commissioner Stolipher and approved unanimously.

Request Approval to amend Administrative Facilities Impact Fees-FY 2026 Capital Improvement Plan

Commissioner Majdi motioned to approve the Administrative Facilities-FY 2026 Capital Improvement Plan-Amendment No. 1 as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

Request Approval to amend Parks and Recreation Impact Fees – FY 2026 Capital Improvement Plan

Commissioner Keys motioned to approve the Parks and Recreation-FY 2026 Capital Improvement Plan-Parks and Recreation No. 1, as presented. The motion was seconded by Commissioner Hefestay and approved unanimously.

6. Consideration of Residential Impact Fee Adjustments for 55+ Communities

No formal action was taken regarding this agenda item.

7. Jack Hefestay, county commissioner

Review public comment policy and consider options for future use

Commissioner Majdi motioned to amend the Agenda Policy by incorporating the unofficial public comment policy and to include the following changes: (1) Public comments should be tied to an agenda item, and commenters should state what agenda item is being referenced. (2) There will be a 15 minute overall time limit for public comment at the beginning of the meeting. The remainder of public comments, and public comments not directly tied to an agenda item will be heard at the end of regular business. (3) A town hall like format will be held 30 minutes before Thursday evening meetings. (4) Participants in public comment must note their home address. The motion was seconded by Commissioner Hefestay. The motion was approved unanimously.

8. Jefferson County Health Department (Hefestay)

Rule change to the Jefferson County Board of Health Rules, Policies and Procedures to exempt temporary food establishments regarding a certified Food Protection Manager

- Commissioner Hefestay motioned to approve the change the amendment of Section 4.2 Food Workers would change the first line of section 4.2 from “FOOD PROTECTION MANAGERS-EFFECTIVE AUGUST 30, 2019, WHENEVER FOOD IS BEING PREPARED OR SERVED IN FOOD ESTABLISHMENTS (INCLUDING TEMPORARY FOOD ESTABLISHMENTS), THE “PERSON IN CHARGE” ON THE

DRAFT

PREMISIS SHALL BE A CURRENTLY CERTIFIED FOOD PROTECTION MANAGER THROUGH ONE OF THE WV APPROVED ANSI/CFP-ACCREDITED FOOD PROTECTION MANAGER CERTIFICATION PROGRAMS. A WAIVER OF THIS REQUIREMENT MAY BE MADE FOR TEMPORARY FOOD VENDORS SERVING ONLY PREPACKAGED FOODS IF THEY POSSESS A CURRET JEFFERSON COUNTY OR WEST VIRGINIA STATEWIDE *FOOD HANDLER CARD." TO "FOOD PROTECTION MANAGERS-EFFECTIVE DECEMBER 1, 2025, WHENEVER FOOD IS BEING PREPARED OR SERVED IN FOOD ESTABLISHMENTS (EXCEPT TEMPORARY FOOD ESTABLISHMENTS PER WV 64CSR17), THE "PERSON IN CHARGE" ON THE PREMISIS SHALL BE A CURRENTLY CERTIFIED FOOD PROTECTION MANAGER THROUGH ONE OF THE WV APPROVED ANSI-CFP-ACCREDITED FOOD PROTECTION MANAGER CERTIFICATION PROGRAMS."* This amendment is to keep Jefferson County Health Department in line with WV64CSR17. The motion was seconded by Commissioner Mood and approved unanimously.

9. CASA Eastern Panhandle, Michelle Sudduth (Majdi)

   Jefferson County Update

   The agenda item was informational only. No action was taken.

10. WVU Extension (Stolipher)

    Presentation was rescheduled for a later date TBD.

11. Jessica James, chief human resources officer

    Appointment of Acting Director, Acting Deputy Director-Jefferson County Emergency Services Agency

    Commissioner Keys motioned to approve the appointment of John Lyons as acting director of the Jefferson County Emergency Services Agency, effective Thursday, October 23, 2025, and per Administrative policy 212: Compensation During Temporary Assignment, approve a temporary increase in salary to $93,782 effective Sunday, November 2, 2025 until the position of Director has been filled. The motion was seconded by Commissioner Hefestay and approved unanimously.

    Commissioner Keys motioned to approve the appointment of Craig Horn as acting deputy director of the Jefferson County Emergency Services Agency, effective Thursday, October 23, 2025. The motion was seconded by Commissioner Mood and approved unanimously.

    Review/Approval of Job Description-Director-Jefferson County Emergency Services Agency

DRAFT

Commissioner Keys motioned to approve the revised job description for the position of Director of the Jefferson County Emergency Services Agency as presented. The motion was seconded by Commissioner Mood and approved unanimously.

Repeal of "Referral Bonus" from October 2022 – Jefferson County Emergency Communications/Approval of Salary Increase Request

Commissioner Majdi motioned to rescind the October 2022 action authorizing a $200 employee referral bonus for Jefferson County Emergency Communications employees and approve a $0.05 per hour wage adjustment for the three employees who were recently eligible for the referral bonus, to include: Lisa Dutko, James Hayden and Carrie Orr. The motion was seconded by Commissioner Hefestay and approved unanimously.

12. Gabriel Areizaga, chief technology officer

Jefferson County Microsoft 365, Migration to jefcowv.gov and Multifactor Authentication RFP

Commissioner Stolipher motioned to authorize the release of an RFP for Jefferson County's IT modernization initiative. This included domain consolidation under jeffcowv.gov, migration to Microsoft 365 (primarily E1 licensing), Azure AD deployment, and implementation of a FIPS 201-compliant PIV smart card system. Vendors will be required to propose both cloud and on-prem options for Certificate Authority, DNS, and DHCP, and provide lifecycle cost modeling, training and support. The motion was seconded by Commissioner Keys and approved unanimously.

13. David Bound, chief financial officer

Ambulance fee Exonerations

Commissioner Majdi motioned to approve the Commission Ambulance Fee adjustments and exonerations as presented. The motion was seconded by Commissioner Stolipher and approved unanimously.

14. Edwina Benites-LM, county administrator

Letter of Support-CASA WV First

The agenda item was informational only. No action was taken.

Washington Street Properties Update-City of Charles Town

Commissioner Stolipher motioned to approve an RFP for a surveyor as a next step for the Washington Street properties. The motion was seconded by Commissioner Keys and approved unanimously.

DRAFT

Newsletter Alert Update

The agenda item was informational only. No action was taken.

Future of Fire Service: Next Steps

The agenda item was informational only. No action was taken.

15. Nathan Cochran, Prosecuting Attorney's Office

Report by legal counsel on minor boundary issue between Berkeley and Jefferson County (Berkeley County Circuit Court Case No. CC-02-2025-P-423)

The agenda item was informational only. No action was taken.

Adjourn

Having no further business, Commissioner Majdi motioned to adjourn the meeting. The motion was seconded and unanimously approved. The Commission adjourned at 1:30 p.m.

_____
Jacqueline Shadle, County Clerk

DRAFT

Jefferson County Commission

REGULAR COMMISSION MEETING

SIGN-IN SHEET TO SPEAK DURING PUBLIC COMMENT

Thursday, November 6, 2025

NAME (please print)	NAME OF GROUP REPRESENTED	JEFFERSON COUNTY RESIDENT?
Jacquelyn Millison		Yes
Amanda Stowe	N/A	yes
David TABB	Me	Yes
Colin Shaw	YES	YES

THE COMMISSION ALLOWS THREE (3) MINUTES FOR EACH PERSON WISHING TO MAKE PUBLIC COMMENT

Public Comment for Jefferson County Commission for November 6, 2025

I, ***David Tabb***, a lifelong resident/taxpayer make the following comments:

Again, this meeting is not incompliance of notice to include the bulletin board posting at 393 N. Lawrence St.

Today is the first anniversary of our four (4) newly elected Republican County Commissioners. Of course, one of the Commissioners had already been appointed for a year and a half. I ask the public: How is this working out for everyone? Are we better or worse? Through the BORE, our property taxes increased by 30% to 50%. They put the county in the biggest debt ever by voting on having a new County Complex; forty-five (45) million that we know about.

The JCESA and its new fire station has no facility, no certified equipment or gear, and already over budget, under staffed with most of their senior officers gone - just look at Agenda # 11. It's questionable if the JCESA, especially the new fire department, would pass a state fire marshal safety audit. Of course, from the start, the JCESA has been plagued with the same problems. Not enough ambulances or staff with the possibility of an assist from out of county or state services, placing mutual aide in jeopardy.

Agenda Item #7 – Hefestay, County Commission (Request)

It appears Mr. Hefestay is attempting to attack Mr. Tabb once again. At the last JCC meeting, Mr. Hefestay interrupted the flow of the public comment speakers and called Mr. Tabb a lair along with other descending remarks. The Rules of Public Comments are clearly written... *"The Commission will not respond to comments made during the public comments..."*.

I thought that the previous Commission couldn't get worst. Well, this bunch throws that concept out the window.

There are two (2) County Commission seats up for election next year. The question is: Does the public continue to believe the dog and pony show at hand, or vote in someone that tells the truth and doesn't support special interest.

Good luck with that!

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Government is to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.

It is hard to be safe, with the current County Commission.

Have a nice day!

AFFIDAVIT:

David C. Tabb came and appeared before me, the undersigned notary, Amanda S. Bennett, resident of Berkeley Co., in the State of West Virginia made his statement and affidavit upon affirmation of belief that the facts set forth are true and correct to the best of his knowledge.

DATED this 6th day of November, 2025

David C. Tabb

Sworn and subscribed before me this 6th day of November, 2025

Notary

My commission expires: 2/7/2030

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Amanda S Bennett
972 Files Cross Road
Martinsburg, WV 25404
My Commission Expires Feb. 07, 2030

Outlook

JCESA and JCC decisions

From Kyle Sneathen <jksneathen@gmail.com>
via jeffersoncountywv.org

Date Sat 11/8/2025 9:17 PM

To sstolipher@jeffersoncountywv.org <sstolipher@jeffersoncountywv.org>; jhefestay@jeffersoncountywv.org <jhefestay@jeffersoncountywv.org>; ckeys@jeffersoncountywv.org <ckeys@jeffersoncountywv.org>; mmood@jeffersoncountywv.org <mmood@jeffersoncountywv.org>; pmajdi@jeffersoncountywv.org <pmajdi@jeffersoncountywv.org>; ebenites@jeffersoncountywv.org <ebenites@jeffersoncountywv.org>; rgoodwin@jeffersoncountywv.org <rgoodwin@jeffersoncountywv.org>; jjames@jeffersoncountywv.org <jjames@jeffersoncountywv.org>

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

All,

I come to you this evening as a concerned Jefferson county citizen. I am an active member in the emergency response community with 25 years of service. 17 federal service, 15 years total as either part time or full time with JCAA and then the JCESA

From the time I started with the agency in 2008 as a new part time paramedic up until my departure in 2023 the most recent JCESA Director Mike Sine has been a cornerstone of the agency.

I understand that I had made comments via social media that were interpreted by you and several others as directed towards Director Sine.

Director Sine and I have been through so many terrible incidents over the years and he has always been one that I could count on or talk to in my time of need.

Mike has always been an upstanding individual who was “tossed” in to a position after a very short time serving as the operations captain, that he never prepared to take, and was told to manage by you who choose to plain and simple “micromanage.”

In the fire/ems service that is the absolute worst kind of leader and the complete opposite of what Director Sine has always been.

Mike is a complete upstanding individual who at no point deserved to be forced to retire or resign for failing to follow some “secret agenda”.

Mike has been and always will be one to step up when there is a time of need to include taking over the maintenance of all JCAA county vehicles, in to JCESA county equipment and then the development of the JCESA as it stands to this day.

My time at JCESA was always very rewarding and I often look forward to any and all shifts I had the

pleasure of working with Director Sine.

Mike stood by my side as I learned the ropes of a being a paramedic and very often guided me throughout the process with his years of experience.

In fact, the county commission and administration should completely look in to the actions of those that are now placed in charge, even if temporary. To touch the iceberg why was the state of WV supposed to be following IFSAC standards but the training division of the agency would not allow employees to be certified at a national curriculum level? To include myself being told directly and I quote "the JCESA will never teach a fire certification course that is endorsed by IFSAC, ProBoard and or the Catholic Church".

Definitely a lot of actions have occurred over the years that should never be allowed to take place in any agency.

In 2025 the JCESA eliminated part time positions under the direction of Director Sine since he was trying to run an emergency service agency within the confines and micromanagement of completely inexperienced elected official leadership that assumed they knew what was best for this county on the fire and EMS level. In fact, this county was safer with Director Sine's leadership.

In 2023 when I was completely treated wrong, suddenly after 15 years of loyal service, by the now temporary Director Sine was the one to stand up and clarify my treatment was wrong and provided me the opportunity to resign versus termination.

Since I left morale and retention of the JCESA and working for Jefferson county emergency services has tanked simply due to the fact you have captains in positions that don't know how to treat people right.

To add to the level of incompetence there is no reason that people should not be able to contact him especially with the amount of experience he has to offer and level of respect he has gained over the years.

In conclusion, if this county wants to see fire/ems successfully grow and be an agency where people actually want to come to work along with being a leader in the forefront of fire and EMS care in WV I implore you to have Director Sine resume his career as director with the full authority to run the agency as he sees fit and manage his budget as he feels necessary with his 40 plus years of service.

Sincerely,

J. Kyle Sneathen, NRP, A.A.S.
1203 N Childs Rd
Kearneysville, WV 25430

Cell: 304-886-8662



www.jcprc.org

Jefferson County Parks & Recreation

Parks

Jefferson County Parks and Recreation manages and maintain nine county parks-over 400 areas of park land.
2 full maintenance time staff, 8 seasonal maintenance staff put in over 5000 hours of maintenance during the summer months.

Over 200 pavilion rentals - Over 150 athletic field bookings

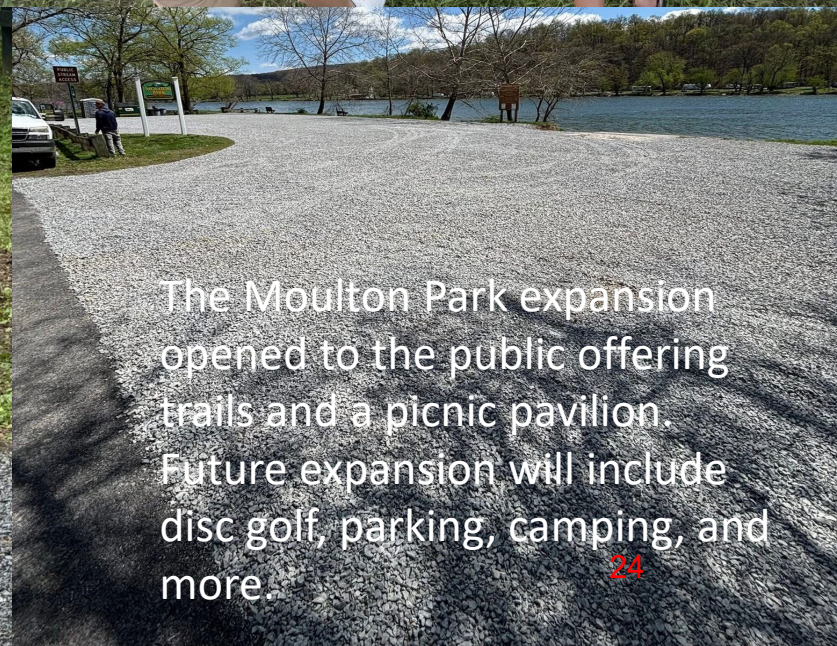


Jefferson County Parks & Recreation

Parks Projects







The Moulton Park expansion opened to the public offering trails and a picnic pavilion. Future expansion will include disc golf, parking, camping, and more.

Jefferson County Parks & Recreation

Parks Projects





South Jefferson Park

Extensive work was done at South Jefferson Park to enhance aging baseball fields, maintain tree lines, and beautify the park.

Jefferson County Parks & Recreation

Parks Projects

The Phase II addition at the AMP opened to the public at the beginning of the summer season.

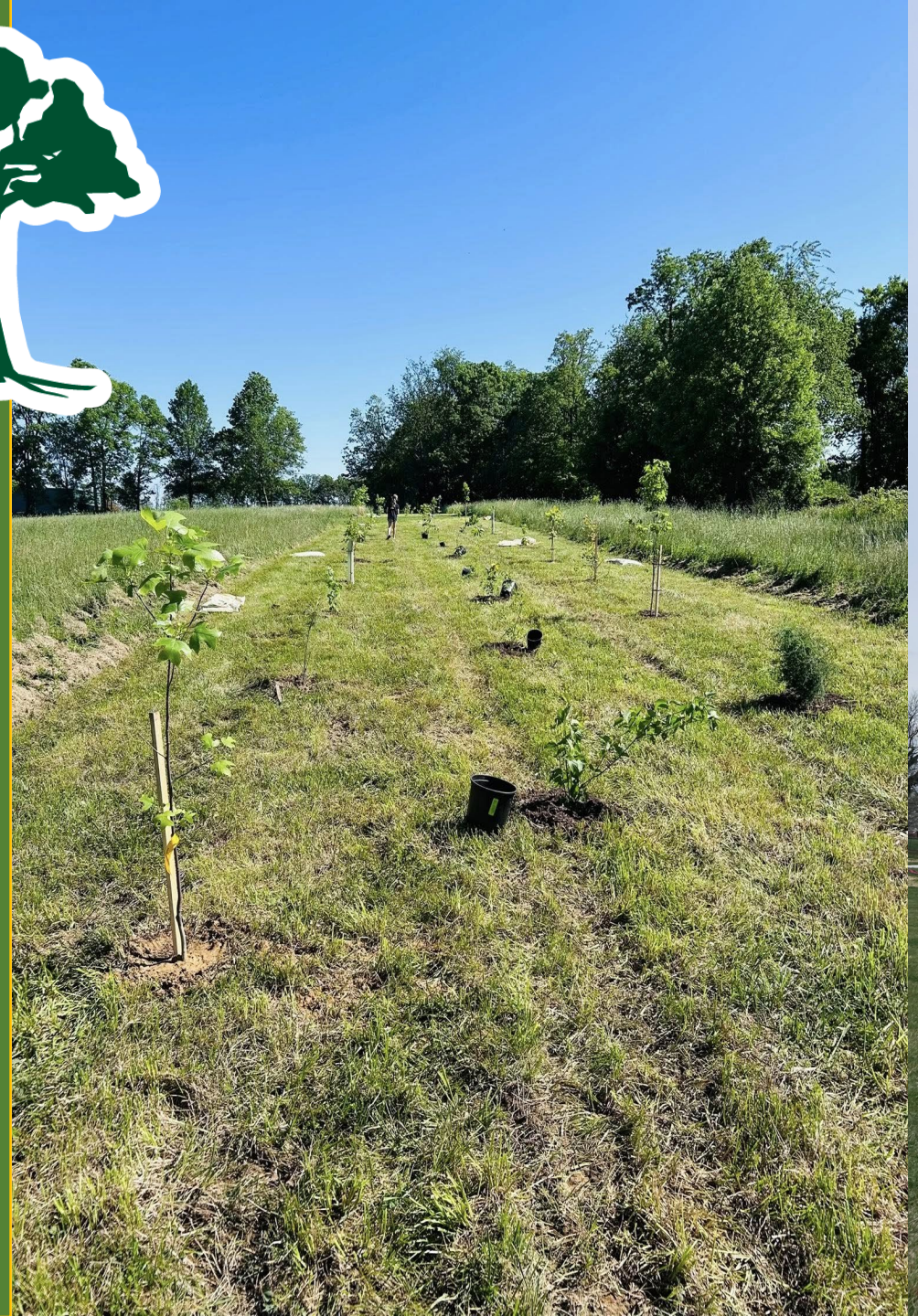






Jefferson County Parks & Recreation

Parks Projects





Over 150 trees were pla

our parks this s

Jefferson County Parks & Recreation

Parks Projects



Over 100 parking blocks were added to help maintain parking areas and reduce vandalism

Jefferson County Parks & Recreation

Summer Camps

Jefferson County Parks and Recreation SUMMER DAY CAMP

- 492 registrants for summer day camps over 10 weeks of camp, across 2 locations.
- 113% average capacity
- Approximately 40% of campers were served nutritious meals at the AMP, costing participants only $5/day.
- 750 hours of childcare was available through summer day camp 2025







Jefferson County Parks & Recreation

Specialty Camps



Summer Camps were bustling!

- 2,236 registrants for specialty camps and summer weekend programming.
- 184 on waitlists (reduced from 400 in 2024 – 54% decrease)
- 78 registrants for “Summer Lunch Bunch” extending half day camps to full day childcare.



Jefferson County Parks & Recreation

Camp Data

Summer Camps are reaching More people than ever before!





- 10% of our camp participants come from outside of Jefferson County
- 208 first time registrations
- 330 new accounts created

Partners

Thank you to our amazing local partners, whose dedication to our community helps make this summer camp season possible!

Jefferson County Parks & Recreation

City of Charles Town 1786

Bolivar, W. Va. In Defense of Liberty 1825

City of Ranson Parks and Recreation Commission

Jefferson County Schools

Jefferson County Historic Landmarks Commission

Code Ninjas Eastern Panhandle

Jefferson County Parks & Recreation

County of Jefferson West Virginia 1801

CQDE Agents

Double A's Pony To Go

Jefferson HS Athletics

Shepherd University Athletics

Troxell Basketball Training

REFIT with Laura

Equestrian Dynamics

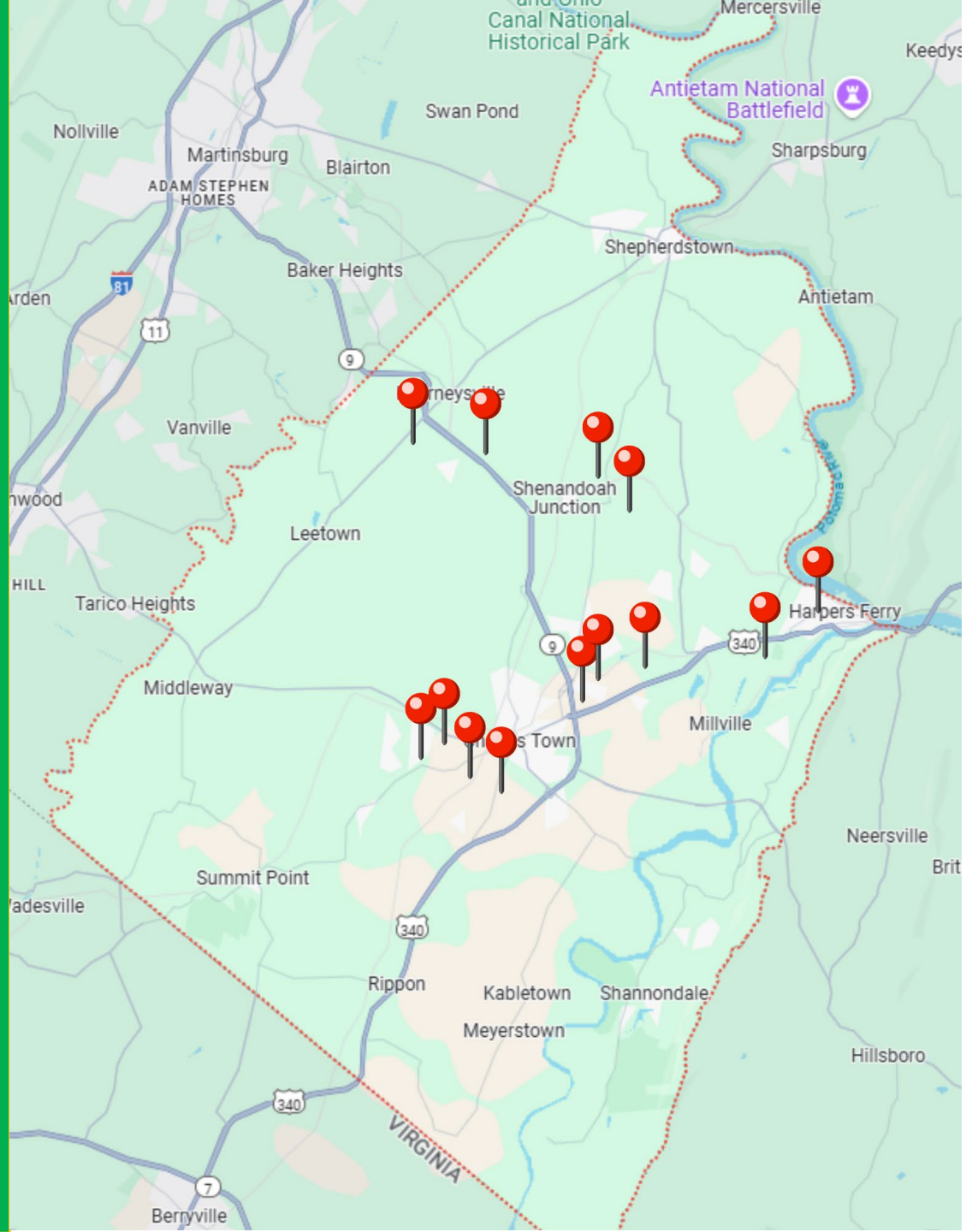
river riders family adventure resort

Miss Emily Art

50+ Years River & Trail Outfitters

Jefferson County Parks & Recreation

Camp Locations



1. Sam Michaels Park
2. North Jefferson Elementary
3. Ranson Civic Center
4. Marcus Field (Ranson)
5. Bolivar Community Center
6. Wright Denny Intermediate School
7. Jefferson High School
8. Jefferson Memorial Park
9. Peter Burr Farm
10. River Riders
11. River & Trail Outfitters
12. Code Ninjas Eastern Panhandle
13. Charles Town Skate Park
14. Equestrian Dynamics
15. Wildwood middle School
16. Charles Washington Hall

Jefferson County Parks & Recreation

Mobile Rec



60 mobile recreation stops this summer

Jefferson County Parks & Recreation

Events

Levitt Series

10 weeks of free music valued at over $60,000 thanks to a grant from the Levitt Foundation and business sponsorships.
Over 1280 attendees
Over 500 volunteer hours



LEVITT FOUNDATION

Events

Fireworks

June 28

Jefferson County Parks & Recreation

Fireworks brought over 4000 people over 2 nights as we had to utilize the rain date for a 2nd year in a row. Fireworks is possible thanks to partnership with our municipalities, Sheriff Dept., Emergency Services, and Park staff.

Jefferson County Parks & Recreation

Events







5 ticketed concert events

Kanin Wren's Taylor Swift Experience – 339 tickets
Landsharks – 280 tickets
Laurie Berkner – 478 tickets
Davisson Brothers – 240 tickets
(Saved by the 90's Cancelled)

Jefferson County Parks & Recreation

Events





Let's Play at the AMP Summer concert series included six weeks of puppets, music, and magic! Thanks to a grant from the Eastern West Virginia Community Foundation, the series was offered admission FREE!

Jefferson County Parks & Recreation

Events



Movies in the Park June 13, July 18, Aug 15
Admission FREE thanks to the generosity of local business sponsors.

Jefferson County Parks & Recreation

The future is bright!

www.jcprc.org

…a perfect place to grow.



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Mike Mood

COMMISSIONER
Steve Stolipher

October 7, 2025

To Whom It May Concern:

The Jefferson County Commission is honored to provide this Letter of Support for Court Appointed Special Advocates of the Eastern Panhandle (CASA-EP) in connection with its application to the West Virginia First Foundation. The Commission supports efforts to expand prevention and family-stabilization initiatives that make Jefferson County and the Eastern Panhandle stronger, safer, and more hopeful for future generations.

Like many communities in West Virginia, Jefferson County has been deeply affected by the challenges of substance use and family instability. These issues create ripple effects—placing strain on schools, the courts, social services, and law enforcement. Expanding access to prevention, early intervention, and family-support programs is critical to ensuring that children grow up in safe, stable, and nurturing homes, and that families receive the tools they need to break cycles of trauma and substance misuse.

CASA-EP's mission—to advocate for the best interests of children who have experienced abuse and neglect—directly aligns with the Foundation's goals of preventing substance use disorders, promoting recovery-ready communities, and strengthening families. CASA-EP is an established partner in Jefferson County's prevention and support system, serving as a cornerstone in addressing the intergenerational effects of substance use and trauma.

The organization's programs—including mentoring for court-involved youth and supervised family visitation—fill critical service gaps, meet urgent community needs, and provide trauma-informed, evidence-based care for children and families. CASA-EP's professional staff and trained advocates are widely recognized for their transparency, accountability, and measurable outcomes, qualities that reflect the sustainability priorities of the West Virginia First Foundation.

The Jefferson County Commission respectfully and strongly supports CASA-EP's application and commends its ongoing leadership in prevention and family-stabilization efforts throughout the Eastern Panhandle.

Sincerely,
Edwina Benites-LM
County Administrator
Jefferson County Commission

REQUISITIONS TO BE APPROVED November 20, 2025

DEPARTMENT	REQUISITION NO.	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
JCESA	26093		$ 15,030.00	PROGRESSIVE PRINTING	PRINTING & MAILING AMBULANCE
911 COMMUNICATIONS	26092		$ 103,008.82	MOTOROLA SOLUTIONS INC	3 YR MAINTENANCE CONTRACT
GRAND TOTAL			$ 118,038.82		

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: **Jessica James, Chief Human Resource Officer**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 2 minutes

Date Requested – 1st Choice: **November 20, 2025**
If a specific date is needed, please provide reason for specific date:

Subject (*Wording to be placed on agenda*): **Consent Agenda Hiring Approvals**

- **1. Approval of Hire – Building Inspector I – Jefferson County Department of Engineering, Planning, and Zoning**
- **2. Approval of Hire – Facilities Helper – Jefferson County Department of Fleet and Facilities Management**

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Mr. Kevin Culihan was approved as a Building Inspector for the Jefferson County Department of Engineering, Planning, and Zoning on November 6, 2025; however, due to clerical error, he was approved as a 70-hour employee instead of an 80-hour employee. Mr. Goodwin has discussed with Mr. Culihan, who agrees to the change.

2. Staff has identified a candidate for the position of Facilities Helper for the Department of Fleet and Facilities Management and is requesting approval to hire for the full-time, 80-hour, Grade 4 position.

Is this a funding request? Y/N - NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Request – Engineering, Planning, and Zoning

- *I move to amend the motion to hire of Kevin Culihan as Building Inspector I for the Jefferson County Department of Engineering, Planning, and Zoning, which is a Grade 5, full-time, **80-hour position**, with an annual salary of $51,105.60, effective Sunday, November 9, 2025.*

Request – FFM

- *I move to approve the hire of Chris Wood as a Facilities Helper for the Jefferson County Department of Fleet and Facilities Management, which is a Grade 4, full-time, 80-hour position with an annual salary of $45,000, effective Sunday, November 30, 2025.*

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information: Jessica James
Email address: jjames@jeffersoncountywv.org Phone Number: 304-728-3282

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
Pasha Majdi

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: November 20, 2025

Re: Fiscal Note: Dept. of Engineering, Planning and Zoning request to hire

---

The Dept. of Engineering, Planning and Zoning is requesting to hire Kevin Culihan as a Building Inspector I as a Grade 5, 80 hour employee at $51,105.60. The hire is within the department's FY26 budget.

Starting salary	$51,105.60
FY 26 Budget	$51,105.60

JEFFERSON COUNTY COMMISSION

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Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound

Date: November 20, 2025

Re: Fiscal Note: Dept. of Fleets and Facilities request to hire

---

The Dept. of Fleets and Facilities is requesting to hire Chris Wood as a Facilities Helper as a Grade 4, 80 hour employee at $45,000. The hire is a replacement at a lower salary and the current salary is budgeted for FY26.

Starting salary	$45,000
FY 26 Budget	$53,040
Savings	$ 8,040

JEFFERSON COUNTY COMMISSION

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Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound
Kayla Whetstone

Date: November 20, 2025

Re: Fiscal Note: County Clerk request to hire

The County Clerk is requesting to hire Shaun Pacetti as a Deputy Clerk. The request is within the current year's department budget.

Starting salary	$49,000
FY 26 Wages Budget	$81,309

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Angela Banks

Department or Organization: Assessor's Office

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **November 20th, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Exonerations

Assessor's additional duty money

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Motion to approve the exonerations presented by the assessor

Motion to acknowledge the assessor's additional duty money

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2025_ Person Property _ Book

04
_____ DISTRICT _____MUNICIPALITY

Described as follows:

_____

2014 Ford F-150 Reconstructed Title

Assessed @ 6660. Should have been assessed @ 1665

Tax Amount 116.08 Difference for full year

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Ricardo Fernandes

M/12/25

Applicant **Date**

Ticket #_307813_____

Eric Nelson
Secretary of Revenue

WEST VIRGINIA
TAX DIVISION

Matthew Irby
Tax Commissioner

November 12, 2025

President, Jefferson County Commission
Jefferson County Courthouse
104 E Washington Street
Charles Town, West Virginia 25414

Dear Commission President:

This letter is to certify that Angela L. Banks, Assessor of Jefferson County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mrs. Banks to the additional compensation of $15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

Matthew Irby
Tax Commissioner

MI/ct

cc: Assessor of Jefferson County
Clerk of Jefferson County

Property Tax Division, 1001 Lee Street East, P.O. Box 2389, Charleston, WV 25328-2389
Telephone 304-558-3940
Fax 304-558-1150

ASSESSOR ADDITIONAL DUTIES - 2025
SUBSTANTIAL COMPLETION
(PLACE AN "X" IN THE APPROPRIATE SPACE.)

		YES	NO
1.	I have completed a sales ratio analysis of all sales from July 1, 2024 to June 30, 2025 in the manner prescribed by the State Tax Commissioner.	✓	
2.	I have provided the State Tax Commissioner with all real property transfers for the prior assessment year (July 1, 2024 – June 30, 2025) by entering this information in the IAS/CAMA system.	✓	
3.	I have completed a list indicating that an appraisal change, mapping change or both have occurred to a parcel of property requiring this action during the previous tax year. I have made the appropriate appraisal data change to the IAS/CAMA system record on the computer network for each appraisal change. A list is available for inspection. (Indicate the number of changes completed this year. 110 Change Cards (1,456 New Parcels)	✓	
4.	I have prepared a listing of all new businesses added to the assessment rolls and all businesses that have ceased operations during the past year and removed from the assessment rolls.	✓	
5.	I have assisted the State Tax Commissioner in determining the current use of real property by completing a new appraisal card and map card for all land splits, adjusted the parent card, and made the appropriate entry to include all appropriate appraisal data on the computer network, including the proper tax class and land use code.	✓	
6.	I have assisted the State Tax Commissioner in determining the current use of public utility real property in my county by completing the public utility 20:21 report and determining if the real property is operating or non-operating.	✓	
7.	I have occupied the office of Assessor during this entire calendar year. If no, provide an explanation. _____	✓	

STATEMENT OF COMPLETION

State of West Virginia

County of Jefferson

I, the undersigned, Angela L. Banks, Assessor of Jefferson County, hereby certify that I have substantially completed each additional duty described in West Virginia Code § 7-7-6a, in the manner prescribed by the West Virginia State Tax Commissioner.

10/27/2025
Date

Angela L. Banks
Signature of Assessor

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PRESIDENT
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Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound
Kayla Whetstone

Date: November 20, 2025

Re: Fiscal Note: Assessor's Supplemental Pay

Please approve the Assessor's Supplemental Pay as seen below. It is within the FY26 Assessor's budget account number 001406.410200.

Dear Commission President:

This letter is to certify that Angela L. Banks, Assessor of Jefferson County, has substantially complied with the "assessor's additional duties" as delineated in West Virginia Code § 7-7-6a. Substantial completion of the additional duties entitles Mrs. Banks to the additional compensation of $15,000 as provided in West Virginia Code § 7-7-6b.

Sincerely,

Matthew Irby
Tax Commissioner

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (*wording to be placed on agenda*):

Bailiffs - New Part time hire
Home Incarceration Program Update/Decision
Auction Update
Administrative Assistant New Hire

Please provide a description of your request or presentation, including any background information:

-A candidate has been identified to fill the role of Part-time Bailiff requesting approval to hire
-Home Incarceration updates and decisions on new monitoring program
-Report of Auction Proceeds so far
-Hire Administrative Assistant to replace an employee who resigned

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (*type out wording of the motion you would like the Commission to approve*):

-I move to approve the hire of Russell Dorsey as a part-time Bailiff beginning November 24, 2025 with a starting salary of 19.50 per hour.
-I move to approve the move to SCRAM with the option of renting/purchasing (choose option) equipment.
-I move to approve the hire of ____ as a fulltime 80 hour employee beginning _____ at a salary of 42,000.00 annually

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? ☐ Projector ☐ Internet/Wi Fi: ☐ Conference/Video ☐ No

Contact Information:
Phone Number: 304-728-3205
Email Address: dlowe@jeffersoncountywv.org

JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
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PRESIDENT
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COMMISSIONER
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COMMISSIONER
Steve Stolipher

COMMISSIONER
Mike Mood

To: Commissioner Pasha Majdi
Commissioner Jack Hefestay
Commissioner Cara Keys
Commissioner Steve Stolipher
Commissioner Mike Mood

From: David Bound
Kayla Whetstone

Date: November 20, 2025

Re: Fiscal Note: Approval of Part-Time Bailiff and Administrative Assistant

Sheriff Hansen proposes the hire of a Part-Time Bailiff, Russell Dorsey

Part-Time Bailiff hourly wage 19.50 Annualized	$20,280
Total amount currently budgeted for 700.410303 Salaries and Wages Bailiff	$218,135
Total salaries and wages of 700.410303 (FY26) (annualized)	$159,154
Total under budget	$38,701

Sheriff Hansen proposes the hire of a replacement Administrative Assistant

Administrative Assistant Annual Salary	$42,000
Current Position Salary	$44,865
Total under budget	$2,865

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Pasha Majdi

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 20, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

CTUB Expansion Plans

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Commissioner Mike Mood

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 20 min

Date Requested – 1st Choice: **Thursday 11/20/2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion on the Summit Point Motorsports Complex package water/sewer plant with CTUB**

Please provide the County Commission with a description of your request or presentation, including any background information:
Overview of a package water / sewer plant at the Summit Point Motorsports Complex.

Is this a funding request? Y/N No
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Commissioner Mike Mood

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 20 min

Date Requested – 1st Choice: **Thursday 11/20/2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Discussion on the Summit Point Motorsports Complex package water/sewer plant with CTUB**

Please provide the County Commission with a description of your request or presentation, including any background information:
Overview of a package water / sewer plant at the Summit Point Motorsports Complex.

Is this a funding request? Y/N No
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM, county administrator

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 15-30 minutes

Date Requested – 1st Choice: **November 20, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

Consider the appointments, memberships, and make-up of the following boards:

1. **Jefferson County Deputy Sheriff's Civil Service Commission**

Please provide the County Commission with a description of your request or presentation, including any background information:
The commission will consider appointments, membership, and make up of Jefferson County Civil Service Commission.

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to appoint _____ to the Jefferson County Civil Service for a four-year term ending November 20, 2029.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

PRESIDENT
Pasha Majdi

VICE PRESIDENT
Mike Mood

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Mike Mood
Commissioner Cara Keys
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: Boards and Commissions, November 20, 2025

Consider the appointments, membership, and make up of the following boards:

1. Jefferson County Deputy Sheriffs Civil Service Commission

The Commission will consider appointments, membership, and make up of Jefferson County Civil Service Commission:

Applicants nominated for interview:

- James Crawford (Stolipher)
- Willard Liston (Mood)
- Alissa Meeks (Hefestay)

Guidance:

- No more than two commissioners, at any one time, shall be members of the same political party.
- Four-year terms.
- No commissioner may hold any other office (other than the office of notary public) under the United States, this state or any municipality, county or other political subdivision thereof; nor may any commissioner serve on any political party committee or take any active part in the management of any political campaign.

Suggested Motions:

- Motion to appoint _____ to the Jefferson County Civil Service for a four-year term ending November 20, 2029.

Boards

From: Alissa J Meeks <wvucoastie@aol.com>
Sent: Wednesday, August 27, 2025 9:21 AM
To: Boards
Cc: Thomas Hansen; Thomas Hansen
Subject: Police Civil Service Commission - Cover Letter and Resume
Attachments: Cover Letter Resume Police Civil Service Commission.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.
Ms. Benites,

Please find the attached cover letter and resume for consideration to serve on the upcoming Jefferson County Deputy Sheriff's Civil Service Commission.

Should you or the Commission have any questions, please feel free to contact me.

Best,

Alissa J. Meeks

Alissa J. Meeks

CONTACT

115 Julia Lane Charles Town,
West Virginia 25414

304-283-6187

wvucoastie@aol.com

Ms. Edwina Benites
County Administrator
124 E. Washington Street
Charles Town, WV 25414
ebenites@jeffersoncountywv.org

Ms. Benites,

In response to the Commission's request to seek applicants for Volunteer Boards, I am pleased to submit this letter of interest in serving as the Commission-appointee for the Jefferson County Deputy Sheriff's Civil Service Commission aka "Commission".

Holding a Master of Arts with a concentration in Public Policy, coupled with over 20 years of government experience ranging from law enforcement, organizational and personnel management, policy writing, community development, and citizen engagement, I would arrive well equipped to serve Jefferson County in this volunteer capacity.

Previously serving as a law enforcement civil servant and an adjunct professor of Criminal Justice, I offer a comprehensive understanding and extensive experience in state, municipal code and ordinance interpretation. Further, I recognize and respect the the legal parameters governing the Deputy Sheriff's Civil Service Commission.

I value the importance of the Commission to be fair, unbiased, and neutral in all matters reviewed and will navigate the process and serve on the Commission with utmost integrity and dignity while ensuring due process.

The desire to serve on this Commission is indicative of my respect for all law enforcement officers, appreciation and knowledge of the law and the governing principles behind policy directives and professional standards. My commitment is to ensure the absolute highest standard of service is provided to the Commission, the Sheriff's Office and the Jefferson County Sheriff's Deputies.

Thank you for your consideration.

Respectfully,

Alissa J. Meeks

Alissa J. Meeks

115 Julia Lane Charles Town, WV 25414

304-283-6187

wvucoastie@aol.com

PROFILE

Alissa Meeks is an experienced government employee with a proven track record in organizing and managing successful Capital city-wide projects and critically sensitive sworn law enforcement operations. She offers accountable decision-making while recognizing the importance of collaboration and team building endeavors. Mrs. Meeks brings highly effective written and interpersonal communication skills which enables an approachable and service-centered demeanor. Providing over 20 years of service to state & local government, she thrives in fast-paced, time sensitive, community-oriented working environments and maintains a solutions-first mentality while recognizing the challenges of fluid community dynamics and financial considerations.

EDUCATION

West Virginia University, B.A.
English 2000-2004

West Virginia University, M.A.
International and Comparative Public Policy 2004-2006

- *Political Science Concentration - Community Development/Land Planning*

West Virginia State Police Academy – *Basic Police Training Certificate* 2006

Leadership Jefferson
Class of 2024

Leadership West Virginia
Class of 2025

AYSO Youth Soccer Coach
2023-2025

KEY SKILLS

Excellent written, oral, and interpersonal communication.

EXPERIENCE

2021 -Present
Assistant City Manager/ Director of Community & Economic Development • City of Charles Town

Coordinate and provide on-going oversight of high-priority community-related Capital projects identified by Council. Managed hiring, staffing, and on-going daily operations of all planning and zoning, building and property maintenance code, business development, and summer parks and recreation activities to include the oversight of over 40 seasonal staff in the swim and tennis programs. Responsible for staffing and providing liaison support to the City Council, Parks and Recreation Board; Historic Landmarks Commission; Planning Commission, and experienced in generating all respective agendas, minutes, and logistical support.

Served as interim City Manager/City Clerk in 2022 and 2025 leading a team of over 30 staff. Formerly managed the oversight and operations of the 2022 Municipal Elections and coordinated a team of paid poll workers to ensure successful completion of the election process.

Provide project collaboration and support as well as grant management over numerous culturally rich and diverse projects. Help bridge communications between community stakeholders, contractors, and federal and state entities while adhering to financial parameters.

Generate numerous RFPs for community project-based solicitation; manage City-contracted Engineering firm oversight for the Planning & Zoning Division; served as project lead on several notable nuisance property clean-up endeavors; initiated the City's previously stalled involvement on the Augustine Avenue Trail between Alpha Engineering and Department of Highways; served as lead point-person for the City's Developer Fee study and analysis. Managing the endeavor of the Parks and Recreation pool/pool house renovation and corresponding grant application to meet the community's demand of a new facility.

KEY SKILLS Continued—

Ability to work as a team with diverse cultures and backgrounds.

Community & service focused

Balance multi-complex tasks with shifting priorities & budget constraints.

Maintains a solutions-first mindset, with team collaboration and cooperative decision-making.

Accountability and Integrity-minded.

Detail-oriented on project financial matters.

References –

Available Upon Request

2006-2021

Detective/Corporal • Charles Town Police Department • City of Charles Town

Investigate a wide array of criminal activity including aiding in the successful prosecution of state and federal illegal narcotics investigations, bank robberies, burglaries, homicides, death investigations, larcenies, and all felonies, major misdemeanors and white-collar crimes.

Successfully managed the daily and on-call operations of the Criminal Investigations Division (CID) and all associated financial accounts associated with monetary seizures and evidence accounts. Responsible for interviewing subjects, collecting, and processing crime scene evidence, managing confidential informants, preparing, and executing arrest and search warrants and maintaining the Evidence Vault. Aided in generating policy development and on-going strides to achieve accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA). Provided oversight and department-wide guidance for all criminal investigations. Prior to serving as a Detective, began a law enforcement career as a Patrol Officer. These duties include a multitude of calls to service for the protection of life and property, execution of state warrants, traffic enforcement, preliminary field investigations, routine patrol, and code enforcement and compliance.

Served with the United States Marshals Service (Northern West Virginia District – Martinsburg) as a special deputy. Served as a Task Force Officer (TFO) with the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF). Certified Crisis Hostage Negotiator; Certified Child Forensic Interviewer; Certified in the Reid Technique of Interview and Investigation. Aided in the successful prosecution of hundreds of felony and misdemeanor cases.

2011-2017

Adjunct Professor • Department of Sociology • Shepherd University

Instructed Criminal Justice classes within the Sociology Department ranging from introductory level to advanced degree-required courses. Responsible for holding regular in-person class meetings, preparing exams and assignments, curriculum development, grading, and the overall comprehensive instruction of the course.

2005-2006

Internship • Jefferson County Commission • Charles Town, West Virginia

Assisted the County Administrator and the Director of Community Development in drafting policy development and reviews. This internship corresponded while completing my master's thesis addressing Jefferson County "land use" development.

2003

Internship • Office of Governor Robert E. Wise Jr., Charleston, West Virginia

Worked directly with the Chief of Staff, Governor's Senior Executive Staff, and Governor's Spokeswoman in the management and growth of all major aspects of the Executive Branch of State Government, including the development of the Governor's speeches and press releases, and the coordination of media and cultural conferences.

Crawford
LAW GROUP

James B. Crawford, III (WV & VA)
Katherine N. Ridgeway Uhler (WV & VA)
E. Adelaide Crawford Cruell (WV & VA)
Steven G. Butler (VA)
Attorneys

Pamela T. Hinkle
Cheryl Brown
Paralegals

120 N George Street, Ste 100
Charles Town, WV 25414

214 Lutz Avenue
Martinsburg, WV 25405

112 S Cameron Street
Winchester, VA 22601

www.clgpllc.com

July 18, 2025

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Re: Reappointment to the Deputy Civil Service Commission

Dear Commissioners:

I would request that you appoint me for another term on the Deputy Civil Service Commission.

If you need any further information, please let me know.

Sincerely yours,

James B. Crawford, III

JBCIII/ce

RECEIVED
JUL 30 2025
County Commission
of Jefferson County, WV

October 12, 2025

Edwina Benites LM
Jefferson County Commission
P.O Box 250
Charles Town, WV 25414

Commissioners,

You will find my resume for consideration for an appointment to serve on the Sheriff's Civil Service Commission (Enclosure 1). In the past, I have served as the representative of the Commission on the Sheriffs Civil Service Commission and more recently, as the representative for the Deputies Association.

I have an extensive background in law enforcement and security with county and federal government agencies. My experience includes working level, supervisory and senior management positions with these agencies. My synopsis of experience is at Enclosure 2.

I have conducted law enforcement disciplinary investigations, presented my findings to review boards, arbitrators and, as a member of management, was appointed as a decision maker on disciplinary boards. These duties resulted from no adverse action taken to recommendations for separation from government service. I have written law enforcement job descriptions, Standard Operating Procedures and participated in committees that developed government- wide Federal rules and regulations.

I am familiar with working within human resources guidelines as it relates to selection, retention and dismissing law enforcement employees. I have also reviewed the qualifications of hundreds of employment applications, interviewed several hundred of these applicants for entry level law enforcement positions and functioned as the hiring official for numerous hires, both sworn and non-sworn. I have also reviewed candidate's qualifications for promotion to supervisory and management level positions. I have also functioned as the employment selection board chair and as the promotion authority.

I am familiar with the professional ethics that govern the conduct of law enforcement officers both on and off duty. I am also familiar with the restrictions imposed on law enforcement officers regarding their official duties and responsibility, including part time employment and political activity.

If you have additional questions or would like additional information, please contact me at 301-529-0887 (Cell) or email me at BSAT220WILL@gmail.com.

Regards,

Willard L. Liston "Will"
282 Rose Hill Drive
Kearneysville, WV 25430

Enclosures:

1. Resume
2. Synopsis of Experience

Synopsis of Experience

- Twenty-eight years with Montgomery County Department of Police; Rockville, Maryland, with various supervisory and management assignments:

    - Commanded Patrol units
    - Commanded Vice and Intelligence
    - Commanded Narcotics Section
    - Commanded Traffic Section
    - Commanded Special Assignment Team
    - Assistance to the Chief, Investigation Services Bureau
    - Communications Section

- Eighteen years as a Federal Employee, which included senior management positions:

    - Federal Law Enforcement
    - Intelligence Community Service
    - Senior management positions with the National Institutes of Health, Police Branch
    - Senior Management positions with National Institutes of Health, Division of Public Safety
    - Senior Management position with the Department of Health and Human Services where I coordinated security functions nationwide
    - Senior Management positions with National Geospatial Intelligence Agency where I managed security officers and security programs. These responsibilities included managing security officers assigned to the Office of the President of the United States and employees located in the United States and in foreign countries.

- Armed Services Veteran - Vietnam Service

Enclosure 2

Willard L. Liston
282 Rose Hill Drive
Kearneysville, WV 25430
PO BOX 818
Charles Town, WV 25414 (mail)
Cell: 301-529-0887
BSAT220WILL@GMAIL.COM

10/17 to 10/23 – Served for 6 years as a Civil Service Commissioner on the Jefferson County, WV Deputy Sheriffs Civil Service Commission. One four-year term as the Jefferson County Commission's appointed representative and 2 years to complete an unexpired term representing the Deputy's Association.

04/05 to 07/2010 (Retired) - Chief, Corporate Liaison Branch, Program Security Division, Office of Security (SIS), National Geospatial Intelligence Agency (NGA). I was responsible for managing both government and contract Security Officers located at several NGA mission critical sites in the United States and in foreign countries (CONUS/OCONUS), including a staff member assigned to the Executive Office of the President of the United States, as well as a CIA government Security Officer. I frequently meet with high-level managers in the intelligence, law enforcement and security communities to develop long-range plans and projections, including intelligence officers from other countries. I represented SIS as Chairman on joint inter-agency working groups with mission partners to address security issues at several mission critical sites. I also represented Security and Installation Operations Directorate (SI) on working groups with NGA's mission partners. I oversaw all aspects of NGA security at several non-core sites. I acted as a Subject Matter Expert on all facets of security and law enforcement, advising both SIS staff members and management officials at these sites. I oversaw the establishment and development of all aspects of NGA security operations at new host sites. I served on the NGA Law Enforcement Advisory Panel with input on all aspects of police operations, including policy development. I evaluated the performance of subordinate government and contract employees and served as a monitor for contract performance. I developed, negotiated and oversaw the implementation of Memorandums of Understandings, Standard Operating Procedures and business processes/procedures with our customers and mission partners for security operations at these sites. I was appointed as Acting Director, Program Security Division in the absence of the Director. In addition, I built a strong, hardworking team that

focused on customer service, with the NGA mission as first priority.

07/02 to 04/05 - Health and Human Services (HHS); Office of the Secretary, Division of Real Property Policy and Management Programs, Washington, D.C. - As Departmental Physical Security Program Manager, I managed the Department's Physical security program and provided expert advice to the Assistant Secretary for Management, Deputy Assistant Secretary and HHS Operational Divisions (OPDIVS)security directors, on all facets of security policy and law enforcement issues. I conducted law enforcement business process management reviews, physical security audits and vulnerability assessments of HHS-owned, leased and delegated buildings, including Critical Infrastructure Protections Sites. I also monitored HHS compliance with the Department of Homeland Security, GSA and HHS security policies and procedures. I Co-chaired the Departmental Security Council and coordinated monthly meetings with the members. I reviewed and analyzed HHS OPDIV's security procedures. I planned, developed, administered and evaluated Department-wide physical security programs, including departmental access control, contract security, emergency preparedness and loss prevention. I developed physical security program documents, including policies, directives, manuals, and budget proposals. I represented HHS on interagency work groups, committees and task forces, including the Interagency Security Committee and the Federal Identity Credentialing Committee. I addressed all security related issues and concerns that came to the attention of the Office of the Secretary.

01/00 to 07/02 - National Institutes of Health (NIH); Division of Public Safety (DPS); Bethesda, MD - Chief, Crime Prevention Branch, I served as a recognized expert in the field of crime prevention, access control, law enforcement and physical security. I implemented and managed security systems to protect 23,000 federal employees, patients and visitors in over 100 buildings. I managed over 200 employees in the Security Section, Employee Transportation Services Office, Emergency 9-1-1 Communications Section and Locksmith Section. I directed and had approval authority for crime prevention programs for all components of NIH. I coordinated the Disaster Recovery Continuity of Operation Plan (COOP). I assisted with the development of plans to build a Sensitive Compartmented Information Facility (SCIF) at NIH. I managed security infraction investigations and recommended corrective procedures. I authored and implemented numerous physical security policies and procedures. I managed employees responsible for handling and

distributing classified materials. I was responsible for directing annual inspections of high security biomedical research areas on and off the Bethesda campus. I analyzed complex security processes and procedures and implemented findings. I gave oral presentations at briefings and seminars to staff and senior officials. I assisted with the development and Presentation of the Division's annual budget request to approving authorities. I implemented the 1995 Department of Justice (DoJ) Vulnerability Assessment of Federal Facilities Standards, and HHS Security directives, policies and procedures. I analyzed and interpreted security policies, including federal and state law, HHS, DoJ, and NIH security procedures, and Presidential Directives. I served as a major communications link between DPS and the NIH Research Community.

06/95 to 01/2000 - NIH; Division of Public Safety (DPS); Bethesda, MD - Acting Chief, Police Branch, Police Captain, Police Lieutenant, Management Analyst for the Director, DPS, I participated in the development and direction of all law enforcement, security and fire safety programs within the Division. I directed and/or managed all criminal investigations, including law enforcement misconduct cases that occurred while I served in this position. I commanded seventy government employees, including police officers, emergency service dispatchers and non-sworn staff members. I advised the Director, DPS regarding the vital functions of the Division. I acted as representative and advisor for the Director, DPS on committees and task groups. I managed and coordinated special projects assigned by the Director, DPS. I was the chief negotiator for the government on binding labor agreements, labor arbitrations and security contracts while in this position.

1/67 to 1/95 - Montgomery County Department of Police; Rockville, MD; Retired after 28 years of law enforcement service. Supervisory/management duties: My assignments included: Staff Officer to Chief, Investigation Services Bureau, Communications Division, SWAT Supervisor, Uniform Patrol Shift Commander, Vice and Intelligence Commander, Narcotics Commander, Traffic and Special Assignment Team Commander.

I was born in Preston County, WV

Graduated - Montgomery Blair High School, Silver Spring, MD

08/63 to 08/66 United States Navy - Honorable discharge - Vietnam Service

Graduated - Bachelor's Degree, Criminology-Law Enforcement, University of Maryland

Attended senior level supervisory/management training classes and seminars during my federal and county service.

Received numerous Letters of Accommodation, Special Act, Merit and monetary awards from Montgomery County Police, FBI and from my Federal Government Service.

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Laura Kuhn

Department or Organization: Fleet & Facilities Management

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1st Choice: **November 20, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Request for approval of a partial floor plan & permission to proceed with associated renovations at 393 North Lawrence Street**

Please provide the County Commission with a description of your request or presentation, including any background information:
In collaboration with ZMM Architects and Watkins Design, the updated floor plan for the areas designated for the County Clerk's Office and the Fleet & Facilities Department is now complete. Approval of this portion of the plan will allow work to begin so the County Clerk can relocate by March 2026, ahead of the 2026 Primary Election. This timeline also includes moving the IT Department into the building early so they can set up the required technology infrastructure before the Clerk's transition. All construction needs within these sections are minimal and will be completed in-house by the Fleet & Facilities team.

Is this a funding request? Y/N No
If so, how much? $
Provide exact financial impact/request:

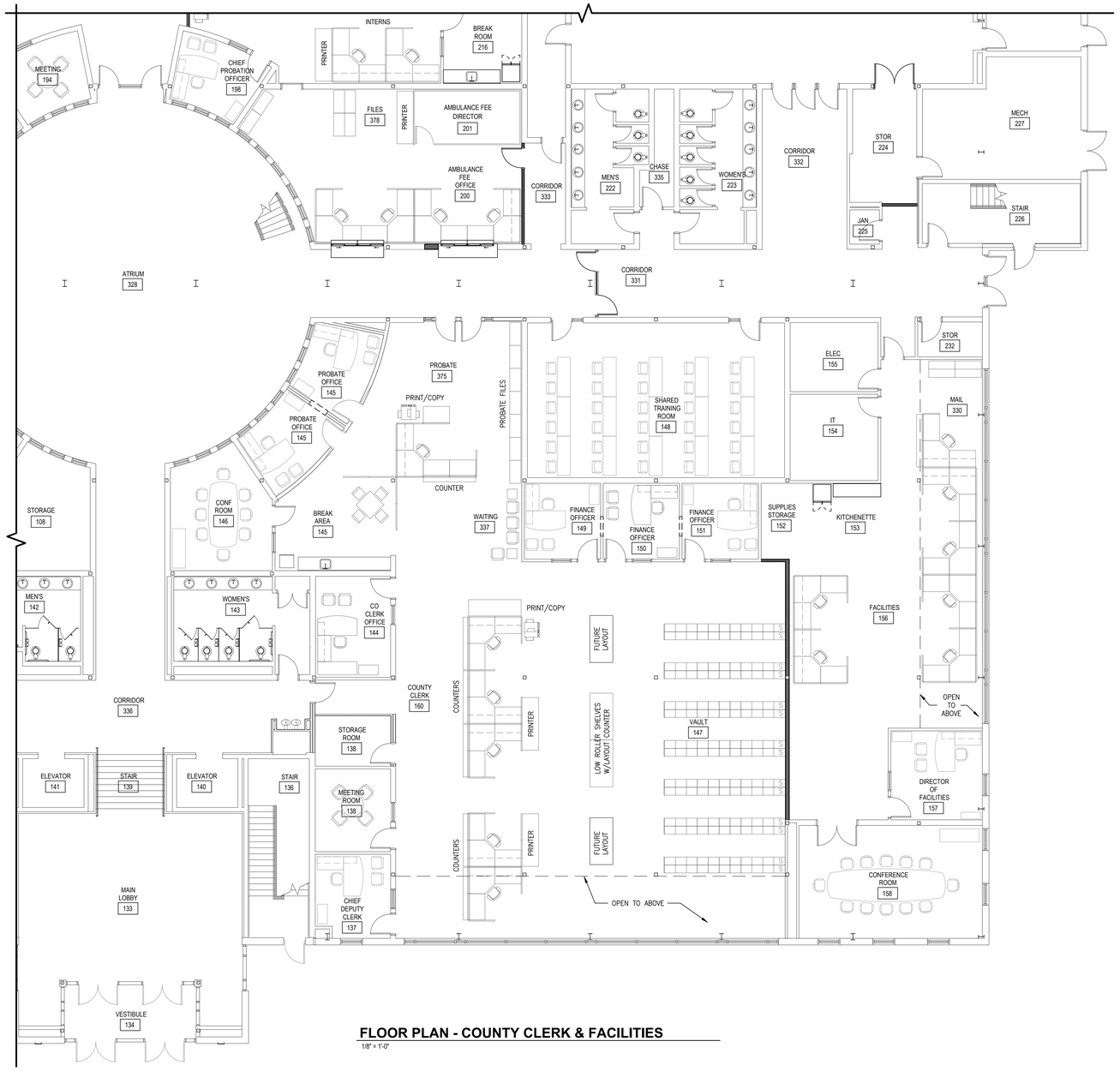
Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):
Move to approve the partial floor plan that includes the County Clerk and the Fleet & Facilities area at 393 North Lawrence Street, with the IT Department relocating to the building as soon as possible to work on the necessary IT infrastructure and with the Fleet & Facilities Department completing the required construction work.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

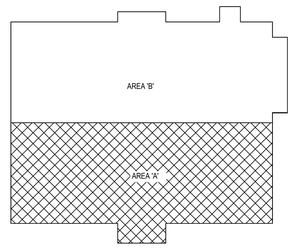
Contact information: Laura Kuhn
Email address: LKuhn@jeffersoncountywv.org Phone Number: 304-728-3355

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable



FLOOR PLAN - COUNTY CLERK & FACILITIES

1/8" = 1'-0"



KEY PLAN

NOT TO SCALE

PRELIMINARY NOT FOR CONSTRUCTION

ZMM ARCHITECTS ENGINEERS
222 Lee Street, West
Charleston, West Virginia 25302
Phone: 304.342.0159
Fax: 304.345.8144
www.zmm.com

watkins design works llc

REVISIONS		
NO.	DESCRIPTION	DATE

JEFFERSON COUNTY COMMISSION
JEFFERSON COUNTY GOVERNMENT CENTER RENOVATIONS
393 NORTH LAWRENCE STREET
CHARLES TOWN, WEST VIRGINIA 25414

DESIGN DEVELOPMENT

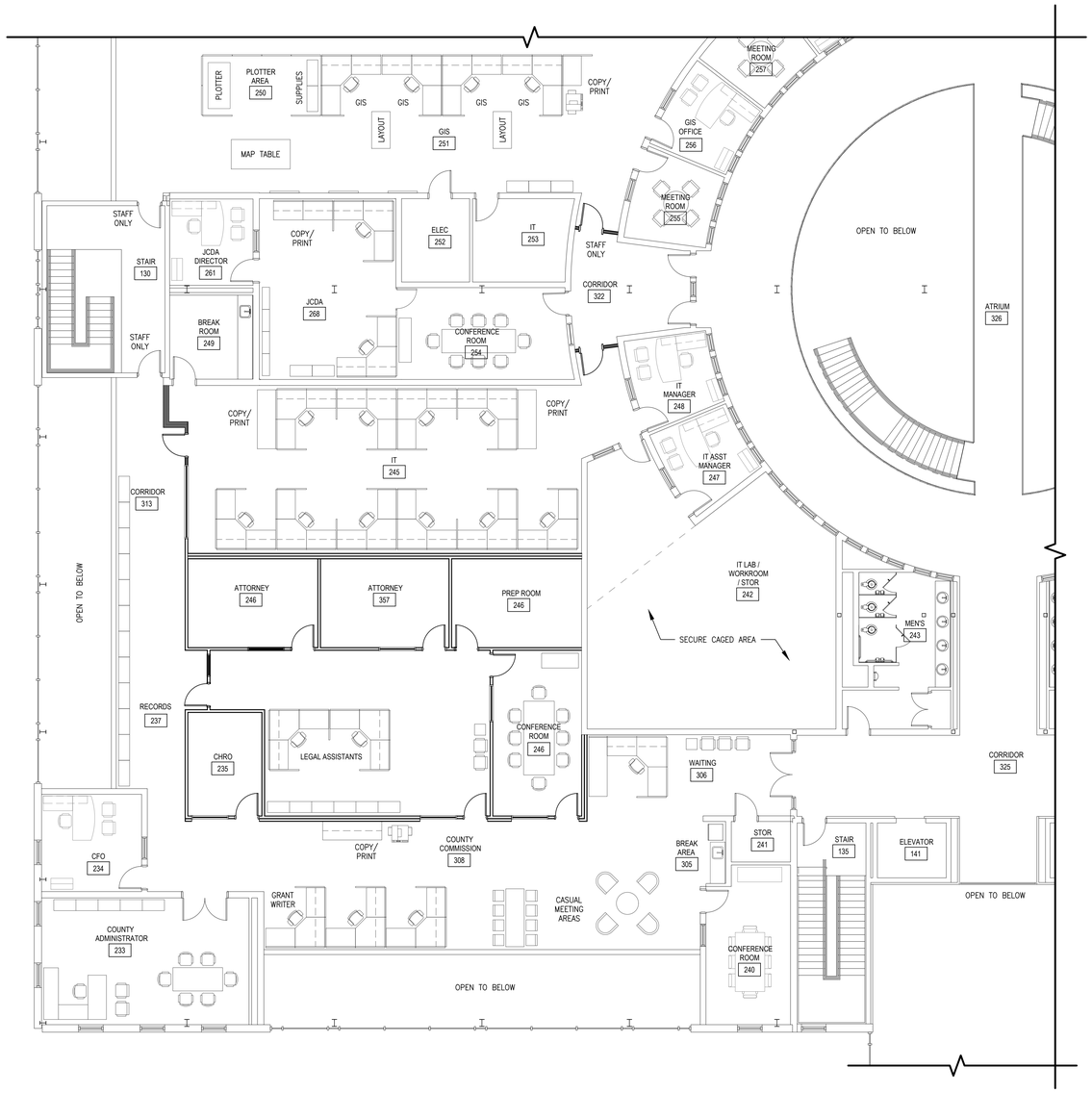
© by ZMM LLC

PARTIAL FIRST FLOOR PLAN

DRAWN	CHECKED
JMW	JMW
	DATE: NOV 20, 2025
	COMM. NO.: 2025069

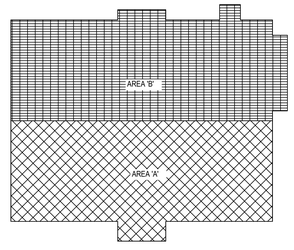
I101

10/7/2025 11:31:44 AM



FLOOR PLAN - I.T. & G.I.S.

1/8" = 1'-0"



KEY PLAN

NOT TO SCALE

PRELIMINARY
NOT FOR CONSTRUCTION

ZMM ARCHITECTS ENGINEERS
222 Lee Street, West
Charleston, West Virginia 25302
Phone: 304.342.0159
Fax: 304.345.8144
www.zmm.com

watkins design works llc

NO.	DESCRIPTION	DATE

JEFFERSON COUNTY COMMISSION
JEFFERSON COUNTY GOVERNMENT CENTER RENOVATIONS
393 NORTH LAWRENCE STREET
CHARLES TOWN, WEST VIRGINIA 25414

DESIGN DEVELOPMENT

ⓒ by ZMM LLC

PARTIAL SECOND FLOOR PLAN

DRAWN	CHECKED
JMW	JMW
	DATE: NOV 20, 2025
	COMM. NO.: 2025069

I102

10/7/2025 11:31:44 AM

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Roger Goodwin

Department or Organization: Department of Engineering, Planning, and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **December 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: November 20th

Subject (*Wording to be placed on agenda*): **Request to schedule a Public Hearing regarding an amendment to the Office Commercial Zoning District text of the Zoning Ordinance.**

Please provide the County Commission with a description of your request or presentation, including any background information:

Planning Commission has recommended a text amendment to the Zoning & Land Development Ordinance regarding an update to the Office Commercial Zoning District. A public hearing should be held to gather public input on the proposed text amendment.

ZTA25-05 is a proposed text amendment to Section 5.17 and Appendix C of the Zoning Ordinance. The purpose of this amendment is to update the Office Commercial portion of the Zoning Ordinance.

Planning Commission has recommended the text amendment to the County Commission and found the Zoning Text amendment to be **consistent** with the Comprehensive Plan.

Is this a funding request? Y/N
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to schedule a Public Hearing on January __, 2025, regarding the Office Commercial Zoning District text amendment to the Zoning Ordinance File: ZTA25-05.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information: Luke Seigfried
Email address: planningdepartment@jeffersoncountywv.org Phone Number: (304) 728-3228

Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org Phone: 304-728-3228

MEMORANDUM

TO: Jefferson County Planning Commission

FROM: Luke Seigfried, Chief County Planner

DATE: November 4, 2025

RE: Draft Zoning Ordinance Amendment – Proposed Office Commercial District Updates (File # ZTA25-05)

Background

Jefferson County Zoning Ordinance currently contains the Residential – Light Industrial – Commercial (RLIC) district, which allows a broad range of uses and is one of few alternatives for many developments with commercial land use. The proposed amendments to the Office Commercial District is intended as an alternative to RLIC. The amendment was introduced at the June 10, 2025 meeting alongside the proposed Residential Commercial District (File # STA25-04 & ZTA 25-04) but rescheduled to the August 12, 2025 meeting, where the Planning Commission expressed interest in processing the three Zoning District Text Amendments separately. The following proposal is for an update to the Office Commercial portion of the Zoning Ordinance and its connectivity to the Subdivision Regulations.

Sections of Zoning Ordinance to Amend

1. **Section 5.17 Office / Commercial (OC) Mixed-Use**
2. **Appendix C: Permitted and Conditional Uses Table**

Next steps

These amendments will be reviewed by the Planning Commission during a regular meeting. If the Planning Commission chooses to move forward with the proposed text amendment, a public hearing will be required before the Planning Commission. Following a public hearing, the Planning Commission can recommend the amendment to the County Commission or make additional revisions to the amendment prior to recommendation.

Attached Documents and Information

1. Research for and amendments to the Office Commercial district.
2. Descriptions of changes to the Zoning Ordinance and their alignment with the 2045 Comprehensive Plan.
3. An updated draft of amendments to the zoning ordinance.

Research and Details about Residential Commercial and Office / Commercial Mixed Use

1. Amendments to Office / Commercial (OC) Mixed-Use District

The name of the district, **Office / Commercial (OC) Mixed-Use District** is confusing; its stated primary purpose is to provide “employment centers”, but is also called “mixed-use” and does allow a few mixed uses.

Amendments made to Office Commercial were done in the intent of pushing the district toward "mixed-use" and less toward "office / commercial" because Jefferson County will likely benefit more from and see more demand for mixed-use dense development in the future rather than office building developments.

Given the size of towns in Jefferson County and their general rural character, this district may be better suited to incorporate more residential use and less office and higher-intensity commercial space. A general issue pertaining to mixed uses are the standards for interaction between different uses. Specific buffer requirements and other requirements for design depend on which uses of land abut which other uses of land. These concerns are addressed in Section 5.17D Site Development Standards and 5.17E Additional Requirements in the Zoning Ordinance.

Amendments to Office Commercial (OC) district are intended to provide another option for residential, commercial and office space in mixed-use developments. Washington County, MD has another mixed use overlay, Mixed-Use Employment (MXE), which is permitted to overlay onto local business districts, industrial parks and ORT (office parks, health centers, and university research offices). MXC does not allow employment space, but MXE mandates a lot of it, meaning it is not well-aligned with the kind of development Jefferson County has right now. The OC district's balance of residential, commercial and employment use is somewhere between the previously mentioned MXC overlay and MXE. To find this balance, the requirements for the Transition Community Center (TCC) from Loudoun County, VA's Zoning Ordinance can be used. "Transition" zones in Loudoun County mean districts sitting between rural and suburban districts. Table 02.03.04-1 in the TCC description allows the following mix of uses: 0-30% residential or mixed, 65%-96% non-residential, and minimum 4% institutional (p. 86). These percentages indicate that the current OC requirements are strict and thus have been lowered from 75% to 65% non-residential, and 50% to 35% office use.

2. Alignment with 2045 Comprehensive Plan

The further is justified by Objective 1.1.3 which establishes the need for a district with residential and commercial land uses. Planned Neighborhood Development and Office Commercial Mixed-Use, which allow mixed-use development and both residential and commercial uses, are less than 1% of land in Jefferson County. RLIC is 2% of land in Jefferson County.

More permissible requirements for developments and more encouragement of mixed-use structures and residences can ensure that land in Office Commercial is truly mixed-use and not a combination of land uses next to each other. This means Office Commercial will help realize the intent of Objective 1.1.3. Since this and Residential Commercial are two districts that can support multiple uses, re-zonings will eventually accomplish Objective 1.2.1, avoiding future use of RLIC.

For the Office / Commercial (OC) Mixed-Use District, amendments can bring this district closer to helping accomplish Objective 1.1.3, as the district has not yet been used. The Comprehensive Plan establishes a timeline of 1-2 years to create these zoning districts. That is achievable, but a rezoning to the OC district is unlikely to happen in the same timeline because it is intended for dense, urban land uses and much of the County is suburban or rural. This fact gives Staff and the Planning Commission additional time to consider changes to OC.

References

Clarke County, VA, Code of Clarke County Chapter 200, Article I §4.1.3 (2025).

Frederick County, VA County Code Part II §165-705 (2023).

Loudoun County, VA Zoning Ordinance, Chapter 2, §2.03.04 (2023).

Majors, C., Hill, J. R., Stewart, C., & Tovey, J. D. Planned Unit Developments and Overlay Zoning.

Newburn, D. A., & Berck, P. (2006). Modeling Suburban and Rural-Residential development beyond the urban fringe. *Land Economics*, *82*(4), 481–499. https://doi.org/10.3368/le.82.4.481

Nuñez, L. (2021). *Commercial corridor redevelopment Strategies*.

Shenandoah County, VA, County Code Part II §165-12.1 (2023).

Washington County, MD, Zoning Ordinance §16 (2018).

Description of Changes to Zoning Ordinance

1. **Section 5.17 – Office / Commercial Mixed-Use**
   The purpose statement has changed to clarify district is more of a mixed-use district rather than one focused on office buildings and employment centers. Another statement added is to prioritize pedestrians in developments. The reduced parking requirements (already in the ordinance) provide support for this idea. A statement prioritizing resident security and comfort has been added about mixed-use buildings.

   The minimum percentage of non-residential use and of office use have been reduced from 75 to 65 and from 50 to 35 percent, respectively.

2. **Appendix C: Permitted and Conditional Uses Table**
   Revision of what uses are permitted, not permitted, or a conditional use in the Office Commercial District

Additional Notes

1. Although new mixed-use or commercial options may exist in the future, the RLIC zoning district allows more land uses than the updated Office Commercial district and cannot be removed as around 2% of Jefferson County is currently zoned as RLIC. As developers or landowners may still want the increased options offered by RLIC, it will be the Planning Commission's and County Commission's responsibility to discourage or restrict rezoning to RLIC, as well as ensuring that Office Commercial and other alternatives are known to landowners.
2. In accordance with Article 12 of the Zoning Ordinance and Chapter 8A of the West Virginia Code, the Planning Commission **s role is to recei**ve input from the public and to determine whether the proposed text amendment is consistent with the 2045 Comprehensive Plan. Following the public hearing, the Planning Commission will finalize the draft text amendment and make a recommendation to the County Commission.
3. The County Commission is also required to hold a Public Hearing to receive public input prior to taking final action on the proposed amendment.

Attached pages of ZTA – Page 89-90, 133-136

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Roger Goodwin

Department or Organization: Department of Engineering, Planning, and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **December 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: November 20th

Subject (*Wording to be placed on agenda*): **Request to schedule a Public Hearing regarding the proposed Residential Commercial Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations.**

Please provide the County Commission with a description of your request or presentation, including any background information:

Planning Commission has recommended a text amendment to the Subdivision and Land Development Regulations and Zoning & Land Development Ordinance regarding the creation of a Residential Commercial Zoning District. A public hearing must be held to adopt both text amendments.

STA25-04 is a proposed text amendment to Section 21.105 and Section 22.208B of the Subdivision Regulations. ZTA25-04 is a proposed text amendment to the Table of Contents, Section 4.6, Section 5.1, Section 5.9, Section 9.5, Appendix A, Appendix B, and Appendix C of the Zoning Ordinance. The purpose of these amendments are to establish and create the necessary criteria regarding the proposed Residential Commercial Zoning District.

Planning Commission has recommended the text amendment to the County Commission and found the Zoning Text amendment to be **consistent** with the Comprehensive Plan.

Is this a funding request? Y/N
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to schedule a Public Hearing on January __, 2025, regarding the proposed Residential Commercial Zoning District text amendment to the Subdivision Regulations and Zoning Ordinance File: STA25-04 and ZTA25-04.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information: Luke Seigfried

Email address: planningdepartment@jeffersoncountywv.org Phone Number: (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org Phone: 304-728-3228

MEMORANDUM

TO: Jefferson County Planning Commission

FROM: Luke Seigfried, Chief County Planner

DATE: November 4, 2025

RE: Draft Subdivision Regulations and Zoning Ordinance Amendments – Proposed Residential Commercial District (File # STA25-04 & ZTA25-04)

Background

Jefferson County Zoning Ordinance currently contains the Residential – Light Industrial – Commercial (RLIC) district, which allows a broad range of uses and is one of few alternatives for many developments with commercial land use. The new Residential Commercial District are intended as an alternative to RLIC. The amendment was introduced at the June 10, 2025 meeting alongside the Office Commercial Updates (File # ZTA 25-05) but rescheduled to the August 12, 2025 meeting, where the Planning Commission expressed interest in processing the three Zoning District Text Amendments separately. At the September 23, 2025 meeting, Planning Commission directed staff to draft language requiring Residential Commercial developments to have a minimum of 25% commercial uses. This language has been included under Additional Requirements in the proposed Zoning text amendment. The following proposal is for a simplified residential and commercial zoning option consistent with Objective 1.1 and 1.2 of the 2045 Comprehensive Plan.

Sections of the Subdivision Regulations to Amend

1. **Section 21.105 – Parkland Requirements**
2. **Section 22.208B – Sidewalk Modifications**

Sections of the Zoning Ordinance to Amend

1. **Table of Contents**
2. **Section 4.6 - Distance Requirements**
3. **Section 5.1 – List of Districts**
4. **Section 5.9 – Residential Commercial (RC) District**
5. **Section 9.5 – Projections Into Yards**
6. **Appendix A: Residential Site Development Standards Table**
7. **Appendix B: Non Residential Site Development Standards Table**
8. **Appendix C: Principal Permitted and Conditional Use Table**

Next steps

If the Planning Commission chooses to move forward with the proposed text amendment, a public hearing will be required before the Planning Commission. Following a public hearing, the Planning Commission can recommend the amendment to the County Commission or make additional revisions to the amendment prior to recommendation.

Research and Details about Residential Commercial Mixed Use

1. Creation of new Residential Commercial (RC) district

The primary function of a new Residential Commercial district is to provide an alternative to using the Residential-Light Industrial-Commercial (RLIC) for mixed commercial and residential developments. The RLIC District is simply too permissible with principally permitted uses to be an effective zoning tool. By having different choices to re-zone for high-intensity land use, key issues with mixed-use development in Jefferson County can be addressed. An American Planning Association (APA) report concerning commercial corridor development by Luis Nuñez states "Industrial uses typically generate the greatest number of land-use compatibility concerns" (p. 19). This is a relevant concern for RLIC because it permits residential and commercial uses, but it also permits all light industrial uses. In simple terms, the Residential Commercial district should be designed to accommodate the "R-C" parts of RLIC.

RLIC also permits every type of housing, including mobile home parks and model home sales. These two uses of land are not typically compatible with other types of residences, and many residential areas may not be desirable around permitted industrial uses even with large setbacks. Residential Commercial and Residential Growth are both appropriate alternatives for high-density housing and other appropriate commercial uses (by CUP in Residential Growth).

Washington County, MD establishes a series of Mixed-Use overlay districts, one of which is named 'MXC Mixed-Use Commercial' which is intended to "permit a mixture of residential uses and limited commercial development to provide goods and services necessary to the neighborhood" (Zoning Ordinance §16.0.b, 2018) but must be approved first under a master plan. This process is detailed in their Zoning Ordinance §16.5 and includes further stipulations for the characteristics of the proposed development. These requirements indicate that significant effort is required to use this overlay. Master plans and other special requirements will not be in place for Residential Commercial.

The MXC overlay is applied to residential and business districts, meaning it has a broad range of allowed uses. RC will allow a similar range of uses to RLIC, but it disallows all light industrial uses and restricts some commercial uses to conditional or not permitted, due to size or compatibility with residential areas. Combining these more restrictive permitted uses with buffer requirements of Neighborhood Commercial and Industrial-Commercial ensures adequate separation between uses and limits on intensity (impervious surface limit, height limit). Several provisions in Washington County's ordinance are relevant and appropriate to be included in RC, including buffer requirements and specific mixed-use requirements. Taking some aspects of existing Jefferson County zoning districts and some from MXC will result in increased flexibility of land use and hopefully more adoption of this district in areas designated as Residential Commercial on the Future Land Use Guide.

2. Alignment with 2045 Comprehensive Plan

The creation of Residential Commercial (RC) is justified by Objective 1.1.3 which establishes the need for a district with residential and commercial land uses. Planned Neighborhood Development and RC Mixed-Use, which allow mixed-use development and both residential and commercial uses, are less than 1% of land in Jefferson County. RLIC is 2% of land in Jefferson County.

Since Residential Commercial are two districts that can support multiple uses, re-zonings will eventually accomplish Objective 1.2.1, avoiding future use of RLIC.

References

Clarke County, VA, Code of Clarke County Chapter 200, Article I §4.1.3 (2025).

Frederick County, VA County Code Part II §165-705 (2023).

Loudoun County, VA Zoning Ordinance, Chapter 2, §2.03.04 (2023).

Majors, C., Hill, J. R., Stewart, C., & Tovey, J. D. Planned Unit Developments and Overlay Zoning.

Newburn, D. A., & Berck, P. (2006). Modeling Suburban and Rural-Residential development beyond the urban fringe. *Land Economics*, *82*(4), 481–499. https://doi.org/10.3368/le.82.4.481

Nuñez, L. (2021). *Commercial corridor redevelopment Strategies*.

Shenandoah County, VA, County Code Part II §165-12.1 (2023).

Washington County, MD, Zoning Ordinance §16 (2018).

Description of Changes to Subdivision Regulations

1. **Section 21.105 – Parkland Requirements**
   Addition of Residential Commercial to both the text and Table 21.105.

2. **Section 22.208B – Sidewalk Modifications**
   Addition of Residential Commercial to the provided list of zoning districts to allow off-street trails in lieu of sidewalks on lots greater than one-quarter (1/4) acre.

Description of Changes to Zoning Ordinance

3. **Section 4.6 – Distance Requirements**
   Commercial Uses located in the Residential Commercial District have a 50 foot setback, Planning Commission may waive this requirement.

4. **Section 5.1 – List of Districts**
   Addition of Residential Commercial.

5. **Section 5.9 – Residential Commercial (RC) District**
   The section number has changed from the originally proposed **5.19** in June to **5.9**.

   Addition of the Residential Commercial zoning district to the Zoning Ordinance, including the purpose of the district, location qualifications, permitted uses, site development standards, and additional requirements.

6. **Section 9.5 – Projections into yards –** Added RC to list
   This is an exception allowing decks from townhouses or triplex/quadplex to extend 10 more feet into a setback, Residential Commercial added to list of districts.

7. **Appendix A –** Inserted site development standards for RC
   Site development standards have been introduced, they are the same as RG for residential uses. RG has a 40-foot height limit.

8. **Appendix B –** Inserted site development standards for non-residential uses in RC, fixed a typo.
   These development standards are similar to Neighborhood Commercial but refer to Industrial-Commercial for some setbacks and other requirements. There is a 45-foot height limit for non-residential uses.

9. **Appendix C –** Inserted permitted uses of RC district, added RC to list of districts under table.
   RC allows most residential uses, most institutional uses, no industrial uses, and has a mix of permitted and conditional use for commercial uses.

Additional Notes

1. Although new mixed-use or commercial options may exist in the future, the RLIC zoning district still allows more land uses than the new Residential Commercial district and cannot be removed as around 2% of Jefferson County is currently zoned as RLIC. As developers or landowners may still want the increased options offered by RLIC, it will be the Planning Commission's and County Commission's responsibility to discourage or restrict rezoning to RLIC, as well as ensuring that Residential Commercial and other alternatives are known to landowners.

2. In accordance with Article 12 of the Zoning Ordinance and Chapter 8A of the West Virginia Code, the Planning Commission's role is to receive input from the public and to determine whether the proposed text amendment to the Zoning Ordinance is consistent with the 2045 Comprehensive Plan. Following the public hearing, the Planning Commission will finalize the draft text amendments and make a recommendation to the County Commission regarding the amendments to the Zoning Ordinance and the Subdivision Regulations.

3. The County Commission is also required to hold a Public Hearing to receive public input prior to taking final action on the proposed amendment.

Attached changes to STA – Page 25-26, 37
Attached pages of ZTA – Page 6, 53, 73, 80-81, 90-91, 130, 132, 134-137

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Roger Goodwin

Department or Organization: Department of Engineering, Planning, and Zoning

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **December 4th**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice: November 20th

Subject (*Wording to be placed on agenda*): **Request to schedule a Public Hearing regarding the proposed Rural Residential Zoning District text amendment to the Zoning Ordinance and Subdivision Regulations.**

Please provide the County Commission with a description of your request or presentation, including any background information:

Planning Commission has recommended a text amendment to the Subdivision and Land Development Regulations and Zoning & Land Development Ordinance regarding the creation of a Rural Residential Zoning District. A public hearing must be held to adopt both text amendments and receive public input.

STA25-03 is a proposed text amendment to Section 20.201, Section 20.203C, Section 21.105C, Section 22.208A, Section 22.208B, and Appendix B, Division 5.1 of the Subdivision Regulations. ZTA25-03 is a proposed text amendment to the Table of Contents, Article 2, Section 4.10B, Section 5.1, Section 5.5, Section 5.7, Section 6.3, Section 8.14, Section 9.5, Section 10.5, Section 11.2, Appendix A, Appendix B, and Appendix C of the Zoning Ordinance. The purpose of these amendments are to establish and create the necessary criteria regarding the proposed Rural Residential Zoning District.

Planning Commission has recommended the text amendment to the County Commission and found the Zoning Text amendment to be **consistent** with the Comprehensive Plan.

Is this a funding request? Y/N
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to schedule a Public Hearing on January __, 2025, regarding the proposed Rural Residential Zoning District text amendment to the Subdivision Regulations and Zoning Ordinance File: STA25-03 and ZTA25-03.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information: Luke Seigfried
Email address: planningdepartment@jeffersoncountywv.org Phone Number: (304) 728-3228

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION
not applicable

Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org Phone: 304-728-3228

MEMORANDUM

TO: Jefferson County Planning Commission

FROM: Luke Seigfried, Chief County Planner

DATE: November 4, 2025

RE: Draft Subdivision Regulation Amendments for Proposed Rural Residential Zoning District

Background

Jefferson County Zoning Ordinance and Subdivision Regulations currently work together for development standards and other requirements. At the August 12, 2025 Planning Commission meeting, staff was directed by the Planning Commission to create a final draft copy of the Rural Residential Zoning District for the Planning Commission to view and send to public hearing. The Rural Residential draft also currently allows for tri-plexes and quad-plexes, meaning that in some cases dwellings per acre could increase from 4.35 dwellings per acre with single-family structures or duplexes to 7.06 for triplexes and 7.58 dwellings per acre with quadplexes. The total number of dwellings is determined based on the sliding scale located at Section 5.18 of the Zoning Ordinance. The Green Space definition also confirms that green space residue parcels created through cluster subdivisions can be used for agricultural purposes. Attached are the final updates staff has made to STA25-03 and ZTA25-03 for the creation and inclusion of the Rural Residential Zoning District.

The purpose of the proposed Rural Residential zoning district is to provide a location for low and medium density uses while preserving the rural character of the County and revitalize the cluster subdivision process. By using these clustering requirements for the Rural Residential district, open space is preserved in the community while concentrating residential development in a defined area. This serves to focus infrastructure and service areas while reducing residential sprawl. The 2045 Comprehensive Plan recommends clustering as the preferred method of rural development to retain open space.

At the February 22, 2024 Board of Zoning Appeals meeting, the Board directed staff to submit a letter to the Planning Commission that they review the Green Space requirements for a Cluster Subdivision and clarify whether the Green Space requirement was to be included in a single lot or can be split between multiple lots within the subdivision. At the April 9, 2024 Planning Commission meeting, the request for a text amendment was denied on the grounds that the Zoning Ordinance will not be changed until the 2045 Comprehensive Plan was approved. As the 2045 Comprehensive Plan was approved and adopted on February 25, 2025, clustering clarification in the Zoning Ordinance can be reviewed alongside the proposed Rural Residential zoning district.

List of Sections to Amend in the Subdivision and Land Development Regulations (STA25-03)

1. **Section 20.201 –** Minor Subdivisions
   i. Minor changes to the overall text to include Rural Residential in the Minor Subdivision process, also fixed a spelling error.

2. **Section 20.203C –** Minor Site Development – Site Plan Exception
   i. Minor edits to the overall text to include Rural Residential in the Minor Site Development process.
3. **Section 21.105C -** Requirements for Parkland – Design
   i. Addition and edits to Table 21.105 and accompanying text to include Rural Residential and revisions to the "Density in Units per Acre of Residential Land Area."
4. **Section 22.208A & Section 22.208B –** Sidewalks
   i. Minor edits to the overall text to include Rural Residential in the Location and Modification of sidewalks requirements.

5. **Appendix B, Division 5.1 –** Requirements for Townhomes – Minimum Requirements and Standards
   i. Inclusion of Rural Residential, Triplex, and Quadplex requirements for the Minimum Requirements and Standards for Townhomes, including linking to the Zoning and Land Development Regulations.

List of Sections to Amend in the Zoning and Land Development Ordinance (ZTA25-03)

1. **Table of Contents, Zoning and Land Development Ordinance –** Rural Residential (RR) District
2. **Article 2: Definitions –** Clustering; Dwelling, Quadplex; Dwelling, Triplex; Green Space
   i. Creation of definitions and addition of Section 5.5 (Rural Residential) where applicable.
3. **Section 4.10B -** Site Plan Requirements
   i. Inclusion of duplex, triplex, and quadplex dwelling units.
4. **Section 5.1 –** Establishment of Districts
   i. Addition of Rural Residential to the list of current Zoning Districts.
5. **Section 5.5 -** Rural Residential (RR) District
   i. Addition of the Rural Residential zoning district to the Zoning Ordinance, including the purpose of the district, location qualifications, permitted uses, site development standards, and additional requirements.
6. **Section 5.7 –** Rural (R) District
   i. Update to include the 2045 Comprehensive Plan, addition and update of clustering standards for subdivisions to process under, limit the required green space to a single parcel of land for cluster subdivisions, and further clarify that family transfers are not entitled to land designated as Green Space.
7. **Section 6.3 –** Conditional Use Permit
   i. Inclusion of Rural Residential.
8. **Section 8.14 –** Special Event Facilities
   i. Inclusion of Rural Residential.
9. **Section 9.5 –** Projections Into Yards
   i. Inclusion of Rural Residential, Triplexes, and Quadplexes, removal of the language limiting all projections into the rear setback to just townhomes.
10. **Section 10.5 –** Signs Requiring a Special Exception Permit
    i. Inclusion of Rural Residential.
11. **Section 11.2 –** Residential Parking Standards
    i. Inclusion of Residential Parking Standards.
12. **Appendix A:** Residential Site Development Standards Table
    i. Inclusion of the Rural Residential Zoning District, Duplex, Triplex, and Quadplex dwelling units all added.
13. **Appendix B:** Non Residential Site Development Standards Table
    i. Inclusion of the Rural Residential Zoning District, Duplex, Triplex, and Quadplex dwelling units all added.

14. **Appendix C:** Principal Permitted and Conditional Uses Table
    i. Inclusion of the Rural Residential Zoning District, Triplex, and Quadplex dwelling units added, establishment of what is permitted, not permitted, and a conditional use.

Next Steps

In accordance with Article 12 of the Zoning Ordinance and Chapter 8A of the West Virginia Code, the Planning Commission's role is to receive input from the public and to determine whether the proposed text amendment to the Zoning Ordinance is consistent with the 2045 Comprehensive Plan. Following the public hearing, the Planning Commission will finalize the draft text amendments and make a recommendation to the County Commission regarding the amendments to the Zoning Ordinance and the Subdivision Regulations.

The County Commission is also required to hold a Public Hearing to receive public input prior to taking final action on the proposed amendment.

Attached Pages of STA – Page 11-13, 15, 25-26, 36-37, 145

Attached Pages of ZTA - Page 6, 18, 22, 26, 53, 73, 75-77, 79-80, 82, 95, 104-105, 114-115, 119-120, 124, 132, 134, 136-139

AGENDA REQUEST FORM

www.jeffersoncountywv.org

Name: Edwina Benites-LM, county administrator

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **November 20, 2025**
If a specific date is needed, please provide reason for specific date:

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*):

1. **Dry Hydrants**
2. **Updated Agenda policy**
3. **Coffee carts/Jefferson County Development Authority**
4. **Hospice Resolution**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO
If so, how much? $
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

1. None
2. None
3. Motion to direct the county administrator to contact the JCDA to determine their interest in acquiring the carts. If interest exists, the JCDA should submit a plan outlining proposed purchase, ownership, and ongoing management of the carts for the Commission's consideration.
4. Move to adopt the proclamation as presented.

Attach supporting documents for request, or request may be denied.
If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N. Telephone for conference call Y/N

Contact information:
Email address: Phone Number:

PRESIDENT
Pasha Majdi

VICE PRESIDENT
Mike Mood

COMMISSIONER
Jack Hefestay

COMMISSIONER
Cara Keys

COMMISSIONER
Steve Stolipher

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Mike Mood
Commissioner Cara Keys
Commissioner Jack Hefestay

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, November 20, 2025

Summary:

1. Dry Hydrants
2. Updated Agenda Policy
3. Coffee Carts/ Jefferson County Development Authority
4. Hospice Resolution

Dry Hydrants

The Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) is currently accepting applications for dry hydrant projects through the West Virginia Emergency Management (EM) Grants system. The program requires a 25% non-federal match, and while applicants may request state matching assistance from the Governor's Office, Region 9 advises that doing so may weaken the competitiveness of the application. Thrasher Engineering has provided an estimated cost of approximately $50,000 for a combined design and installation of an insurance-certified and registered dry hydrant ($40,000 for installation and $10,000 for design).

Does the Commission wish to provide the required match—either in full or in part—and does Jefferson County have any identified sites for potential dry hydrant installations?

Updated Agenda Policy

The Commission voted to update the agenda policy at the November 6, 2025, Commission meeting. Attached is an updated agenda policy. Please let me know if you would like any changes.

Coffee Carts/ Jefferson County Development Authority

The 393 Building includes several commercial-grade coffee carts that were acquired as part of the property. The County has no operational use for these units, and permitting staff or the public to utilize them once the building opens would raise multiple concerns, including maintenance, liability, oversight, and consistency with county facility policies.

The Jefferson County Development Authority (JCDA) may have an interest in repurposing these assets for economic development activities, including ownership, maintenance, and rental to local businesses or event partners.

Suggested motion: Motion to direct the county administrator to contact the JCDA to determine their interest in acquiring the carts. If interest exists, the JCDA should submit a plan outlining proposed purchase, ownership, and ongoing management of the carts for the Commission's consideration.

Request to use the Courthouse- NPS:

November is recognized nationally as Hospice and Palliative Care Month, honoring the organizations and professionals who provide compassionate, person-centered care to individuals and families facing serious or life-limiting illness. Attached is a proposed resolution proclaiming November 2025 as Hospice and Palliative Care Month in Jefferson County, modeled on the Commission's proclamation from 2024.

Suggested motion: Move to adopt the proclamation as presented.

	Jefferson County Policies & Procedures		
Policy Name:	Agenda Policy	Approved:	11/20/2025
Policy Number:	900	Author:	Benites
Associated:			Original 5-7-2009 Revised 9-1-2011 Revised 9-13-2012 Revised 03-06-2025

PURPOSE:

To provide a comprehensive and uniform process for formulating the agenda of the County Commission of Jefferson County.

Policy on Commission Agenda Creation

1. The Commission President is responsible for creating the agenda for Commission meetings.
2. Any agenda request that includes a budgetary impact must be reviewed by the Chief Financial Officer prior to inclusion on the agenda.

Standard Operating Guidance for Agenda Requests and Management

1. Eligible Submitters
Agenda requests will be accepted from Commissioners, the Assessor, the Sheriff, the Prosecuting Attorney, the County Clerk, the Circuit Clerk, and the County Administrator on behalf of County departments, boards, and commissions.

2. Submission Requirements
Agenda requests must be submitted to agenda@jeffcowv.gov Requests are due by noon at least five (5) business days before the scheduled Commission meeting. All submissions must include all necessary supporting documentation.

3. Drafting the Agenda
The County Administrator will draft an agenda that includes all eligible agenda requests. The draft agenda will be reviewed and finalized by the Commission President.

4. Agenda Approval
The Commission President has the final authority over the inclusion of items and their order on the agenda.

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5. Personnel Matters
It is not appropriate for the Commission to publicly discuss personnel matters regarding an individual employee. All discussions related to personnel matters must be conducted in an executive session unless the affected employee requests otherwise.

6. Agenda Publication
Once finalized by the Commission President, the agenda will be:
- Published at the Courthouse.
- Posted on social media.
- Sent via County email to subscribers.

7. Public Comment periods:
Each regular Commission meeting will include:
  - 15-minute public comment period near the beginning of the meeting; and
  - A second public comment period at the end of the meeting for any remaining individuals who signed up but were not heard earlier.

8. Evening Meetings / Town Hall Format.
At regularly scheduled evening Commission meetings, the Commission will host a town-hall-style session that allows for more informal, two-way dialogue with constituents. The town hall format is intended to supplement, not replace, the formal public comment requirements that apply to regular meetings.

9. Sign-In Requirement.
Individuals wishing to speak must sign in prior to the start of the meeting and must indicate:
- The agenda item(s) on which they wish to comment,
- Their home address, and
- If they reside in a municipality, they must list the municipality. If they live in the County, and outside of a municipality, they must list this as well.

10. Content and Decorum.
Speakers must address the Commission as a whole and maintain decorum. Personal attacks, disruptive behavior, or discussion of individual personnel matters are not permitted. The Commission President may rule comments out of order and end a speaker's time if necessary to maintain the orderly conduct of the meeting.

11. Written Comments.
Individuals may submit written comments for inclusion in the meeting record. Please submit written comments to info@jeffcowv.gov

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JEFFERSON COUNTY COMMISSION
124 East Washington Street, P.O. Box 250, Charles Town, WV 25414
Phone: (304) 728-3284 **Fax**: (304) 725-7916
Web: www.jeffersoncountywv.org

PROCLAMATION: Designing November 2025 as National Hospice and Palliative Care Month

Approved: November 20, 2025

WHEREAS, for more than 40 years, hospice and palliative care has helped provide comfort and dignity to thousands of people, allowing them to spend their final months at home, surrounded by their loved ones in Jefferson County;

WHEREAS, the hospice model involves an interdisciplinary, team-oriented approach to treatment, including expert medical care, quality symptom control, and comprehensive pain management as a foundation of care;

WHEREAS, beyond providing physical treatment, hospice and palliative care attends to the patient's emotional, spiritual and family needs, and provides family services such as respite care and bereavement counseling;

WHEREAS, hospice and palliative care holistic approach has helped patients prepare for and face death, and their loved ones carry on supported in the wake of it; **WHEREAS**, palliative care improves quality of life and offers relief from pain, can be provided at any time during an illness, and hospices are some of the best providers of community-based palliative care;

WHEREAS, 1.72 million Medicare beneficiaries living with life-limiting illness and their families received care from the nation's hospice programs in communities throughout the United States in 2020;

WHEREAS, hospice and palliative care organizations are advocates and educators about advance care planning that helps individuals make decisions about the care they want;

WHEREAS, the central philosophy of hospice care puts patients first, ensuring a coordinated and person-centered approach to care, protecting patient choice and access to individualized services based on a patient's unique care needs and wishes.

WHEREAS, given our universal mortality, hospice is a valuable benefit for all Americans and their loved ones.

NOW, THEREFORE, be it resolved that the Jefferson County Commission do hereby proclaim November 2025 as National Hospice and Palliative Care Month and encourage citizens to increase their understanding and awareness of all care at home services, to include family caregivers, palliative care, hospice, home health, and private duty home care, and observe this month with appropriate activities and programs.

Pasha Majdi
Jefferson County Commission President

Jacqueline C. Shadle
Jefferson County Clerk

Mike Mood
Jefferson County Commission Vice-President

Jack Hefestay
Jefferson County Commissioner

Steve Stolipher
Jefferson County Commissioner

Cara Keys
Jefferson County Commissioner

DRAFT

Charles Town Utility Board
Regular Board Meeting
August 27, 2025

The Charles Town Utility Board held a regular meeting on August 27, 2025 at 4:00 P.M. Members of the Board present were Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, and Board Member; Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and the new County Commission Liaison, Commissioner Mike Mood.

Robert Rodecker, Legal Counsel, was absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of August 13, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the August 13, 2025 regular meeting minutes. Mrs. Parker suggested a minor correction.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the August 13, 2025 regular meeting minutes as amended.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron and Mary Gee. The Chairman also read a public comment from Councilwoman, Elizabeth Ricketts.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0263-W-C – West Virginia American Water Complaint Case

Mrs. Stolipher mentioned the initial briefs were filed and the reply briefs were due August 27th.

Action: **No action required by the Board.**

ii. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mrs. Stolipher included the Ground Lease Agreement, Side Letter and WVDOH permit extension in the packet for the Boards review.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved un-tabling the Sidewinder discussion.**

The Board provided discussions and questions on the Ground Lease Agreement. Mrs. Stolipher mentioned that Mr. Rodecker reviewed the agreement and was comfortable with the language.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board approved the final Ground Lease Agreement with Sidewinder. Mrs. Parker opposed.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board approved the final Side Letter to the Ground Lease Agreement. Mrs. Parker opposed.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board approved the renewal of the WVDOH permit. Mrs. Parker opposed.**

Action: **Motion my Mr. Maxey, second by Mr. Pierson, the Board authorized the execution of the Sidewinder agreement and authorized the Chairman to execute as approved by the WV PSC. Mrs. Parker opposed.**

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.
This item was moved to Executive Session.

NEW BUSINESS

Chlorine Room Project – Resolution No. 1 – Pay Application No. 1
Mrs. Stolipher included the pay application for Resolution No. 1 in the amount of $15,885.00 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 1 – Pay Application No. 1.**

Collection System Project – Resolution No. 14 – CIF Payment No. 9
Mrs. Stolipher included the pay application for Resolution No. 14 – CIF Payment No. 9, in the amount of $42,326.52 for work completed.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved Resolution No. 14 – CIF Payment No. 9.**

Collection System Project – Resolution No. 15 – CWSRF No. 6, Pay Application No. 5
Mrs. Stolipher included the pay application No. 5 for Resolution No. 15 – CWSRF No. 6, in the amount of $620,946.92 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Resolution No. 15 – CWSRF No. 6, Pay Application No. 5.**

Madison Greens AMEA
Mrs. Stolipher provided the sewer AMEA for a total of 292 units in the proposed Madison Greens Subdivision. She mentioned the developer would construct the on-site sewer and then turn over to CTUB at no cost to CTUB. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board approved tabling the AMEA until the next meeting to allow for additional time to evaluate the CIF's and the ability to pay for possible requirements for future expansion. The Chairman and Mr. Pierson opposed.**

Media Farms AMEA

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board approved tabling the AMEA until the next meeting to allow for additional time to**

evaluate the CIF's and the ability to pay for possible requirements for future expansion. The Chairman and Mr. Pierson opposed.

Huntfield Water Storage Tank Leak Repair

Mrs. Stolipher informed the Board of an existing leak that has surfaced and needs repaired at the Huntfield Water Storage tank at an estimated cost of $78,677. She also provided there will be additional costs for a pressure tank while the tank is drained and repaired. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the agreement with MidAtlantic Storage Systems for repair of the Huntfield water tank.**

CIF Workshop Overview

Mrs. Stolipher gave a brief overview of the CIF workshop that was held at the water plant to discuss details surrounding the proposed 5MGD Water Plant expansion anticipated within the next five years. She mentioned that after a thorough assessment, Chris Eckenrode's recommended a total plant expansion expecting to cost $50 million including soft costs, with $18.3 million in plant upgrades (46%) and $21.7 million in growth-related costs (54%). Mr. Eckenrode reviewed his recommendations. The Board provided discussions.

Mr. Maxey suggested changing the sewer plant upgrades attributing to 100% growth rather than 55%. Mr. Eckenrode reviewed his recommendations for calculating the 55% for growth and 45% for the existing sewer plant upgrades. Mihaela Coopersmith from Raftelis provided her firm is allowed to follow the recommendation of the engineer when providing percentages to calculate fees, not solely the Board's recommendation. Mrs. Stolipher mentioned the recent upgrades to the sewer plant were factored into the calculations and will be utilized into a new plant.

Mr. Eckenrode mentioned increased treatment during and after rain storms, which should reduce following the completion of the Collection System Project, as well as high levels of ammonia and nitrate from an unknown source were contributing to deficiencies at the sewer plant and needed to be addressed. Mr. Maxey proposed Mr. Eckenrode reevaluate the percentages for the $50 million sewer plant expansion due to the two biggest problems cited do not have to do with the plant itself, but something that could be resolved, and bring back for the Board's review at the next meeting. He suggested creating a similar report to the water plant which breaks it down piece by piece attributing numbers to each.

The Board proposed to have another workshop with City Council and invite the public to review the numbers/percentages to calculate the water and sewer CIF values, including an asset detail. Mrs. Shultz suggested holding workshops earlier in this process as numbers are constantly changing the more drawn out the approval process is. Mr. Maxey reiterated the Board policy of growth paying for growth when calculating these CIF's.

Action: **No action required by the Board.**

CIP and CIF Review

Mrs. Stolipher provided the updated presentation by Raftelis including changes based on the recommendations of Mr. Eckenrode and an updated value on the sewer expansion growth percentage.

Action: **No action required by the Board.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided staff has addressed several water leaks over the past couple of weeks.

Action: **No action required by the Board.**

Chairman Report

The Chairman introduced the new City Manager, Brent Manual, and the new County Commission Liaison, Mike Mood.

Action: **No action required by the Board.**

APPROVAL OF BILLS

August 27, 2025

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

The Chairman invited the new City Manager, Brent Manual to the executive session.

Action: **Motion by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:35 P.M. to discuss WV-002 Charles Town Road Tank under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.**

The Board convened back into public session at 6:07 P.M.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 6:08 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, September 10, 2025 at 4:00 P.M. at 661 S. George Street.

Micheal George
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
September 10, 2025

The Charles Town Utility Board held a regular meeting on September 10, 2025 at 4:00 P.M. Members of the Board present were Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood was absent from the meeting.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

SWEARING IN OF NEW CHAIRMAN

The Chairman swore in the new Chairman, Brent Manuel.

APPROVAL OF MINUTES

Approval of August 27, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the August 27, 2025 regular meeting minutes. Mr. Maxey suggested a minor spelling correction.

Action: **Original motion made by Mr. Pierson, amended by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the August 27, 2025 regular meeting minutes as amended.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron and Dan Casto.

UNFINISHED BUSINESS

Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

i. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker mentioned a Recommended Decision is scheduled to be entered September 11th. Exceptions to the Recommended Decision can then be filed to the full Commission for their review.

Action: **No action required by the Board.**

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

This item was moved to Executive Session.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, to move agenda items WV-002 Charles Town Road Tank, Madison Greens AMEA and Media Farms AMEA to Executive Session to the end of Unfinished Business.**

CIF Workshop Overview

Mr. Eckenrode presented his cost summary and review of the wastewater plant upgrades for Charles Town and Tuscawilla over the next five years. Based on his recommendations a new plant is expected to cost $50 million including soft costs, with 45% attributing to existing and 55% for growth. The Board provided discussions. Mr. Eckenrode mentioned most of these improvements were noted in his 2018 Preliminary Engineering Report. He also stated that after talking with CTUB's environmental attorney, Richard Lewis, historical data showed elevated levels of Ammonia and BOD at the plant as well as an ongoing unknown issue in the Eastern panhandle of these elevated levels in influent wastewater.

Mr. Maxey suggested that out of the $10 million in soft costs for the wastewater plant expansion, 20% be allocated to existing customers for engineering and design and 80% to new growth for engineering, design and 100% of all land and easement costs as land is only attributable to growth. He proposed to use 45% to existing and 55% to growth on the $40 million and a split of 20/80 on the $10 million, giving the total costs to existing rate payers of $20 million out the $50 million leaving the new percentages at 40/60. Mr. Eckenrode accepted Mr. Maxey's recommendation and will get the information to Raftelis for a final report.

Action: **No action required by the Board.**

Madison Greens AMEA

The Board discussed this item in Public Session rather than Executive Session.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved removing this item from the table.**

Mrs. Stolipher provided the sewer AMEA for a total of 292 residential units near the Ranson Retail and Fairfax Crossing development. Mr. Rodecker reviewed the agreement. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Madison Greens AMEA as submitted.**

Media Farms AMEA

This item was moved to Executive Session at the end of the agenda as motioned earlier in the meeting due to the threat of legal action from a public comment made by the Media Farms attorney, Dan Casto.

NEW BUSINESS

Beallair Pump Station Upgrade

Mrs. Stolipher provided quotes totaling $107,050 for the labor and material to replace the pumps, rails, bases and controls as it was constructed in 2006 and currently running on one pump. She mentioned the costs will be covered through the expenditure budget previously approved by the Board.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the quotes for the Beallair upgrade as submitted.**

Unifilt Corporation Air Scour Retrofit

Mrs. Stolipher provided a quote totaling $165,900 for the replacement of the entire Air Scouring System at the Water Treatment Plant, which was identified in the Sanitary Survey as needing attention. She mentioned the costs will be covered through the expenditure budget previously approved by the Board. The Board provided discussions. Mr. Eckenrode was present to answer questions from the Board.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the Unifilt Corporation proposal.**

Identification of the Source of High Ammonia and Nitrate Levels Entering the Charles Town Wastewater Treatment Plant

Mr. Maxey requested this agenda item per comments made by Mr. Eckenrode at the last meeting expressing concern over the high levels of Ammonia and Nitrate at the Charles Town Wastewater Plant which were contributing to the need of plant upgrades. Mr. Eckenrode clarified the high levels are influent Ammonia and BOD, not Nitrate. He mentioned the weekly results vary and spike sporadically and although staff has been monitoring, a source cannot be pinned down. Mr. Eckenrode stated CTUB is not in violation on the effluent.

The Board provided discussions. Mr. Lewis confirmed Mr. Eckenrode's points and provided discussions. Mr. Eckenrode will continue to monitor and any future plant upgrades will be designed to take care of these issues. He will also look into monitoring tools specific for Ammonia.

Action: **No action required by the Board.**

Collection System Project – Authorized Representative Resolution

Mrs. Stolipher provided the Authorized Representative Resolution will authorize Chairman Brent Manuel to sign all documents related to the Collection System Project. The previous resolution authorized the previous Chairman.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Chairman Brent Manuel as the authorized representative.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she will correct the typo in the wastewater report as mentioned in public comment. She also provided an update on the Liberty Street Stormwater project and the progress meetings on the Collection project and Chlorine Room project. Mrs. Stolipher mentioned a correspondence from Fox Glen to extend sewer to their site and requested they present the request to the Board. She also stated there could be potential grant opportunities through EPA for various project which she will explore.

Mayor Micheal George invited the Board to a joint workshop with City Council on September 15th for a discussion on CIF's.

Action: **No action required by the Board.**

Chairman Report

The Chairman had nothing to report.

Action: **No action required by the Board.**

APPROVAL OF BILLS

September 10, 2025

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

Media Farms AMEA

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved removing this item from the table.**

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:04 P.M. to discuss WV-002 Charles Town Road Tank under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.**

Media Farms AMEA Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:04 P.M. to discuss the Media Farms AMEA under the provision of W. VA. Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.**

The Board convened back into public session at 5:50 P.M.

WV-002 Charles Town Road Tank

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously authorized payment of any invoices currently in CTUB's possession relating to the Charles Town Road Tank as quickly as possible.**

Media Farms AMEA

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Media Farms AMEA as submitted.**

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:52 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, September 24, 2025 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

Charles Town Utility Board
Regular Board Meeting
September 24, 2025

The Charles Town Utility Board held a regular meeting on September 24, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of September 10, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the September 10, 2025 regular meeting minutes. Mrs. Parker suggested a few minor corrections.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the September 10, 2025 regular meeting minutes as amended.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron, Ron Marcus, Clyde Cross, Sharon Wilt and Jacquelyn Moreno.

UNFINISHED BUSINESS

Capacity Improvement Fee Review

Mrs. Stolipher included the documents that were provided at the joint CIF workshop with City Council and the updated documents from Raftelis. Mr. Maxey provided a series of amendments to the current Raftelis documents in the form of six motions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved Motion 1 as read:**

Whereas the Charles Town Utility Board has adopted a Capacity Improvement Fee policy requiring the cost of new infrastructure be paid by those creating the demand rather than by existing ratepayers,

Whereas the Charles Town Utility Board projects that existing capacity will be exhausted by new development within the next five years,

Whereas state and federal budget considerations may limit the future availability of traditional grant and low interest loan opportunities,

Whereas the entry of a $25 billion private utility into the Jefferson County market makes future expansion opportunities more difficult to assess,

Therefore, the Charles Town Utility Board recommends that the City Council adopt the forward looking "incremental" methodology

presented by Raftelis Financial Consultants rather than any combined or backward-looking methodologies.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved Motion 2 as read:**

Whereas bid responses to Charles Town Utility Board RFPs have been running above estimates this year,

Whereas the U.S. Department of Labor reported that inflation accelerated to 2.9% in August 2025, up from 2.7% in July,

Whereas the Federal Reserve has projected that inflation will remain above the 2 percent target rate through at least 2027,

Whereas the cumulative effect of inflation at 2.5% per year over five years is 13.14%,

Whereas the Raftelis report is understood to have incorporated only 4.17% for inflation,

Therefore, the Board recommends adjusting the "Cost of Expansion to be Recovered" on the Raftelis sewer CIF worksheet from **$36,460,360** to **$39,730,854** to include the additional **8.97%** inflation allowance.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board and Mr. Rodecker, the Board approved, Mr. Pierson voted against, Motion 3 as read:**

Whereas Raftelis identified 2.75 MGD of theoretical added treatment capacity from the planned wastewater plant expansion.

Whereas prudent utility practice requires reserving an operating margin to maintain compliance and reliability.

Whereas the Board's consulting engineer has reported BOD and ammonia concentrations as much as double typical design values and has expressed that these are not expected to abate.

Whereas the engineer has also reported significant infiltration and inflow during rain events that will consume a portion of the new capacity. Influent flows exceeded the monthly average by more than 10% on at least 20 days during the first eight months of 2025.

Whereas NPDES Permit WV0022349, issued on August 23, 2021, and valid through June 2026, requires CTUB to produce a plan of action demonstrating how insufficient capacity will be addressed if the facility discharges 90% or more of permitted flow for three consecutive months.

Whereas reserve capacity is not available for new taps and therefore cannot be allocated toward CIF recovery.

Therefore, the Charles Town Utility Board recommends that the City Council adopt 90% of the total new capacity, rounded to **2.475 MGD,** as the net capacity available for new growth for purposes of calculating the Capacity Improvement Fee.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board and Mihaela Coopersmith, the Board approved, Mr. Pierson voted against, Motion 4 as read:**

Whereas the Raftelis study currently assigns 210 gallons per day per single-family dwelling for purposes of calculating the Capacity Improvement Fee,

Whereas the West Virginia State Sewage Treatment and Collection System Design Standard effective July 1, 2025 (WV State Code of Rules 64CSR47, table 16-47-A) specifies a design loading of 70 gallons per day per person and assumes four persons per residence, resulting in a total of **280 gallons per day per household**,

Whereas aligning the CIF methodology with State design standards ensures consistency with state regulatory expectations and reduces the risk that existing ratepayers will subsidize new development,

Therefore, the Charles Town Utility Board recommends that the City Council adopt **280 gallons per day per dwelling unit** as the standard residential equivalency for purposes of calculating the Capacity Improvement Fee.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Motion 5 as read:**

Whereas the Raftelis study identified the "Cost of Expansion to be Recovered" for water capacity projects,

Whereas the Charles Town Utility Board has determined that the inflation assumptions in the Raftelis study are insufficient in light of current U.S. Department of Labor inflation data and Federal Reserve forecasts,

Whereas the Board has adopted an 8.97% upward adjustment to the Sewer CIF cost basis to account for this additional inflation,

Whereas applying the same adjustment to the water capacity cost ensures consistent treatment of both water and sewer capacity improvement fees and protects existing ratepayers from subsidizing new development,

Therefore, the Charles Town Utility Board recommends that the City Council increase the "Cost of Expansion to be Recovered" for the Water Capacity Improvement Fee by **8.97%** above the baseline figure provided in the Raftelis study.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved Motion 6 as read:**

Whereas the Raftelis study identified a capacity increase of 2.2 million gallons per day from planned water system improvements,

Whereas prudent utility practice requires that capacity calculations account for distribution system realities, including water loss and unbilled water,

Whereas the Charles Town Utility Board's annual reports document an average **lost water rate of approximately 7%**,
Whereas additional accounted-for but unsold water, including hydrant flushing, fire protection use, and water lost during periodic repairs, contributes further to unrecoverable capacity demands beyond the measured lost water rate,
Whereas these factors together reasonably require a reduction of at least **10%** to the theoretical 2.2 MGD capacity increase identified in the study,
Therefore, the Charles Town Utility Board recommends that the City Council adopt **2.0 MGD**, as the net capacity available for new growth for purposes of calculating the Water Capacity Improvement Fee.

The Chairman suggested providing Mr. Maxey's amendments to Raftelis to incorporate into the final report and bring back to the Board next meeting.

Update on WV PSC Case 25-0263-W-C - West Virginia American Water Complaint Case - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
Mr. Rodecker mentioned the Recommended Decision was issued on September 11th in CTUB's favor and exceptions to that decision are due by September 26th. He also stated the Administrative Law Judge recommended CTUB consider changing CIF's.

Action: **No action required by the Board.**

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.
This item was moved to Executive Session at the end of the meeting.

NEW BUSINESS

Flowing Springs Pump Station Upgrade Design Proposal
Mrs. Stolipher mentioned this upgrade project was included in the Collection System Project as a bid alternate, but pulled due to high costs. GDF reviewed the prior design and provided a proposal for a new design for the pump station upgrade not to exceed $100,000.00. Mr. Eckenrode briefed the Board on his alternative design. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously accepted the Flowing Springs Pump Station upgrade design proposal task order for GDF.**

Pneumatic Tank Rental for Huntfield Tank Leak Repair
Mrs. Stolipher included the pneumatic tank rental costs of $26,050.00 to maintain adequate pressure when the Huntfield leak repair is completed. Mr. Eckenrode briefed the Board on the process of the repair efforts. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the tank rental quote as submitted.**

STH - Wendy's Spare Pump Quote

Mrs. Stolipher provided a quote from STH totaling $16,694.00 for a spare pump at the Wendy's pump station. She mentioned the station is currently operating with one pump as the other pump is being repaired. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Wendy's pump station quote.**

Discussion on Employee Total Compensation Study

Mrs. Stolipher provided the Personnel Committee for Charles Town released an RFP for an Employee Total Compensation Study for City Hall staff and the Police Department, but did not include CTUB staff as historically done in the past. She requested the Board provide a recommendation to the Personnel Committee for CTUB staff to be included in the study as well as contribute an up to amount toward those efforts for CTUB's portion. All employees are currently under the same handbook and pay scale. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, to approve up to $20,000.00 for CTUB to be included in the addendum for the salary study by the City of Charles Town. Mrs. Parker amended the motion, second by Mr. Maxey, to include Board member compensation in the salary survey. The Board unanimously approved the original motion and the amendment.**

Fox Glen Subdivision Presentation

Mrs. Stolipher briefed the Board on the sewer request. Mr. Ron Marcus presented a request to consider a collaboration with CTUB to extend sewer services to the Fox Glen development. He mentioned he has been in discussions with the County Commission, Health Department and Region 9 about the environmental issues in this area. He mentioned there are 300 lots in the development on septic systems, some that are failing.

The Board provided discussions. Mr. Maxey expressed his concern about any PFAS issues in that area and if that posses any risk to the CTUB system if accepting those flows. He was also concerned about the affordability to its current rate payers, the increased capacity not currently in CTUB's strategic plan and the possibility of purchasing the water system.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously requested the General Manager contact the Health Department and request the Head Sanitarian speak to the Board at the next meeting, supply copies of the commitment letters matched to subdivisions on the Sewer Strategic Plan, and invite the Development Authority to the next meeting to discuss funding availability.**

Collection System Project No. 16 - CIF Payment No. 10

Mrs. Stolipher included the pay application for Resolution No. 16 – CIF Payment No. 10, in the amount of $34,737.85 for work completed. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved Resolution No. 16 – CIF Payment No. 10.**

Collection System Project Resolution No. 17 - CWSRF No. 7, Pay Application No. 6

Mrs. Stolipher included the pay application for Resolution No. 17 – CWSRF No. 7, Pay Application No. 6, in the amount of $278,099.71 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 17 – CWSRF No. 7, Pay Application No. 6.**

Collection System Project - Work Change Order No. 9 - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to Executive Session at the end of the meeting.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she attended the Water Advisory Committee meeting on September 17th, the upcoming decommissioning of the Wilts and Orchard Hills pump stations, and the minor revisions to the Consumer Confidence Reports with public notice for older violations.

Action: **No action required by the Board.**

Chairman Report

The Chairman thanked the Board for attending the joint CIF workshop with City Council earlier in the month.

Action: **No action required by the Board.**

APPROVAL OF BILLS

September 24, 2025

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:44 P.M. to discuss WV-002 Charles Town Road Tank under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.**

Collection System Project - Work Change Order No. 9 - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: **Motion by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:44 P.M. to discuss Collection**

System Project - Work Change Order No. 9 under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

The Board convened back into public session at 6:16 P.M.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 6:17 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, October 8, 2025 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

Loudoun County 2019 General Plan

Interim Final Version Only

Final Version pending edits and format design per Board of Supervisors Resolution CPRV-2016-0001, Adoption of Loudoun County 2019 Comprehensive Plan

June 20, 2019

Amended through March 18, 2025

Chapter 1 - Introduction

The *Loudoun County 2019 Comprehensive Plan* (Comprehensive Plan) is the culmination of a collaborative multiyear effort and an unprecedented public outreach campaign that brought together Loudoun's citizens, elected and appointed officials, stakeholders, and County staff to create a new comprehensive plan for the County. This planning process, known as *Envision Loudoun*, identified the community's desires for the future of Loudoun County as they relate to growth management, land use, place types, transportation, natural, environmental, and heritage resources, community facilities and amenities, economic development, and fiscal management.

Housing

As of 2017, Loudoun ranked number one in the country for the highest median household income for the tenth straight year, yet housing affordability and attainability remain a significant challenge in the County and the region. Limited housing supply and high demand present difficulties for employers in attracting employees and contribute to workforce instability, especially in lower paying industries.

Over 82 percent of Loudoun's existing housing stock consists of traditional suburban single-family detached and single-family attached dwellings. Most of the housing stock is also considered large, with 80 percent of all dwellings containing three or more bedrooms. Conversely, studio and one-bedroom housing make up less than six percent of all housing in the County. National trends show that smaller households, such as older adults~~aging seniors~~, couples without children, and single persons, may demand different housing types, public services, and lifestyle options than provided in the past. There is also a general national trend toward more people living in multigenerational households, which may require different types of housing options to help accommodate the needs of multiple generations living together.

Economy

The General Plan acknowledges that local, regional, and national economic factors have changed significantly in the last two decades and includes new policies and strategies to continue Loudoun's remarkable success as an economic leader in the region. Employment in Loudoun County increased nearly 77 percent from 2000 to 2015, adding over 67,000 new jobs in a 15-year period.[6] Momentum in Loudoun's job base is influenced by activity in the surrounding region, proximity to Washington Dulles International Airport, a growing information and communications sector, agritourism, and a robust increase in households requiring a wide array of services.

Loudoun's economy continues to diversify and the General Plan provides growth opportunities for this evolving economy. Employment uses adjacent to the future Metrorail Stations will also present new opportunities to attract employers who seek to locate in dynamic, urban communities with access to mass transit.

[5] Metropolitan Washington Airport Authority, 20

Elements of the Loudoun County 2019 General Plan

The General Plan begins with an overarching vision and goals; then sets forth policies, strategies, and actions for five elements: Land Use; Natural, Environmental, and Heritage Resources; Housing; Economic Development; and Fiscal Management and Public Infrastructure. An Implementation Matrix is provided to prioritize and track the execution of the *Loudoun County 2019 Comprehensive Plan* action items. In addition to this Introduction, the General Plan includes chapters associated with each of the five elements, a glossary of terms, an appendix with design guidelines for each Place type, and the Implementation matrix:

- *Land Use*. Chapter 2 lays out the vision for Loudoun's future land uses, growth management, and built environment. It includes specific policy guidance for Quality Development, Infill and Redevelopment, and each geographic policy area. Place Types guide the intent, form, character, and anticipated uses within each policy area.
- *Natural, Environmental, and Heritage Resources*. Chapter 3 provides guidance for the protection, maintenance, and enhancement of the County's abundant natural, environmental, and heritage resources. The policy approach is applicable at multiple geographic scales, from initiatives that may affect these resources countywide, to management of specific watersheds and waterways, to site-level development considerations.
- *Housing*. Chapter 4 analyzes the current and anticipated housing environment in Loudoun County and includes policies aimed at ensuring the provision of a full housing continuum for the varied lifestyles, households, ages, cultures, market preferences, incomes, and abilities of Loudoun's residents.
- *Economic Development*. Chapter 5 examines the many challenges and opportunities facing Loudoun County in maintaining and advancing the County's diverse and globally competitive economy. The policies focus on targeted industries, investments, and County initiatives that contribute to Loudoun's world-class business environment and ties in land use considerations to sustain a diverse, adaptable, and dynamic County economy.
- *Fiscal Management and Public Infrastructure*. Chapter 6 acknowledges the interrelatedness of land use, growth management, fiscal management, and facilities planning. The policy approach ensures the provision of public facilities and utilities, high-quality telecommunications networks, and passive and active recreational amenities in accordance with the County's larger planning and fiscal policies.
- *Implementation.* Chapter 7 compiles the individual Policies, Strategies, and Actions described throughout the *Loudoun County 2019 General Plan* and provides an Implementation Matrix that assigns responsibility for each action item.

In addition to the Place Types in Chapter 2, the General Plan's guidance is established through:

- Policy statements for each element that provide the approach to decision-making for specific topics or issues;
- Strategies providing more focused, measurable guidance for decision-making relative to each policy; and
- Actions that target specific steps to realize the Policies and Strategies and intent of the General Plan.

The five elements of the General Plan are interrelated and complementary, and Policies, Strategies, and Actions from multiple elements may apply when evaluating individual proposals or initiatives. The Policies, Strategies, and Actions are organized hierarchically; however, each category carries equal weight. As such, Strategies may apply to different Policies and Actions may apply to different Strategies than those under which they are nested.

Policy and Regulatory Context

Statutory Basis for the Comprehensive Plan

The basis for the Comprehensive Plan is rooted in Chapter 22, Article 3 of Title 15.2 of Code of Virginia. The County's Planning Commission is responsible for preparing and recommending a comprehensive plan to the Board of Supervisors, which adopts the plan. Subject to the requirements and limitations of state law, the County manages the physical development of territory within its jurisdiction in accordance with the policies of its comprehensive plan.

Relationship to Other Planning and Policy Documents

The Comprehensive Plan serves as the "umbrella" for the County's planning efforts and consists of the General Plan and the 2019 CTP. The Comprehensive Plan supersedes the following previously adopted planning documents: the *Revised General Plan* (2001, as amended); the *Revised Countywide Transportation Plan* (2010, as amended); the *Bicycle and Pedestrian Mobility Master Plan* (2003); the *Greenways and Trails Policies* (1994); the *Toll Road Plan* (1995); the *Countywide Retail Policy Plan Amendment* (1997, as amended); the *Route 28 Keynote Employment Policies*, which includes the *Route 28 Corridor Plan* (2011); the *Arcola Area/Route 50 Corridor Plan* (2006); the *Leesburg Area Management Plan* (1982, as amended), the *Dulles North Area Management Plan* (1985, as amended), the *Dulles South Area Management Plan* (1993), the *Cub Run Area Management Plan* (1989), and the *Eastern Loudoun Area Management Plan* (1980, as amended).

The County will continue to apply the *Comprehensive Plan for the Town of Hamilton* (2003), the *Round Hill Area Management Plan* (1990, as amended), and the *Waterford Area Management Plan* (1987). The *Heritage Preservation Plan* (2003, as amended), *Route 50 Corridor Design Guidelines* (2007), and *Strategic Land Use Plan for Telecommunication Facilities* (1996) also remain in effect. The Comprehensive Plan also includes all Rural Historic Village Plans adopted by the Board of Supervisors. The policies and guidelines in the Comprehensive Plan will supersede any conflicting policies and/or guidelines contained in any of the plans mentioned above.

The Comprehensive Plan anticipates the need for additional detailed planning efforts, such as community plans, to address the County's complex and evolving planning challenges and to better realize the County's long-range community development goals.

Additionally, the Comprehensive Plan is supplemented by policy documents approved by the Board of Supervisors including the Unmet Housing Needs Strategic Plan (2021), the Linear Parks and Trails Plan (2021), and the County Energy Strategy (2023).

Relationship to Regulatory Documents

The General Plan sets forth the community-based vision for Loudoun's future and is a policy

document that provides guidance to the County's decision-makers regarding land development,

capital improvements, and public programs. Loudoun County's zoning ordinances are regulatory documents that establish the rules governing the use of land. The zoning ordinances specify permitted uses on properties, regulate the density and intensity of development, and establish design parameters for developments.

A new zoning ordinance , adopted in December 2023 by the Loudoun County Board of Supervisors , ~~will~~ implements many of the Policies, Strategies, and Actions described in the General Plan. Parts of the General Plan also refer to other documents that regulate land development, including the *Loudoun County Facilities Standards Manual* and the *Loudoun County Land Subdivision and Development Ordinance*. Although the Comprehensive Plan provides guidance for potential revisions and amendments to various regulations, it does not replace or supersede the County's existing codes and ordinances, all of which remain in effect.

For the purpose of staff review of legislative applications, Policies, Strategies, and Actions that propose the development of new regulations, amendments to existing regulations, or the creation of new regulatory incentives will be treated as Comprehensive Plan policy guidance until implemented.

Reference Maps

Loudoun County and Surrounding Area (Map #2018-153)

Quality Development

Vision

Loudoun will carry forth our successful land use and growth management policy while promoting the well-planned development of unique and appealing places providing a full spectrum of housing and employment options that are linked to supporting commercial, entertainment, educational, agricultural, and recreational activity.

Introduction

Loudoun County has accommodated a high rate of growth over the past decades, concentrating new development in the eastern portion of the County where utilities and roadways have been constructed to serve the population efficiently. Much of Loudoun's success is due to land use planning that has guided, managed, and directed growth to appropriate locations. Loudoun County's growth management strategy has comprised an approach that 1) focuses the location and intensity of development in eastern Loudoun and around towns, which maintains the agricultural character, pastoral landscapes, and natural resources of the County's rural areas; 2) uses service standards and development forecasting to plan the location and timing of investments in infrastructure, facilities and services; and 3) calculates a fair share contribution by new development towards associated capital facility impacts. This approach recognizes that more concentrated population centers better facilitate the provision of emergency response services, roads, utilities, and public facilities. Further, the location of such services and facilities often guide subsequent development patterns. By concentrating these services in the areas of the County where development has been planned and appropriately scaling their availability and levels of service in the less developed areas, the County facilitates growth patterns that help achieve long-term land use, environmental, economic, and fiscal goals.

Previous planning efforts in Loudoun County have focused on promoting quality of life by establishing and delivering a shared vision. The *Loudoun County 2019 Comprehensive Plan* (Comprehensive Plan) and, more specifically, the *Loudoun County 2019 General Plan* (General Plan) build upon previous efforts and encourage a range of priorities that will further enhance quality of life in the County through a renewed vision. To realize this vision, Quality Development (QD) addresses a range of topics important to future growth and development that will have a lasting and positive impact on current and future generations in the County. QD~~Quality Development~~ represents a level of excellence and a commitment to inclusiveness in future planning efforts. It is a holistic approach that seeks to maintain and build upon the high quality of life that residents have grown to enjoy.

To further enhance and improve the quality of life in Loudoun County, this chapter presents countywide policies that will allow the County to address growth and development in future planning and implementation initiatives. The goal of QD~~Quality Development~~ in Loudoun is to support these initiatives based on the following aspirations:

- Make great places through development that complements, strengthens, and benefits surrounding communities.

- Encourage a mix of complementary land uses and project designs that ensure the long-term sustainability, or environmental and economic health, of both the individual development and the broader community.
- Foster places with distinctive identities through the use of high-quality design, siting, landscaping, architecture, signage, sustainability, and other design elements.
- Integrate land use and transportation policies that prioritize development at the Metrorail sStations and provide the most compact and accessible development.

QDQuality Development also encompasses key qualities that will ensure future development positively contributes to the daily life of citizens by establishing and building upon traditional growth patterns and creating places that are conducive to a range of daily activities. Consideration of the following characteristics will help ensure future development and coordinated placemaking enhance quality of life in Loudoun:

- Sensitive integration of the natural and built environments,
- Context-sensitive site and building design between adjacent developments and land uses,
- Architecture that is appropriate for its context,
- Sustainable energy technology,
- Walkable and pedestrian-friendly environments that promote activity and connectivity in spaces between buildings and developments,
- Multi-modal choices that offer a range of transportation opportunities, and
- Accessible and connected parks and open spaces.

Emphasis on the incorporation of these characteristics in existing and future development is integral to QD.Quality Development. Their thoughtful consideration will help ensure high-quality design and aid in the creation of communities that have distinctive identities.

Loudoun will continue to be an attractive place for development given its geographic location, school system performance, business-friendly practices, and notable quality of life. However, new policies and approaches in the General Plan provide guidance to address emerging issues and trends in the County and region. These emerging issues and trends, include a constrained land supply, the County's connection to the regional Washington Metropolitan Area Transit Authority (WMATA) Metrorail network through the Silver Line extension in 2020, availability and affordability of housing, and a growing demand for new development options. The Plan streamlines its presentation of design concepts, providing specific design guidelines for each policy area in subsequent sections of this chapter. Future implementation of the design policies in the General Plan will require thoughtful revisions to zoning regulations that will help accommodate the flexibility and adaptability of a new land use planning approach in Loudoun.

Expected Growth and Development Patterns

Building upon the County's successful planning policy, the General Plan is largely organized by geographic policy areas that serve to prioritize areas for new growth and development based on the availability of existing and planned infrastructure and public facilities. Accordingly, this chapter describes the policy areas that provide the geographic framework for the County's growth

management and land use strategies. Policy areas in the General Plan include the Suburban Policy Area (SPA), Transition Policy Area (TPA), Rural Policy Area (RPA), Towns & Joint Land Management Areas (JLMAs), and newly-established Urban Policy Areas (UPA).

The UPAs are intended to accommodate living, working, shopping, and playing in a dense urban environment, creating complete communities that will serve as centers of activity for the County. The Plan designates two areas around the Silver Line Metro stations as UPAs, envisioning these areas to develop as dense urban centers. Both areas represent major growth opportunities for the County and are planned to provide for walkable mixed-use and transit-oriented development that will more efficiently absorb much of the County's anticipated growth, offer a diversity of housing to meet changing housing needs, and offer flexible land use policies to allow for innovation and changing market demands.

The SPA continues to be planned for additional growth and development though at a lesser intensity than the Urban Policy Areas. However, rapid growth in the SPA in recent decades has significantly reduced the amount of developable land and subsequently reduced this area's capacity to accommodate substantial growth. This represents a significant juncture in the County's planning and development history as development efforts will increasingly emphasize infill development on the few remaining undeveloped parcels in the SPA as well as the redevelopment and adaptive reuse of existing buildings.

The TPA is intended to be visually distinct from the Suburban and Rural Policy Areas with a development pattern focused on retaining substantial open space within the context of an assortment of community designs. The open spaces serve as dominant landscape and development features that provide opportunities for public recreation and facilities interwoven through a land use pattern that is predominantly residential with limited commercial and industrial uses.

The RPA comprises nearly two thirds of Loudoun's land area in the western portion of the County and contains twelve historic Rural Villages. This area is planned as an enduring rural landscape of working agricultural lands, rural economy uses, and limited residential development. Protection of the RPA helps to ensure the preservation of farmland, natural, environmental, and heritage resources, open space, and vistas that are vital aspects of Loudoun's identity.

Place Types

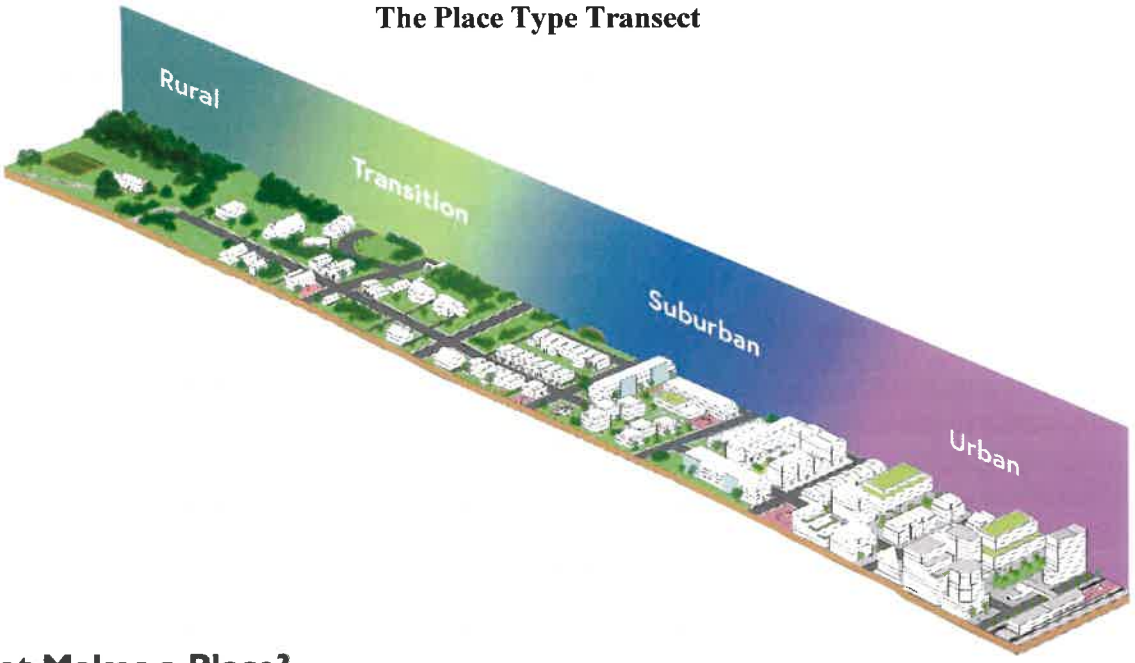
While the policy areas described in this chapter provide the geographic foundation for the County's growth management and land use strategies, the Plan refines the County's policies to better adapt to rapid changes in technology, demographics, and market factors without losing sight of the County's vision and goals. Central to this more adaptable, enduring approach to land use is the "place type" concept.

The Pplace Ttype approach differs from the County's previous approach to land use planning in that it provides a way to shape the future of Loudoun by concentrating on context – the look and feel of places, their form and their character – instead of focusing only on conventional land use categories and specific uses. Place Ttype categories define not only the basic expected land uses for

specific areas in the County, but also preferred development patterns, streetscapes, and design features that make places and environments visually distinctive and functional for people.

The Pplace Ttype approach is intended to create distinct and "complete" residential neighborhoods, employment centers, open spaces, and other areas. By providing greater flexibility in development types and uses while providing additional guidance on design expectations, place types can also facilitate more dynamic, livable neighborhoods and allow for established areas to evolve and improve. In the next graphic you will find the transect of the County, which transitions from rural to increasingly urban place types. A transect defines a series of Pplace Ttypes that transition from sparse rural farmhouses to the dense urban core. Each Pplace Ttype contains a similar transition from the edge to the center of the neighborhood. The transect does not show all Pplace Ttypes found in the plan, but rather a few to show the transition at a higher level. Through the use of Pplace Ttypes in the General Plan, the County aims to achieve Loudoun's vision for a prosperous and inclusive community consisting of great places in a variety of settings.

The Place Type Transect



What Makes a Place?

Many characteristics of the natural and built environment contribute to an area's sense of place, or the impression a particular place leaves on residents and visitors. These factors include:

- The size, scale, and configuration of the buildings and the spaces between and surrounding them,
- The uses in the buildings (although these may change over time),
- The patterns of activity in the spaces between buildings,
- Views to and from the buildings and spaces, and
- Special details such as historic structures, landscape elements, and public artwork.

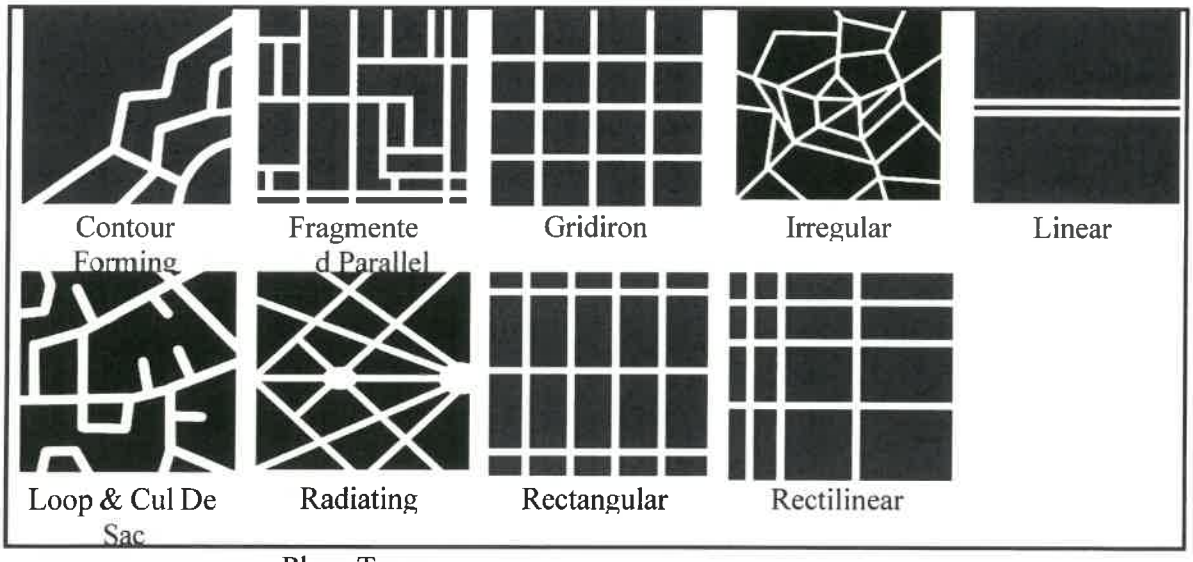
These elements help define a place in our minds and give it a distinct identity. It is this human dimension of place types – their relationship to the way we experience our environment – that makes them such a useful tool in describing the type of development desired in Loudoun County.

Using Place Types

The Place Types described in this chapter have been carefully chosen to complement the current built and natural environment of the County while fulfilling the land use patterns and community characteristics envisioned for each policy area. Place Ttypes emphasize form and function in addition to expected land uses. This makes Pplace Ttypes especially useful tools to guide future decisions regarding growth and development in each community, taking into account variable priorities such as: economic development, land preservation, protection of natural, environmental, and heritage resources, efficient transportation options, and the provision of public facilities and services.

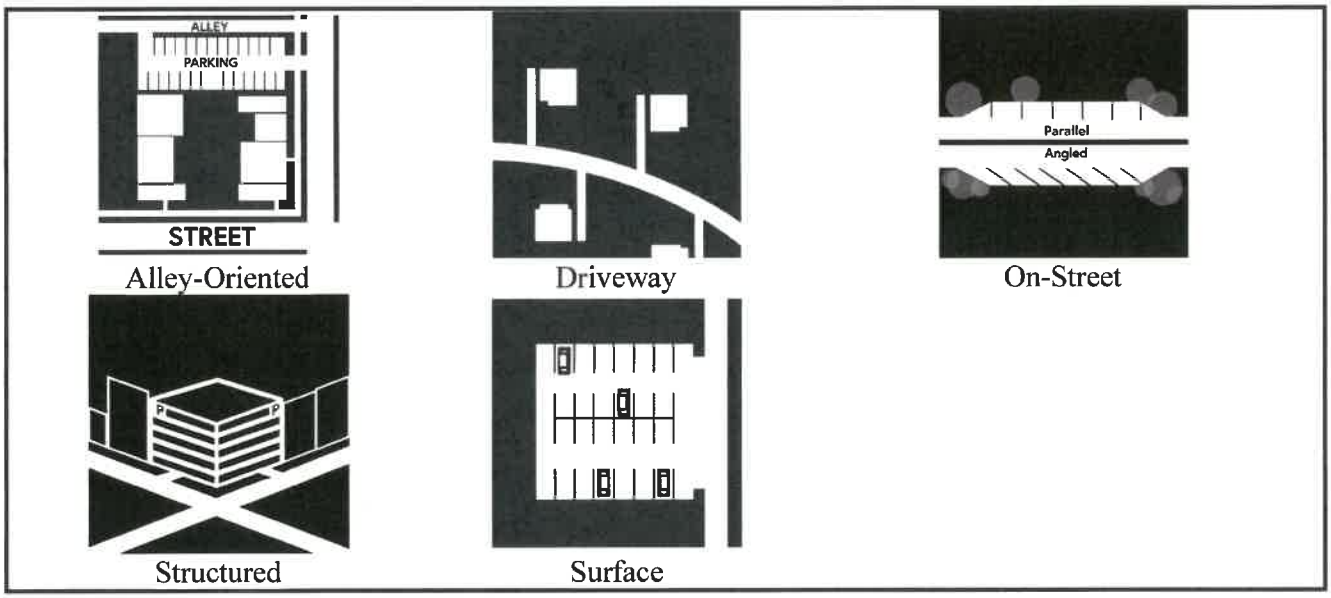
Each of Loudoun's policy areas is divided into distinct place types that reflect their unique form and character. Collectively, the defined elements of each Pplace Ttype help to ensure that future development creates the desired character and function of each respective policy area. Each policy area section in the Plan provides a detailed description of each corresponding Pplace Ttype, including:

- A summary of the general development pattern, scale, form, function, and how the Pplace Ttype complements or fulfills the larger visions or policies described elsewhere in the Plan
- Use categories expected in the area
    - Including core and complementary uses that will fulfill the intent of the Pplace Ttype
    - Appropriate conditional uses
    - Special Activity and Parks and Recreation are listed as conditional uses in all Pplace tTypes and will be reviewed on a case by case basis
- The expected physical form of each Pplace Ttype in terms of
    - Street pattern—shown below are all configurations that will be found in the



Place Types

- Block length consistent with the ~~*Loudoun County 2019 Countywide Transportation Plan*~~*2019 CTP*
- Setbacks based on roads and pedestrian features
- Parking
  - Accessory – a parking facility that provides parking for a specific use or uses. The facility may be located on or off the site of the use or uses to which it is accessory.
  - Short-term – lots and/or spaces designed for people who are dropping off and picking up passengers and/or goods.
  - Shared – a parking facility that may have spaces reserved and other spaces open to another use
  - Garage – a building or room, common to single-family residential neighborhoods, used to park vehicles or store items. Garages can be attached to a residence or located in an adjacent standalone building, and are typically accessed via a residential driveway.
  - Shown below are other types of parking:



- Design amenities
  - Including sidewalks, street trees, street furniture, shade trees, bike racks, lighting, crosswalks, plazas, pedestrian malls, network of green space, and public art
- Retail and service
  - Retail commercial development in residential and employment place types will be designed to respond to the particular characteristics of the place type. In residential areas, retail and service uses will be characterized as Neighborhood or Community serving dependent upon the size of the area

being served and the characteristics of the site (i.e. access, location, function). They will be located internal to the areas that they serve and will provide convenience or routine shopping and personal services. Retail and service uses in the employment place types are intended to provide convenient retail and personal services supporting the employment uses and are based on a percentage of the uses they will serve.

- Open space in terms of the following
  - Recreational – for both passive and active recreation
    - Passive - trails (hiking, biking, walking, or equestrian), picnic, community gardens, camping, or fishing areas
    - Active - ballfields, tennis or basketball courts, swimming pools, tot lots, golf courses, dog parks, and other areas for recreational sports and games
  - Community – plazas, playgrounds, pocket parks, gardens, public art, amphitheater
  - Natural, Environmental, and Heritage – forests, stream valleys, wildlife habitats, floodplains and their buffers, steep slopes and ridge tops, meadows, hedgerows, wetlands, heritage resources, and land contributing to the context of heritage resources, which may be incorporated into ~~publically~~publicly accessible parks and preserves.
  - Agricultural land including fallow land and working lands (agriculture, horticulture, and silviculture)

- The expected development intensity in terms of floor area ratio (FAR) and/or residential density (dwelling units per acre) to better define the anticipated massing, scale, and level of activity expected
- A discussion of how design elements, variations in land use, and changes in density can be applied to ease transitions among different place types and uses, ideally minimizing the need for intrusive screening or other structural mitigation measures

Place Type Implementation

Place Ttypes are not meant to directly parallel use-based zoning districts, but rather are a direct way of connecting the day-to-day experiences and preferences of the community with the more specialized and technical discipline of land use planning. The Pplace Ttypes in the General Plan are:

1. Used to describe the desired future condition, environment, and development of our community's places;
2. Mapped similarly to a traditional future land use map and used to guide future development; and
3. Linked to a future comprehensive Zoning Ordinance revision, which will create enhanced design standards and may include new districts that better align with the desired character of the place.

See Appendix A for general place type considerations – prompts that should be considered while devising and developing a project to assess whether a proposal is compatible with the Place Type and improves the site and its surroundings.

Policies, Strategies, and Actions

Unless otherwise specified, the following Policies, Strategies, and Actions apply countywide.

QD Policy 1: Provide flexible design guidelines in all policy areas and in priority areas of the County to create more specific design guidelines that encourage innovation and appropriate architectural, site, and landscape design in all development.

Strategy

1.1. Identify and prioritize areas in the County where more specific design guidelines are desired.

Actions

A. Develop user-friendly, illustrative design guidelines. The design elements will promote an overall sense of place through design elements that in-part relate to block size, circulation and connectivity, streetscape and street sections, building form, placement (setbacks), orientation, articulation, parks and open spaces, public and civic uses, landscaping, and sustainability that give a high quality form to the built environment.

B. Create incentives that provide the opportunity to implement design guidelines.

C. The County will consider the development of zoning regulations and design standards that implement the design guidelines of this plan and any design guidelines that may be created in the future.

Strategy

1.2. Encourage the submission of site development and architectural guidelines for new developments.

QD Policy 2: Where appropriate to the Place Type, create compact, walkable development patterns characterized by smaller blocks, shorter distances among uses, inter-parcel connectivity, greater diversity of uses on the same street, and connected open spaces that facilitate social interaction and offer affordable and convenient lifestyles.

Strategy

2.1. Ensure County guidelines, zoning regulations, and design standards encourage a compact, walkable development pattern in areas where pedestrian activity should be welcomed.

Action

A. Develop and implement zoning regulations or design guidelines that support a

compact, walkable development pattern in areas that are appropriate for pedestrian activity.

QD Policy 3: Provide diverse environments and experiences in all development.

Strategy

3.1. Ensure that context and development potential are considered by integrating uses with the natural environmental features of the site.

Actions

A. Develop flexible guidelines, regulations, and design standards that support diverse environments and experiences.

B. Create incentives to ensure a mix of environments and experiences within a development.

C. Use a design process that integrates natural environmental features into the development.

D. Incorporate the Loudoun Equity Action Plan (2025) into a review of the General Plan to ensure the General Plan provides diverse and equitable experiences and environments.

QD Policy 4: When appropriate for the Place Type, design spaces to maximize pedestrian, bicyclist, and other multimodal activity, comfort, and convenience.

Strategy

4.1. Development must ensure pedestrian and bicyclist connectivity and safety in areas appropriate for multi-modal activity while pursuing high-quality design to include establishing easements and right of ways.

Actions

A. Create guidelines, zoning regulations, and/or design standards that ensure bike lanes, shared spaces, and paths of travel are created in areas where multimodal activity should be encouraged.

B. Create guidelines, zoning regulations, and/or design standards that ensure traffic calming designs.

QD Policy 5: Ensure greater interaction between activity inside buildings and the public realm where appropriate to the Place Type.

Strategy

5.1. Ensure that design emphasizes the quality of the pedestrian experience in public spaces within mixed use developments and residential communities.

Action

A. Develop design guidelines, zoning regulations and/or design standards, and additional design elements that contribute to the quality of the human experience in the built

environment.

QD Policy 6: Within mixed use developments and residential communities, promote high-quality design and a mix of uses to encourage activity and longer stays in spaces, in order to create vibrant areas and a sense of place.

Strategy

6.1. Ensure the development of inviting public spaces that encourage longer stays and increase the vibrancy of the area, such as public/civic gathering spaces, outdoor rooms, public art spaces, and passive/active recreation spaces.

Action

A. Create guidelines that address public seating, art, landscaping, outdoor rooms, safety, and other innovative elements that can maximize opportunities for the public.

~~A.~~B. Create guidelines that ensure public spaces are universally accessible and safe from potential hazards.

QD Policy 7: Ensure high quality development where the natural and built environment contribute to an area's "sense of place."

Strategy

7.1. Ensure the place types complement the current built and natural environment of the County, while fulfilling the land use patterns and community characteristics envisioned for each policy area.

Actions

A. The density or development potential of a place type designated for a site will be defined by gross area of the site. Development potential can be transferred within a project to protect natural and cultural features and to meet the design objectives of the place type. ~~When density is based on floor area ratio (FAR), the buildable area as used in the FAR calculation does not include portions of land for roadways, wetlands, floodplains, and buffers.~~

B. Structured parking and open space areas are not included within the floor area ratio of a site when assessing it by the designated place type.

C. The open space requirement for each respective place type will be measured as a percentage of gross area.

D. The three use lists of a place type are a guide where: core uses are most prevalent in the place type, complementary uses support the core uses, and conditional uses are to be considered on a case-by-case basis.

E. Follow the preferred mix of uses for each place type which is an approximate amount that would be needed to achieve the full intent of the place type. Allow the use mix of a development to differ from the preferred ranges noted in the place type, when street and open space network, project size, surrounding context or other factor supports flexibility to achieve the development objectives of the Plan.

F. When evaluating building height, consider compatibility of surrounding development, existing and approved, as well as setbacks and sightlines.

~~E.~~G. Amend zoning regulations and design standards to implement place types. It may be necessary to utilize incentive provisions in order to achieve the maximum development intensity or residential density stated in this Plan for any individual place type.

~~F.~~H. Within the Urban Policy Area, projects less than 3.5 acres in size will not be strictly held to the use mix specified for that place type if the effect of the proposed development is to shift the use mix for an area within ¼ mile of its boundaries closer to the preferred mix for the place type. Such projects will be evaluated by IR Policy 3, Strategy 3.1 ~~in the Infill and Redevelopment section.~~

I. Within the Suburban Policy Area, projects less than 1~~2~~0 acres in size will not be strictly held to the use mix specified for that place type if the effect of a proposed development is to shift the use mix for an area within ½ mile of its boundaries closer to the preferred mix for the place type. Such projects will be evaluated by IR Policy 3, Strategy 3.1 ~~in the Infill and Redevelopment section.~~

~~G.~~J. Infill developments greater than five acres with a residential component that exceeds 90 percent of the overall use mix will be evaluated by SPA Policy 2, Strategy 2.1 Action K.

Strategy

7.2. Consider allowing interim uses that contribute to the community and are planned to efficiently and easily evolve to more intense uses called for by *the Loudoun County 2019 Comprehensive Plan,* when market forces support additional development.

Actions

A. Ensure interim development uses, design, locations, ownership, or intensities are not a deterrent or barrier to implementing the long-term community vision for Loudoun County, as well as the policies and objectives of the *Loudoun County 2019 Comprehensive Plan*.

B. Require projects that are proposing a phased development program or an interim use to commit to a plan that achieves the ultimate development of the site, consistent with the intent of *the Loudoun County 2019 Comprehensive Plan*.

C. Require development proposals for interim uses to design and build infrastructure, buildings, parking lots, and parks and landscaped areas to support the ultimate, higher density development.

D. Determine acceptability of interim development phases and land uses against:

   i. Location, site constraints, relationship to surrounding uses,

   ii. How well the interim use complements and supports community life and activity of the surrounding development, and

   iii. How well the project retains the capacity to achieve the ultimate development

pattern and meet the policies and objectives of the *Loudoun County 2019 Comprehensive Plan.*

E. Encourage development in its ultimate condition to rely on structured parking but consider a mix of structured parking, on-street parking, and surface parking as an interim land use.

QD Policy 8: Development should utilize universal design principles to increase functionality, usefulness, and marketability to persons with diverse abilities.

Strategy

8.1. Promote equitable access to streets, sidewalks, public and private buildings, civic spaces, and transportation facilities.

Actions

A. Amend zoning regulations and design standards to require the provision of continuous, accessible, step-free paths of travel throughout new employment, retail, and mixed use development proposals.
B. Amend zoning regulations and design standards to incorporate accessible and inclusive design features into public and civic spaces such as community centers, parks, plazas, and playgrounds.
C. When reviewing new proposals, favor accessibility features that encourage universality of access and utility as seamlessly as possible.
D. Review and revise county sign regulations to facilitate signage and way-finding at appropriate heights that incorporate Braille, tactile markings, and other accessibility improvements.

Strategy

8.2. Promote the use of universal design features at the site and building level.

Actions

A. Encourage universal design features into all residential development.

~~A.~~B. Incentivize the use of design mechanisms that ensure universal functionality within new construction.

~~B.~~ Examine the feasibility of establishing a technical and financial assistance program that assists property owners and tenants of older structures in removing impediments to accessibility and incorporating universal design elements into renovation project

Infill and Redevelopment

Vision

A community where careful public investment in services, facilities, and growth management can maintain neighborhood vitality; reinvest in underused areas; and facilitate complete, connected, and distinct communities.

Introduction

Loudoun County is a maturing community. For the last several decades, the approach to planning and zoning focused on managing and directing rapid suburban growth to primarily undeveloped land, or greenfields, in eastern Loudoun County – areas designated for growth in the *Revised General Plan*. Today, much of the Suburban Policy Area (SPA) has been developed and there is a limited supply of land remaining for new greenfield development, creating new planning challenges and opportunities in this area.

Some existing neighborhoods, commercial developments, and employment centers are aging or underutilized, and thus vulnerable to disinvestment and decline. Other newer developments that never realized their full commercial potential present additional opportunities for redevelopment. As these maturing commercial centers and neighborhoods evolve over the next two decades, the *Loudoun County 2019 Comprehensive Plan* (Comprehensive Plan) seeks to ensure that they do so in a way that meets the County's long-term land use, housing, economic development, and public infrastructure goals.

This section focuses on several interrelated concepts that are integral to successful projects and initiatives in previously developed areas: redevelopment, infill, and adaptive reuse~~, and reinvestment~~. Table 1 provides a definition of each of these terms, the intent and goals of each, and the kinds of locations in the County where their use may be most appropriate. These are not mutually exclusive concepts, and a project or initiative may include elements of one or more of them. Generally speaking, redevelopment describes the conversion of any existing developed property into other uses or a different intensity of use. Adaptive reuse is a form of redevelopment that repurposes existing, oftentimes obsolescent or historically significant structures for new uses. Infill refers to the development of substantially undeveloped or underutilized properties that exist in otherwise built areas with existing or planned infrastructure and service capacity to handle more intensive land uses. Although not a form of redevelopment by definition, infill may be coordinated with redevelopment projects to better realize the planning vision for a particular area, sometimes as a part of a larger ~~re~~investment program. Redevelopment~~investment~~ aims to encourage new vitality and economic activity in a community. ~~Reinvestment programs may include smaller-scale redevelopment efforts or infill development, but often feature more targeted programs to improve building facades, beautify streetscapes, and generate investment through incentive-based economic development tools.~~

Table 1. Infill and Redevelopment Terms and Concepts

	Definition	Intent and Goals	Primary Locations
Redevelopment	The rehabilitation, removal and replacement, or adaptive reuse of existing structures or uses. This includes any development project that significantly modifies an existing developed site resulting in changes to its design, use, and/or intensity. Projects may involve razing existing structures and constructing completely new buildings and may require mitigation or remediation of the impacts of previous uses.	To achieve land uses that are more economically beneficial, more compatible with existing or anticipated surrounding land uses, and align uses with the long-term vision of the Plan.	Any existing built property where conversion to a new use better achieves the economic development, housing, land use, and public infrastructure policies of the Plan.
Infill	Establishment of a new use on a site that may be undeveloped or underutilized but is located in an area of established, stable development where roads, water, sewer, and general services are available or planned. Infill sites are often small (less than 205 acres), and their development should complement or complete a larger development area.	To optimize infrastructure investments, leverage existing service capacity, and reduce development pressure on areas not designated for growth.	Undeveloped areas otherwise served by public infrastructure and utilities. These may include brownfield and greyfield sites.
Adaptive Reuse	Repurposing of an existing structure in order to accommodate new uses while preserving the structure. This often involves improving existing buildings to allow for modern design and building program preferences.	To prolong building lifespans, encourage reuse of existing resources, facilitate market alternatives, and encourage preservation of historic structures through appropriate renovation.	Existing buildings where prior uses are obsolete or economically infeasible. Appropriate building stock is in sound structural condition and provides flexibility for retrofitting for new uses. Context-sensitive reuse can be an important tool for preservation of historic structures.
~~***Reinvestment***~~	~~Reestablishing the economic and social vitality of an area through a combination of targeted efforts and investments that may be coordinated with redevelopment, infill, and adaptive reuse projects.~~	~~To instill vitality and economic activity through small scale redevelopment, renovation, beautification, and incentive based economic development tools.~~	~~Existing neighborhoods with declining commercial activity but with a baseline of housing or commercial building stock that does not require wholesale redevelopment.~~

The *Loudoun County 2019 General Plan*'s (General Plan) planning approach reflects a greater emphasis on redevelopment of aging areas, infill fordevelopment on the few remaining undeveloped parcels, and adaptive reuse of existing buildings, complemented with reinvestment initiatives as needed. These types of development bring unique challenges and opportunities inherently different from greenfield development. The policies and implementation steps of this section are intended to support these development types.

Opportunities

With redevelopment, infill development, and adaptive reuse come opportunities. Redevelopment offers communities the opportunity to reimagine underutilized or underperforming sites to create unique places and provide amenities desired by residents. Other redevelopment projects may maximize commercial potential, increasing neighborhood commerce and enhancing property values. Infill development can maximize the use of public investments and existing infrastructure, create opportunities to achieve more cohesive development patterns, encourage reinvestment, and better connect neighboring developments. Adaptive reuse projects can support historic preservation goals, generate activity within vacant buildings and underutilized areas, and preserve iconic or prominent buildings exemplifying community character while maintaining compatibility with the surrounding neighborhood. Each canAdaptive reuse, infill and redevelopment also can provide opportunities to diversify housing stock. However, tThese projects can upgrade or retrofit older or substandard infrastructure for the site and surrounding area, which generally increases the value of a property and contributions to the tax base.

Emerging Reinvestment Issues

Most of Loudoun County's suburban development is relatively new, but as Loudoun's communities continue to age, County policies and initiatives to support and enhance these neighborhoods and commercial centers will be increasingly important.

The Potomac and Sterling communities are two of the oldest and most diverse communities in Loudoun County. With neighborhood development beginning in the 1960s, the communities are mostly built-out. Housing stock has been in place for approximately 50 years and a need for reinvestment has emerged. The 2007 recession also significantly affected Potomac and Sterling. The largest concentration of foreclosures and subsequent vacancies in the County occurred in these communities, compounding the area's challenges.

Recognizing the need for reinvestment in Potomac and Sterling, the Loudoun County Department of Planning and Zoning undertook a community outreach project in 2008. During the outreach, residents identified needs and desires to help encourage reinvestment within areas of the community. Community members expressed concerns that poor neighborhood maintenance created blight conditions and contributed to an increase in crime. Furthermore, residents worried that their neighborhoods lacked law enforcement personnel, neighborhood volunteer watch groups, and teen programming. The General Plan's more flexible, incentive-based regulatory approach is intended to encourage private interests to undertake a range of context-sensitive redevelopment, and infill, and

~~reinvestment~~ projects with support from County programs and targeted planning and community outreach efforts.

In recent years, Loudoun County undertook certain recommendations originating from the Potomac and Sterling community outreach project. To address the foreclosure issue and the deterioration of housing, the County made considerable investment of Community Development Block Grants (CDBG), tax dollars, and Neighborhood Stabilization funds; provided grants to non-profit housing providers to purchase and renovate homes to sell to low and moderate income families; and provided direct loans and grants to qualified residents through several programs. The County also revised the Zoning Ordinance to address community aesthetics, began proactive code enforcement, and established a full service Eastern Loudoun Sheriff's Substation in Sterling Park.

As other neighborhoods continue to mature, the County will look to emulate and improve upon past public engagement efforts and collaborative planning solutions. It is important, however, that the County considers the diverse needs, desires, and vision of each affected area. Some smaller scale projects, such as incorporating a mix of residential and new retail uses into a declining strip commercial center, may be appropriately handled through the rezoning process, which provides for public hearings before the Board of Supervisors and Planning Commission. Larger scale infill or redevelopment projects that are likely to displace large numbers of business or residential tenants may warrant a more in-depth, collaborative public input process. The Policies, Strategies, and Actions of this section are intended to clarify the County's interest in adaptive reuse, infill and redevelopment ~~and reinvestment~~ and the planning tools and processes available to encourage and shape these efforts.

Challenges

Redevelopment, infill ~~development~~, and adaptive reuse projects may also face or present different challenges than greenfield developments, including:

- Land development regulations that are generally designed to guide greenfield development and lack the flexibility needed to facilitate redevelopment, adaptive reuse, or infill ~~development~~ projects.
- Redevelopment sites and adaptive reuse projects may require infrastructure improvements and experience other fiscal challenges that result in costlier projects than greenfield development.
- Sites that are often owned or leased by multiple entities, making it difficult to craft a unified vision and project.
- Potential opposition from the community for redevelopment, infill ~~development~~, and adaptive reuse projects.
- Redevelopment projects that may displace populations because market-provided ~~affordable~~ attainable housing is demolished or rents and property taxes increase due to the new development.
- Redevelopment projects that may displace established employment uses, adversely affecting the diversity of the County's commercial tax base.

Considering the complexity of challenges related to these projects, developing a community vision that anticipates redevelopment, infill ~~development~~, and adaptive reuse projects is critical. The County should take a leading role in developing this community vision by identifying and prioritizing areas that would benefit from redevelopment ~~and reinvestment~~, and by conducting proactive planning efforts to establish this vision. In addition, Loudoun County should require developers to consider and include community input for significant infill and redevelopment projects, especially those that are most likely to displace established residents and tenants. A community vision endorsed by the locality provides assurances to both developers and the community. It also identifies the locality's role in advancing such projects.



Addison McDonald residential development is an example of infill ~~development~~ in Brambleton. Two parcels, each originally with a residence, and totaling approximately 7 acres ~~will be~~were developed with 39 townhouses surrounding a village green. ~~and will be annexed into the neighboring~~



Lucketts Community Center. Loudoun County has adaptively reused several historic schools for community centers in rural villages, providing gathering places while protecting iconic buildings and community character.

Redevelopment, infill ~~development~~, and adaptive reuse~~, and reinvestment~~ projects within the County should result in great places that complement, strengthen, and benefit surrounding communities. Such projects should enhance the quality of life and help build a strong sense of community, where people feel connected to each other and to places that are expressions of community character. The following Policies, Strategies, and Actions of the General Plan will foster this vision of compatible infill development within existing neighborhoods, and quality redevelopment ~~and reinvestment~~ of aging or underutilized commercial and employment areas.

They encourage efficient use of land and maximizing the use of existing infrastructure, public facilities, and community amenities, while benefiting established communities and alleviating development pressure outside of planned growth areas.

Policies, Strategies, and Actions

Unless otherwise specified, the following Policies, Strategies, and Actions apply countywide.

IR Policy 1: Ensure ~~reinvestment initiatives and~~ redevelopment, infill ~~development~~, and adaptive reuse projects will enhance quality of life and neighborhood character, fulfill community needs, and improve economic opportunities.

Strategy

1.1. Where infill ~~development~~ and/or~~,~~ redevelopment ~~, and reinvestment~~ initiatives could affect established neighborhoods, facilitate community engagement to address County and community concerns and build support for future projects.

Actions

A. Develop criteria to identify and prioritize areas for redevelopment, infill ~~development~~, and adaptive reuse~~, and reinvestment~~, with the Priority Commercial Redevelopment Areas Map serving as the source for initial areas of focus.

B. Create a common vision and objectives for areas identified for redevelopment, infill development, and/or adaptive reuse ~~, and reinvestment~~ through a public process.

C. Address redevelopment, infill ~~development~~, and/or adaptive reuse ~~, and reinvestment~~ as part of community plans. Pay particular attention to a community's historic assets and function in areas with under recognized historic resources or limited historic resources protections, such as the legacy village cores of Ashburn, Arcola, and Old Sterling (see Legacy Village Cores Map).

D. Identify methods for ensuring developers will follow through on commitments to communities that are products of a facilitated engagement process between the developer and the surrounding neighborhoods and developments.

E. Evaluate the creation of infill overlay districts to encourage flexibility for residential and non-residential projects ~~reinvestment~~ in priority/targeted areas. ~~where there is community support and buy-in.~~

Strategy

1.2. Support projects that provide community amenities, fulfill community needs, and benefit the surrounding communities.

Actions

A. Conduct analysis of local market demands to determine what is needed to foster successful redevelopment.

B. Identify priority redevelopment areas and targeted strategies through the community planning process.

C. Ensure residential and mixed-use projects increase and diversify housing opportunities when in conformance with other Plan policies.

D. Require redevelopment projects to replace, at a minimum, market-provided ~~affordable~~ attainable units lost through a redevelopment process.

E. Develop strategies to address housing attainability and displacement prevention – or mitigation when unavoidable – during redevelopment projects. a~~nd housing affordability, when redevelopment occurs.~~

F. Require the provision of comparable community amenities to any lost through a redevelopment process.

G. Encourage annexation of residential projects into adjoining homeowners' associations (HOAs) to make the provision of amenities more economical.

H. Develop criteria, such as site constraints, important resources, and community amenity gaps, to identify infill sites appropriate for use as park, civic, and open space rather than private development.

I. Promote the development of interim uses on underutilized properties that are compatible with the surrounding development pattern, such as community gardens, playgrounds, park-and-ride lots, and farmer's markets

Strategy

1.3. Enhance established residential communities. ~~specifically in need of reinvestment through methods that will not involve a redevelopment project.~~

Actions

A. Identify and prioritize neighborhoods with an emerging need for ~~re~~investment and work with these communities to identify needs and desires and build support for reinvestment.

B. Identify strategies to preserve and enhance a community's sense of place, social fabric, and historic assets and functions.

C. Identify, and include in the Capital Budget, capital facilities improvements necessary to support ~~re~~investment in targeted areas.

D. Identify and utilize funding sources for community reinvestment strategies.

E. Educate the community about funding sources for home improvement and repair.

F. Facilitate the provision of community amenities, such as pedestrian/bicycle facilities, sidewalks, traffic calming, street lighting, bus stops, cultural centers, and community gathering places.

G. Develop incentives that encourage the private sector to improve retail and commercial establishments in targeted areas.

H. Provide resources for community-based initiatives, such as neighborhood volunteer watch groups and teen programming.

Strategy

1.4. Facilitate redevelopment, infill ~~development~~, and adaptive reuse projects through technical assistance, an improved regulatory framework, and streamlined review processes.

Actions

A. Provide general project guidance, such as best practices, tool kits, examples of "approvable" development types, and profiles of successful projects.

B. Develop and maintain a County redevelopment webpage with information and resources ~~for residents and developers~~on redevelopment activities.

C. Develop flexible zoning regulations and design standards that account for existing conditions, allow for creative design and emerging development types, and provide certainty and clear direction for developers.

~~C.~~D. Encourage the use of Planned Unit Development (PUD) Zoning Districts for infill sites smaller than 20 acres in the Urban and Suburban Policy Areas when a proposal needs more than five zoning modifications.

~~D.~~E. Develop creative incentive programs for projects located within the priority areas for redevelopment identified on the Priority Commercial Redevelopment Areas Map and other qualifying projects, such as increases in permitted density where infrastructure is available, reduced fees, or expedited review processes.

Strategy

1.5. Incentivize redevelopment, infill, and adaptive reuse projects~~, and reinvestment efforts~~ in priority areas to be established by the County, using the Priority Commercial Redevelopment Areas Map to determine initial priority areas.

Actions

A. Evaluate and implement the use of fiscal tools to incentivize redevelopment, such as tax increment financing (TIF) and public improvement districts (PID) and attainable housing development loan programs~~.~~

B. Evaluate entering into public-private-partnerships to initiate redevelopment and adaptive reuse efforts and reduce development risks in priority areas.

C. Direct public investment and resources to priority areas to facilitate redevelopment.

D. Establish programs to assist in business retention, expansion, and recruitment when commercial redevelopment projects occur.

Strategy

1.6. Achieve unified site design, efficient use of existing infrastructure, and maximum land development potential through the consolidation of small, adjacent, underutilized properties.

Actions

A. Facilitate redevelopment of multi-ownership sites through a planning process that engages owners and the larger community in the creation of a shared vision for the area.

B. Create incentives for parcel assembly and funding opportunities for infrastructure

C. improvements associated with redevelopment projects to alleviate private sector risk and costs.

D. Encourage road abandonment requests associated with a zoning map amendment or zoning concept plan amendment applications to provide additional attainable housing in exchange for the abandoned or vacated section of road, where deemed appropriate/applicable.

Strategy

1.7 Ensure that projects proposed for eastern Loudoun's legacy village cores – including Ashburn, Arcola, and Old Sterling – complement the scale, form, and historic land use patterns of these areas (see Legacy Village Cores Map).

Actions

A. Develop zoning regulations and design standards that emulate existing lot patterns in the legacy village cores of Ashburn and Arcola with buildings oriented to the street, encouraging pedestrian activity.

B. Develop zoning regulations and design standards that promote a mix of land uses including residential, retail, office, institutional, public facilities, parks, playgrounds and other uses in the legacy village cores where such uses do not otherwise conflict with existing uses or anticipated noise impacts from Washington Dulles International Airport.

C. Develop or maintain zoning regulations and design standards for the legacy village core of Ashburn that limit residential densities to four (4) units or fewer per acre.

D. Develop zoning regulations and design standards that limit commercial, flex, or industrial building footprints to 10,000 square feet (SF) and building heights to three (3) stories.

E. Develop zoning regulations and design standards that discourage new automobile-oriented retail uses in the legacy village cores.

F. Where compatible with surrounding land uses, allow residential or mixed-use development in areas of the ~~Arcola~~ legacy village core of Arcola that fall outside the Ldn (day-night average noise level) 65 or higher aircraft noise impact area of Washington Dulles International Airport, applying the standards of the Suburban Neighborhood Place Type.

G. Encourage residential development above first floor retail or employment uses in the village cores.

H. Use the community planning process to develop a unified planning vision and targeted implementation actions for Ashburn, Arcola, and Old Sterling.

Strategy

1.8 Promote the retention or development of small-scale industrial, employment, and manufacturing uses in order to promote local provision of jobs and services and maintain a diversified commercial tax base.

Actions

A. Develop zoning regulations and design standards that discourage the displacement of legacy flex, industrial, and employment uses by new large-scale uses.

B. Develop zoning regulations and design standards that expand opportunities for small-scale manufacturing in place types allowing flex, light industrial, industrial, and employment uses.

C. Amend zoning use definitions in industrial, flex, and employment-centered zoning districts to accommodate makerspaces, emerging small-scale manufacturing sectors, and the marketing and retail of goods produced on-site.

D. Explore zoning changes that would support small business/entrepreneurial activities in infill projects.

IR Policy 2: Recognize adaptive reuse of existing unused or underutilized buildings as an opportunity to establish or reinforce a community's identity and sense of place.

Strategy

2.1. Support adaptive reuse projects that provide cultural activities and community gathering places.

Actions

A. Use the *Heritage Preservation Plan* to guide the adaptive reuse of historic resources.

B. Establish collaborative programs and partnerships for adaptive reuse projects to foster entrepreneurship and encourage innovative ways to reuse buildings and sites and encourage housing as an adaptive reuse.

Strategy

2.2. Prioritize adaptive reuse of existing buildings with historic significance or importance to a community over demolition.

Action

A. Consult with communities to ensure all unused or underutilized buildings representing their history and character are identified, protected, and adaptively reused.

Strategy

2.3. Revise County regulations to accommodate creative adaptive reuse designs.

Action

A. Review zoning regulations, design standards, and building code regulations to identify regulatory encumbrances to adaptive reuse projects.

B. Develop zoning regulations and design standards that provide ample flexibility for adaptive reuse projects without compromising the health, safety, or welfare of users.

IR Policy 3: Promote redevelopment and infill projects that balance compatibility and integration with new housing choices and creative designs.

Strategy

3.1. Redevelopment and infill projects will be evaluated based on compatibility and the

integration of the development within the context of the surrounding development patterns.

Actions

A. Ensure redevelopment and infill ~~development~~ is compatible with ~~the~~ surrounding development. As appropriate, elements of the Place Types should be incorporated to the fullest extent possible.

B. Ensure residential development on infill sites is designed to fit into the surrounding context.

C. Consider allowing development proposals seeking to be considered infill and requesting flexibility in terms of use mix and open space if all of the following project elements are provided:

1. Proffered perspectives, drawings, and/or illustratives that demonstrates the proposed infill will be compatible with existing development.
2. Explanation of how the proposed infill will have minimal infrastructure impacts and is proximate to open space.
3. For proposed residential infill development, documentation of how the predominant and majority types of dwellings proposed will add to housing attainability and/or diversity.
~~1.~~4. For development to a use not envisioned by the Place Type in the General Plan, provision of market studies, appraisal data, vacancy data, and/or data regarding proximity to similar uses that demonstrate such a change is warranted.

Urban Policy Areas

Vision

The Urban Policy Areas (UPA) will be the target area for much of Loudoun's future growth in the immediate future. UPA communities will accommodate living, working, shopping, learning, and playing in dense urban environments of walkable mixed use and transit oriented development. These areas will possess high-quality public environments with accessible and connected places, and a rich mix of uses that establish a distinctive sense of place. UPA communities are envisioned to support development types, patterns, and densities that will create jobs, grow the tax base, and be fiscally sustainable.

Introduction

The new UPAs are planned and designed to be strong, diverse regional activity centers and economic drivers. As such, UPAs will provide new opportunities for regional employers to locate near complete urban communities with multiple transit options and access to Washington Dulles International Airport. The UPA has been in the making since the *Toll Road Plan*, with transit-oriented nodes and then building upon them in the *Revised General Plan* with Transit-Oriented Development areas in the Suburban Policy Area. The UPAs encompass areas around three Metrorail sStations: Innovation Center (in Fairfax County), Loudoun Gateway, and Ashburn (for reference, see Urban Policy Areas Place Types map). The areas around the Metrorail Stations are envisioned as transit-oriented communities with a dense urban core consisting of the greatest intensity of development in the County. These areas emphasize mixed-use development throughout and are the highest priority growth areas in the County. Due to their current suburban nature, the process of transitioning these areas to walkable communities may involve partial infill and redevelopment as described in the Infill and Redevelopment section of this chapter.

The expansion of Metrorail service into Loudoun County presents an unprecedented opportunity to create dynamic urban places that respond to the community's evolving needs and demands. The *Loudoun County 2019 Comprehensive Plan* (Comprehensive Plan) integrates multimodal transit options with high quality urban and environmental design guidelines to shape livable, vibrant, and active UPA neighborhoods with a balance of business, commercial, and residential uses. The UPA communities will provide a variety of housing choices that offer diverse options for families, empty-nesters, individuals, couples without children, and older adultsseniors across socioeconomic groups, helping to provide the housing continuum described in Chapter 4. They will be communities that are rich in amenities including networks of publicly accessible green spaces, such as the Broad Run Stream Valley Park and Trail, that simultaneously protect valuable environmental resources.

Development Approach

The *Loudoun County 2019 General Plan's* (General Plan) design policies and guidelines recognize that urban form is essential to creating places that are functional and attractive to a diversity of users. Urban design characteristics in the UPA speak to the design of individual structures and spaces, the spatial relationship among structures, the relationship of buildings to the streetscape

and other public places, and transitions between areas of differing densities or intensities. Building façades set at the back of the sidewalk and ground floor retail uses with transparent façades will help activate the streetscape. The guidelines also encourage the development of distinctive public places that promote culture and the arts. Street furniture, public art, water features, and distinctive landscaping will create visually appealing streetscapes that encourage street-level activity and public interaction.

All UPA communities will include transportation hubs that offer a wide array of transportation mode choices including walking, biking, driving, and transit. The UPA is a place where walking and bicycling can be convenient travel modes, diversity of use is nurtured, and public places are aesthetically pleasing, safe, and accessible. Attractive grid-form street networks will prevent traffic congestion, maximize travel choices, and safely and efficiently move individuals throughout the area. Small, tree-lined blocks will enhance the pedestrian experience and encourage non-vehicular travel. Contiguous, linear green spaces that accommodate both passive and active recreation will encourage alternative means of travel.

The Comprehensive Plan envisions a certain level of activity and intensity of development in the UPAs, which is necessary not only to create vibrant, viable transit-oriented communities, but also to protect their long-term tax revenue generation potential. Therefore, land uses that do not meet the minimum bulk and/or density guidelines envisioned in the UPA Place Types should be avoided. Interim uses may be appropriate, if it can be demonstrated that they will evolve to an ultimately desired use that aligns with the long-term vision of the General Plan.

The County's ongoing collaboration with the Metropolitan Washington Airports Authority (MWAA) regarding future land use planning around Washington Dulles International Airport's northern border is essential to the success and economic viability of the Loudoun Gateway Metrorail Station. The County will continue its partnership with MWAA and explore mutually beneficial land use alternatives that realize greater tax revenue while supporting current and planned airport operations. This collaborative planning will ensure that the Loudoun Gateway Metrorail Station develops as a walkable place with job opportunities, amenities, pocket parks, transit options, and nearby housing that includes attainable housing without compromising Washington Dulles International Airport's long-term viability.

Policies, Strategies, and Actions

Unless otherwise specified, the following Policies, Strategies, and Actions apply only within the UPA.

UPA Policy 1: Ensure walkable development and connectivity to the community throughout the UPA ~~as it is important~~ to foster the urban character found in the Place Types.

Strategy

1.1. Development designed to provide for a walkable mixed-use environment that supports multi-modal transportation choices and fosters substantial pedestrian activity within the half-mile area and to surrounding areas.

A. Promote attainable housing opportunities within mixed-use developments located within walking distance of transit stops and Metro stations.



Strategy

1.2. Support walkability ~~in the half-mile buffer area~~ by providing pedestrian and bicycle commuter connectivity to the core of the Metrorail stations and surrounding neighborhoods as well as enabling future connections from undeveloped parcels.

Strategy

1.3. Support a high level of pedestrian connectivity including connected street grid patterns with sidewalks, short block lengths, and connected trails and pathways providing connections to surrounding neighborhoods.

Strategy

1.4. The Ashburn and Loudoun Gateway Metrorail Stations will serve as transit and commuter hubs while providing an urban walkable environment. Development proposals provide a balance between the needs of commuters with the desire to create a walkable urban environment.

Strategy

1.5. Accommodate a long-term vision with an appropriate mix of residential and non-residential uses that fulfill daily needs and convenience of its residents and employees.

Actions

A. Mixed-use neighborhoods should accommodate infrastructure plans for near-term and long-term transit circulator service.

B. Community facilities like schools, community centers, and libraries should be located to allow as many residents as possible to be within a short walking distance.

C. Larger developments should provide pedestrian access within their development and possible shuttles to connect to the Metrorail stations.

D. Offer safe and accessible parks and/or recreation opportunities that provide diverse activities for all ages, interests and abilities.

Strategy

1.6. Discourage single-story buildings in the UPA to promote compact, pedestrian-oriented spaces except when such buildings are integrated into a plaza or other public gathering space and are no larger than 2,000 square feet.

Strategy

1.7. A~~Ensure that a~~ny drive-through retail uses are to be incorporated within mixed-use buildings.

UPA Policy 2: Provide dynamic and diverse public places and amenities within proposed UPA communities.

Strategy

2.1. Densities in the area are expected to sustain an urban development pattern with pedestrian activity.



Strategy

2.2. The County should promote concepts like outdoor dining, event space, street fairs, and public art within compact, walkable non-residential areas.

Action

A. Development design should accommodate walkable features and amenities like centralized activity areas such as shopping and dining areas with wide sidewalks, more narrow pedestrian-oriented streets, transit stops, and safe community gathering places (e.g., parks and plazas).

UPA Policy 3: Provide a diverse mix of choices in all development.

Strategy

3.1. Accommodate office developments and/or high-employment generating uses that conform to the overall vision for a walkable urban development pattern.

Action

A. Create partnerships with universities and private sector companies to foster growth of an Innovation District at the Loudoun Gateway Metrorail Station that supports workers and students in the advanced technology and science industries.

Strategy

3.2. Ensure that development within a half-mile of the Loudoun Gateway Metrorail Station reflect the General Plan's and station area's long-term vision of a global destination, activity center, and leader in innovation and entrepreneurship.

Strategy

3.3. Accommodate diverse and attainable housing options in all development.

Action

Achieve smaller average total unit sizes for dwellings~~residences~~ within the ~~urban area.~~UPA to decrease housing costs and increase diversity of housing options.

A. Promote the development and/or inclusion of attainable housing through regulatory incentives that may include height increases, setback reductions, lot coverage increases, technical study waivers, buffer modifications, and/or parking reductions.

Design Guidelines

The Design Guidelines are to build upon our current high standard of development in a manner that allows innovative design and new responses to the market. The Design Guidelines are not meant to be prescriptive and are not intended to be treated as a checklist, but are instead meant to provide a framework for how the desired character of the UPA can be achieved, with the acknowledgement that other methods could achieve the intended results. The Design Guidelines do not supersede or otherwise limit the application of adopted zoning regulations, ordinances, building codes, proffers, or any other design standards or regulations administered by Loudoun County.

All legislative applications for development in the UPA are expected to include project specific design guidelines, site plans, illustratives, landscape plans, building elevations, and other similar graphics that demonstrate consistency with the UPA Design Guidelines and planning principles in this document.

When using the guidelines, ~~make sure to analyze~~analysis is to be provided of the impact that a potential development may have on the landscape, considering not only appearance, but practical considerations such as proximity to utilities, community amenities, jobs, and housing, in order to maximize the use of existing infrastructure and reduce travel distances. Development should contribute to creating places within the UPA by working with existing topography and site features, responding to the local context, and reinforcing the compact walkable character, rather than simply attempting to place suburban design onto the urban landscape.

The goals of the UPA Design Guidelines are to:

- Promote accessibility and establish links to transit,
- Promote walkability,
- Encourage human activity between buildings and streets,
- Establish "human scale" of buildings at street level (first floor of a multi-story building),
- Create visually compatible buildings and site designs that use building form, materials, fenestration, repetition, rhythm, color, and architectural variety to foster the blending of form, volumes, textures, and colors in the various neighborhoods,
- Create inviting spaces for varied activities, and
- Create a sense of place and uniqueness.

(See Appendix A for Design Guidelines for the UPA)

Place Types

As described in the beginning of this chapter, the following Place Types have been designated for specific locations as displayed on the accompanying map. The Place Types will work in concert with the Design Guidelines and Policies, Strategies, and Actions of the UPA to fulfill the land use patterns and community characteristics intended for the area.

Urban Transit Center






Urban Transit Center areas take advantage of proximity to transit to provide opportunities for dense urban development and a host of economic, entertainment, and community activities. Each area serves as a gateway to the County from the greater region and as a major destination in its own right. The Urban Transit Center has two focus areas: within ¼ mile of the Metrorail s~~S~~tation and ~~outside of~~ ¼ mile outside. Development within a ¼ mile of the station will have smaller average unit sizes, a higher minimum FAR, and a more equal mix of residential and non-residential development. Multifamily Residential is the only residential use listed for this place type and is envisioned only as apartments and residential condominiums.

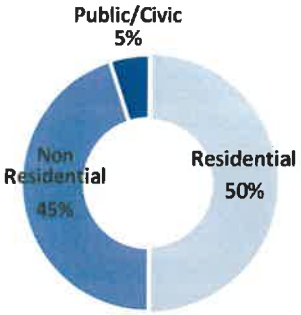
Core Uses	Complementary Uses	Conditional Uses
• Multifamily Residential • Office • Retail & Service Commercial *Residential restrictions in noise-sensitive areas located within 65 Ldn noise contours	• Entertainment Commercial • Civic, Cultural, & Community • ~~Public Facilities~~	• Sports Arena/Training Facility • Conference Center • Full Service Hotel • Institutional • Special Activities • Parks & Recreation • Public Facilities

Preferred Mix of Uses

Within ¼ Mile outside

Possible Ranges:

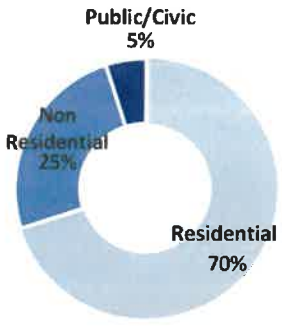
- Res: 40-60%
- Non-Res: 40-60%
- Public/Civic: 5%+



~~Outside~~ ¼ Mile and

Possible Ranges:

- Res: 60-80%
- Non-Res: 20-40%
- Public/Civic: 5%+



DESIGN CHARACTERISTICS

Context
Vertically mixed-use buildings that are integrated in a walkable street pattern around the Metro station.

Street Pattern:
Gridiron
Block Length:
Within ¼ Mile: 200-400 feet*
~~Outside~~ ¼ Mile and outside: 200-660 feet*

*When measuring block lengths, pedestrian walkways through the development will be used to mark the start or terminus of a block

Building Setback:
None to shallow
Parking:
Structured, on-street, accessory, short-term, alley-oriented
Design Amenities:
Sidewalks, street trees, street furniture, shade trees, bike racks, lighting, crosswalks, plazas, pedestrian malls, network of green space, public art
Open Space:
10% of the site - Recreational (Active & smaller scale Passive), Community, and/or Natural, Environmental, and Heritage

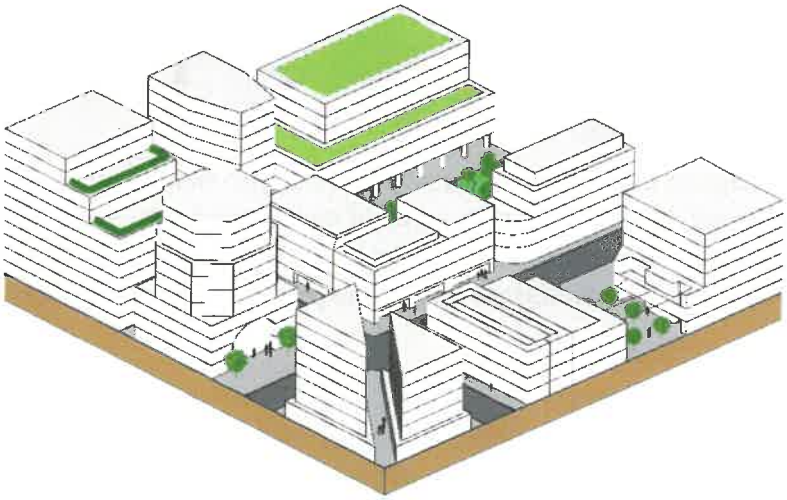


An example plan view of Urban Transit Center

Place Type Rendering

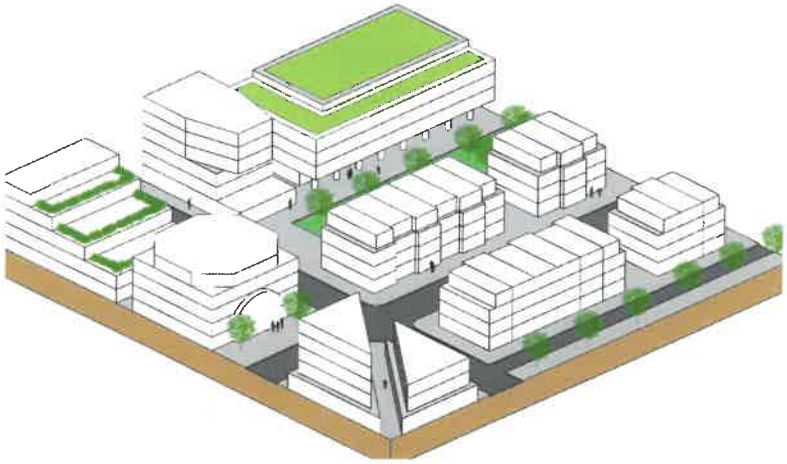
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Within ¼ Mile **Total FAR: Minimum 2.0**



USE	Number of Stories (Average height per story is 12 feet)
Multi-Family Residential	8+
Office	8+
Retail & Service Commercial	8+
*Buildings must not adversely affect airport operations. Maximum building heights must not create flight obstructions or otherwise	

~~Outside~~ ¼ Mile and outside **Total FAR: Minimum 1.4**



USE	Number of Stories (Average height per story is 12 feet)
Multi-Family Residential	6+
Office	6+
Retail & Service Commercial	6+
*Buildings must not adversely affect airport operations. Maximum building heights must not create flight obstructions or otherwise	

Transition

Given the small block sizes and mix of different uses, transitions between uses and developments are critically important in the Urban Transit Center Place Type. Development should transition from eight stories or more near the Metrorail s~~S~~tation to six or more stories outside of ~~the~~ ¼ mile. Development ~~outside of the~~ ¼ mile and outside of the station may have a lower FAR minimum and lower building height minimum when considered as a transition area between existing residential neighborhoods and sites proposed for redevelopment. Changes in height or building character, where allowed, should occur mid-block to promote balanced streetwalls where both sides of the street appear similar in height. Larger developments near smaller residential dwellings should step down appropriately to respect these neighbors.

Urban Mixed Use



Urban Mixed Use areas take advantage of their fringe proximity to the Metro stations to provide opportunities for dense urban residential development with a mix of commercial uses. The Urban Mixed Use areas will develop as high-density walkable urban neighborhoods that encourage social connections because their mix of uses, multimodal infrastructure, and public spaces create vibrant public realms.

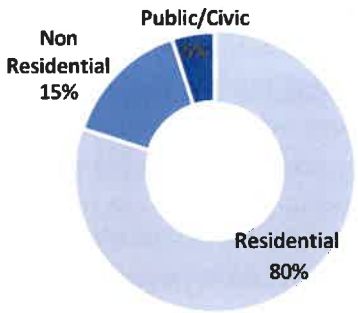
Urban Mixed Use areas provide opportunities for a mix of housing types that meet the housing needs for all ages, abilities, and socioeconomic groups. Multifamily dwellings~~residences~~, townhouses, duplexes, triplexes, quadruplexes, and small-lot patio homes are designed to fit within or adjacent to a traditional single-family style neighborhood. Accessory residential units are also appropriate for the area and may consist of apartments in the principal structure, garage apartments, or other outbuildings approved by the County. Development will have slightly larger average unit sizes than in the Urban Transit Center and a large amount of residential development. Small scale office, retail, and service uses should be integrated into the neighborhood.

Core Uses	Complementary Uses	Conditional Uses
• Multifamily Residential • Single Family Attached Residential *Residential restrictions in noise-sensitive areas located within 65 Ldn noise contours	• Office • Retail & Service Commercial • Active Adult Retirement Communities • Civic, Cultural, & Community • Institutional • Entertainment Commercial	• Public Facilities • Accessory Residential Units • Small Lot Single Family Detached Residential • Special Activities • Parks & Recreation

Preferred Mix of Uses

Possible Ranges:

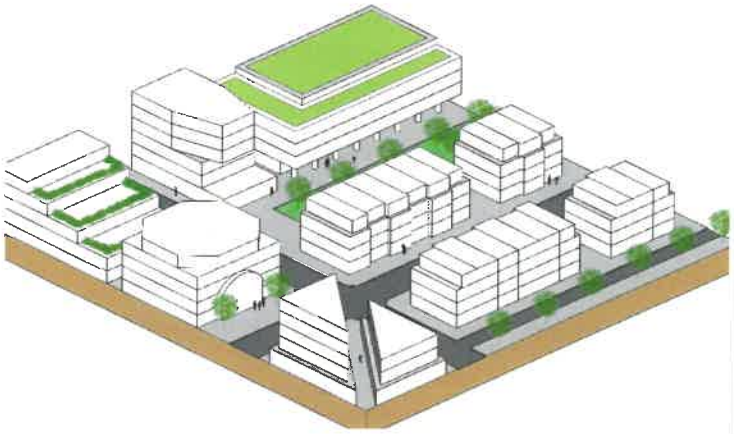
- Res: 70-90%
- Non-Res: 10-30%
- Public/Civic: 5%+



Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total FAR: Maximum 1.5*

*Additional density (up to 2.0 FAR) may be achieved through the provision of one or more of the following project elements that go above and beyond required development standards to further the County's comprehensive planning goals: attainable~~affordable~~ housing units, building techniques that exceed industry energy efficiency standards, additional community amenities and pedestrian connections, and/or beneficial revitalization/redevelopment in priority areas.



USE	Number of Stories (Average height per story is 12 feet)
Multi-Family Residential	4-8
Single Family Attached	2-4
Office	4-8
Retail & Service Commercial	4-8

Transition
Small block sizes and a mix of different uses make transitions between uses and developments important in the Urban Mixed Use Place Type. Changes in height or building character, where allowed, should occur mid-block to promote balanced streetwalls where both sides of the street appear similar in height. Larger developments near smaller residential dwellings should step down appropriately to respect these neighbors. Developments should transition from taller buildings at the center to heights generally no more than a story taller than adjoining adjacent development consisting of less intensive uses. The predominant residential use type is multi-family and single family attached; however, a very limited portion of the development within the Urban Mixed Use Place Type may be developed with small-lot single family detached residential as a transitional use between Place Types.

Urban Employment

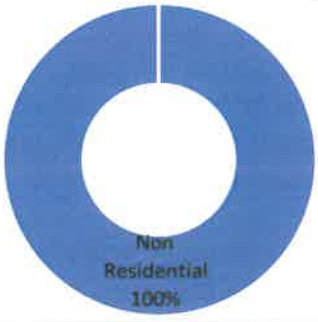




Urban Employment areas provide opportunities for a broad array of employment uses within an environment that provides gathering spaces and opportunities for synergies among businesses. These offer prime locations for office and flex space uses as well as startups and established businesses. Appropriate uses do not generate excessive noise or air pollutants or require outdoor storage. First floor retail that supports predominant uses is appropriate.

Parking should generally be located behind the building to ensure that buildings are the predominant visual feature when viewed from roadways and adjacent properties.

Although civic or recreation space is not expected, required open space in Urban Employment developments should include areas for use by customers and employees.

Core Uses	Complementary Uses	Conditional Uses
• Office • Research & Development • Data Centers	• Retail & Service Commercial • Entertainment Commercial	• Flex Space • Institutional • Civic, Cultural & Community • Public Facilities • Special Activities • Parks & Recreation
Preferred Mix of Uses		
Possible Ranges: • Res: 0% • Non-Res: Up to 100% • Public/Civic: 0%+		

DESIGN CHARACTERISTICS

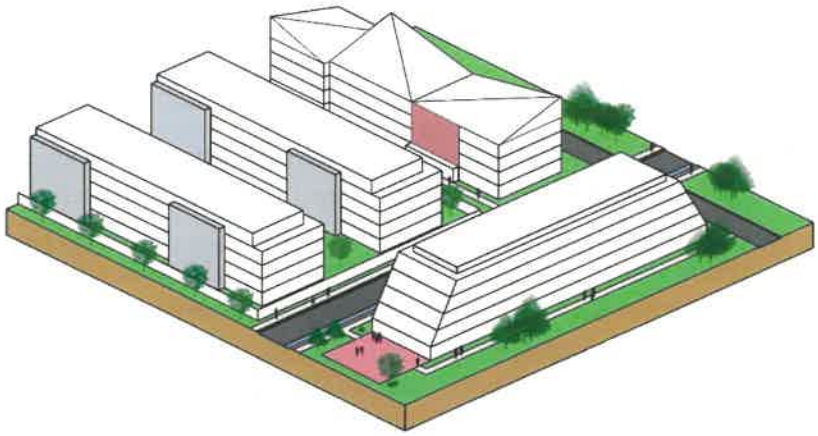
Context:
Separate and mixed employment uses that are integrated within a walkable, employment-based environment.

Street Pattern:
Rectilinear, Gridiron
Block Length:
300-800 feet
Building Setback:
Short to medium
Parking:
Structured, on-street, accessory, or short-term
Design Amenities:
Sidewalks, street trees, shade trees, bike racks
Open Space:
10% of the site - Recreational (trails), Community (outdoor seating, plazas, gardens, public art), and/or Natural, Environmental, and Heritage

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total FAR: Min. 1.0

Building Height: 3 to 8 stories
(Average ~~story~~ height per story is 12 feet)



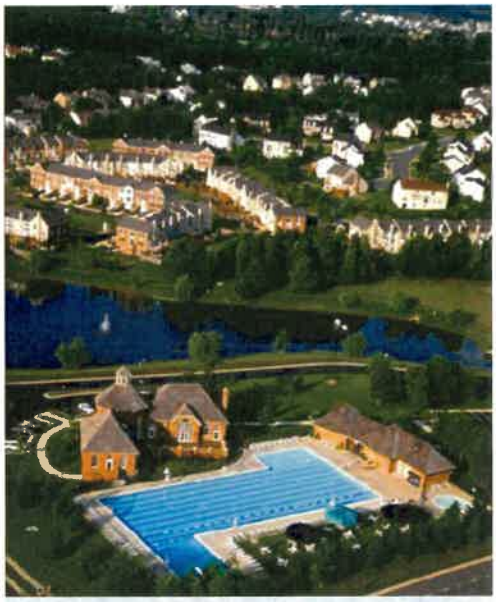
Transition
Transitions between Urban Employment uses and other developments, adjacent residential neighborhoods in particular, are vitally important. In Urban Employment areas that adjoin less intensive uses, building heights should transition by stepping down from the center of the more intensive development, to heights that are generally within one story of structures in the less intensive development.

Suburban Policy Area

Background

The SPA consists of a mix of commercial areas and neighborhoods that provide a broad range of quality environments. The commercial areas of the SPA are focused areas for employment uses within a variety of commercial and workplace environments, including traditional office and industrial parks, mixed use centers, and neighborhood-serving commercial centers.

Residential neighborhoods in the eastern corner of the County were built between 1960 and 1990, while neighborhoods built in the western area of the SPA were built in the early 1990s or later. The older neighborhoods commonly reflect the housing styles and neighborhood designs that were prominent in the era they were developed and provide a more limited mix of housing types (primarily single-family) while relying on neighborhood commercial developments located on major roads like Route 7 for easy access to amenities. The master planned developments west of Route 28 include a variety of housing types organized around neighborhood centers designed as the focal point of the community and provide easy access to daily needs. Parks, greenways, and open space frame developments and link neighborhood residents to nature, neighborhood destinations, and beyond in both the western and eastern neighborhoods.



Suburban Neighborhood

Development Approach

The County will focus efforts on fostering and maintaining community identity within the SPA and its communities. The SPA is not and should not be one homogenous area. Many existing neighborhoods in Eastern Loudoun are becoming increasingly diverse, bringing a new set of expectations and attitudes to these communities. As new development continues in this area, the roads are becoming increasingly congested, and the lack of transit access and safe pedestrian connections is a mounting concern. Housing affordability has become a challenge that impacts almost all socioeconomic levels. Continuing the County's goal to create communities with unique community visions would help identify and strengthen the creation of distinct places within the SPA; ensure that they are well designed and serviced; and that they provide diverse and stimulating social, cultural, recreational, and livable environments for their residents. Policies below address ways to improve livability through: 1) protecting and enhancing elements of Natural, Environmental, and Heritage Resources, including open space and pedestrian connections; 2) ensuring compatible and complementary infill development; and 3) reinvesting in existing neighborhoods in a way that protects and enhances our existing communities. The concept of creating Community Plans is one that offers tremendous potential to ensure that the vision of the SPA is fully achieved and to guide the remaining build-out of each area.

Rapid growth in the County, with the majority occurring in the SPA, has increased development pressure outside of the SPA. Today there is little undeveloped land remaining in the SPA as most land has already been developed or is approved for development. With limited developable land in this area, the County is at a juncture in its planning efforts for greenfield development. Redevelopment and infill will soon begin to play an increasing role in development decisions within the SPA, which will mark a significant shift in the county's planning and development activities (see the Infill and Redevelopment section). Because much of the SPA is currently developed, most new projects will be smaller in scope and need to be evaluated based on how they can be integrated into the surrounding community. The amount of limited land available and the added growth from redevelopment and infill will make adding public facilities to the SPA a challenge. Public facility standards may need to change to continue to adequately address the needs of the population. As the primary location for suburban-scale residential and nonresidential development, the manner of growth and redevelopment in the SPA is of vital importance.

The demographic, market and land use trends of the past decades have led to greater demand for mixed-use and urban environments. National trends show that changes in typical households (for example millennials, ~~seniors~~older adults, empty nesters) may demand different housing types, public services, and lifestyle options than provided in the past. To attract top talent, many employers are focusing on employee satisfaction, neighborhood livability, and housing affordability when considering locations and designs of office space. Employers in professional services, technology, and innovation sectors are shifting away from traditional suburban offices towards urban "live, work, learn, play" environments to enhance quality of life. While the County previously established an overall land-development strategy that encouraged compact, mixed-use development providing people with the opportunity to live, work, learn, recreate, and shop in a pedestrian-friendly environment, the development that has occurred in Loudoun has largely remained single-use and automobile-oriented.



Mixed Use Development

Loudoun County continues to be an attractive place for residential development given its geographic location in the region, school system performance, and notable quality of life measures. Demand for residential product will need to meet a wide variety of preferences, driven by attractiveness for families, young adults forming new households, and downsizing occurring in the Baby Boomer generation. Demand for non-residential development will be driven by the addition of new households, the County's assets, infrastructure, and the County's technology sector. Retail users will follow new residential development, seeking locations that offer accessibility and visibility to an expanding customer base. Other employers seeking office and industrial space will locate in areas that serve their target needs.

The County previously designated land along its primary transportation corridors for "Keynote Employment" areas to provide locations for corporate campus style office development; however,

new suburban-style office developments are no longer envisioned in these areas due to declining demand and concerns about the sustainability of single-use development patterns.

~~It is expected that m~~Mixed-use developments ~~will be~~are expected to be the most attractive environments for retail and office uses in the coming years. To provide alternative means of addressing office development and land uses along Route 7, Loudoun County Parkway, and Route 28, this Plan replaces the "Keynote Employment" planned land use designation with a number of designations. To continue to maximize the commercial development potential within the Route 28 corridor, the Suburban Employment and Suburban Mixed Use Place Type designations offer planned land uses that reflect the full economic potential of properties and provide employment settings that reflect the kind of environments sought by business users.



Community Character

Community character is the aggregate of features and traits that form the individual nature and uniqueness of a community. It includes the constructed and natural landmarks and surroundings that cause someone to identify with a particular place or community. This character is shaped by natural, cultural, societal, historic, and economic forces.



Changes in cloud computing and cutting edge technology over the past decades have contributed to the escalated development of data centers within the County. To date, there are approximately ninety-one million square feet of data center facilities completed, under construction, or planned. The projected rise of Artificial Intelligence (AI), will prove to be significant to the growth of data centers. Future demand for data centers will need to be accommodated in places that have access to utilities, including electricity, water, and fiber. The supply of industrial and flex space is being outpaced by demand, resulting in low vacancy rates. As available greenfield sites in eastern Loudoun County become more limited, targeting key tracts of land for employment and housing uses will be critical to ensure future economic growth.

The Suburban Employment and Suburban Industrial/Mineral Extraction Place Type designations provide guidance to develop a pattern of office, commercial, and industrial uses by allocating sufficient land for all employment in an amount which realistically anticipates market demands and provides the necessary services to support their development. While industrial and certain commercial uses are not typically an integral part of a mixed-use development, they offer employment opportunities to residents of the County and should be designed as independent developments that achieve the goal of creating thriving areas of commerce which are characterized by convenient access to transportation, an attractive appearance, and compatibility with adjacent land uses.

Overall, the County's approach is to ensure that future development is complementary to the

existing development pattern of the SPA while supporting the necessary flexibility in form and use that will be needed to create vibrant mixed-use environments and maintain the supporting employment areas. As each new development is absorbed into the SPA's built environment, it will be viewed in the context of the larger community with an emphasis placed on the character of the development and how it contributes to the needs and overall identity of the SPA and Loudoun County. Consideration will need to be given to infrastructure and housing needs as the employment sector and workforce grows.

Policies, Strategies, and Actions

Unless otherwise specified, the following Policies, Strategies, and Actions apply only within the SPA.

SPA Policy 1: Foster community identity within the Suburban Policy Area.

Strategy

1.1. Create new Community Plans and other appropriate plans that address the particular needs and guide the remaining build-out, ~~reinvestment~~, and/or redevelopment of specific areas within the Suburban Policy Area, particularly federally designated Opportunity Zones.

Actions

A. Establish design principles for individual communities within the Suburban Policy Area which ensure a high quality of development and redevelopment is achieved.

B. Ensure development and redevelopment proposals conform to the applicable Design Guidelines of this plan.

C. Use the Infill and Redevelopment polices to maintain neighborhood vitality, reinvest in underused areas, and facilitate complete, connected, and distinct communities.

D. Identify and protect environmental features and design developments to follow, to the extent possible, the natural topography.

E. Promote a natural, environmental, and heritage resources approach to residential and commercial place types.

Strategy

1.2. Integrate new development within the Suburban Policy Area with the existing development pattern that surrounds it.

Action

A. Evaluate the appropriateness of a proposed use or development with the surrounding community.

Strategy

1.3. Design and develop Suburban Policy Area communities as walkable and interconnected places.

Actions

A. The County, in collaboration with other governmental agencies and the private sector, will ensure through a variety of measures that all public spaces in residential and commercial areas are accessible by pedestrians.

B. Retail and office development proposals will combine open and civic space in features such as pedestrian promenades and plazas, public art, entrance features, linear parks and trails, outdoor seating, lawns and greens, and similar design features that invite pedestrian activity.

~~B.~~C. Offer safe and accessible parks and/or recreation opportunities that provide diverse activities for all ages, interests and abilities.

~~C.~~D. Require convenient access by foot and bicycle for residential, office, institutional, civic, and retail areas. Areas including light and heavy industrial uses will be evaluated on the appropriateness of access by foot and bicycle due to security and/or public safety issues.

~~D.~~E. The ~~*Loudoun County 2019 Countywide Transportation Plan*~~*2019 CTP* provides additional transportation policy direction for the transportation network (walkability, multimodal, connectivity) in the Suburban Policy Area.

SPA Policy 2: Create environments where individuals can work, live, learn, and have convenient access to services, shops, and recreation.

Strategy

2.1. Allow a mix of uses or uses that complement and complete existing communities.

Actions

A. Provide incentives for redevelopment, infill ~~development~~, and adaptive reuse projects that will enhance quality of life and neighborhood character, fulfill community needs, ~~a~~increase housing attainability and diversity, and improve economic opportunities (see Infill and Redevelopment section).

~~A.~~B. Explore zoning, policy changes and other potential resources to support the conversion of uses from office or commercial to multifamily attached residential in target areas.



~~B.~~C. Allow new multi-family dwelling~~residential~~ units to be located within existing commercial centers to allow for more walkable, mixed use communities.

~~C.~~D. Promote residential and office uses

above first floor retail.

~~D.~~E. Allow flexibility in the development phasing for mixed-use projects while establishing a build-out relationship between the residential and non-residential components that ensures a mix of uses is achieved and to best balance the fiscal costs and benefits of the project.

~~E.~~F. Promote high quality site and building design, landscape design and buffering in employment areas that reflect their function as a gateway to the Urban Policy Areas and location along major vehicular thoroughfares (see Quality Development section).

~~F.~~G. Accommodate transit infrastructure in Employment and Mixed Use Areas (see ~~*Loudoun County 2019 Countywide Transportation Plan*~~*2019 CTP*).

~~G.~~H. Provide pedestrian and bicycle connectivity to surrounding networks and transit nodes within employment areas.

I. Create a regulatory framework that limits bed count and/or square footage of new housing to achieve affordability by design.

~~H.~~J. Encourage the provision of attainable housing options.

~~I.~~K. Consider allowing limited areas of 20 acres or less otherwise designated as the Suburban Neighborhood or Suburban Mixed Use place type to develop according to the Suburban Compact Neighborhood place type if the following criteria are satisfied:

i. The proposal includes housing units that address unmet housing needs that exceed the applicable regulatory requirements in accordance with the following:

- Provide 13.75% of multifamily dwellings or 17.5% of single-family dwellings as Affordable Dwelling Units (ADUs)[1]
- OR
- meets Zoning Ordinance Chapter 9 requirements for the provision of ADUs and also provides 5% of the total dwellings to serve households at 70-100% Area Median Income (AMI) or 2% of total dwellings to serve households at 0-30% AMI.;

~~ii. The site is located at the periphery of a mixed-use development or along a major transportation corridor;~~

ii. ~~Transit options~~The project site is ~~are available~~ within ~~the direct vicinity;~~1/4 mile pedestrian travel distance via sidewalk or shared use trail, that complies with the street lighting standards of the Facilities Standards Manual (FSM) even in areas where FSM standards are not required to be met, of one of the following:

- An existing Metrorail station, or
-

[1] Units provided as Affordable Housing Units (AHUs) as per Chapter 9 of the Loudoun County Zoning Ordinance would also quality.

- A planned bus stop[2] ,

  or

- an existing or planned bus route or metro corridor, as defined in the 2019 CTP and the proposal includes commitments for a transit stop.

iii. The project site is within ½ pedestrian travel distance via sidewalk or shared-use trail that complies with the street lighting standards of the FSM even in areas where FSM standards are not required to be met to ~~proximate to employment options and~~ a complementary mix of uses (e.g., neighborhood serving retail and services);[3]

The complementary mix of uses should include a full-service grocery store and a pharmacy, either stand-alone or within the grocery store, and may include other retail and commercial uses that fulfill the routine needs of the proposal (e.g. restaurants and coffee shops, retail stores, dry cleaners, childcare centers, health clinics, etc.)

iv. The project site is proximate to public facilities with existing or planned capacity to serve the proposed development as shown by the following:

- Parks, libraries and/or other public gathering spaces that are demonstrated to be easily accessible via public transit; or
- The proposal includes commitments to dedicating public park space and/or specific public/civic uses (e.g. libraries, community spaces, and/or other indoor public gathering spaces);

~~iii.~~v. The proposal conforms to the transition techniques and guidelines of the originally designated place type and any adjacent place types; and

vi. The proposal demonstrates ~~innovation in design,~~quality development that may include:

- Building and design techniques that ~~including techniques that result~~ in a perceived density that complements the scale of the surrounding built environment.
- Provision of "missing middle" housing units (e.g. duplex, triplex, quadruplex buildings) or live-work units;
- Incorporation of universal design features into dwellings and site design (QD Policy 8) as standard features;[4]

[2] Planned refers to addressed under a proffer commitment shown on a proffered sheet in a Concept Development Plan (CDP) or addressed under an approved County capital planning document.
[3] This would apply to applicant controlled or owned land only.
[4] Standards means at no additional cost to buyers/residents.

SPA Policy 3: Support the Route 28 Highway Transportation Improvement District, established by the State as a means of providing additional local revenue to pay for improvements to Route 28.

Strategy

3.1. Ensure protection of the Route 28 Highway Transportation Improvement District as an important economic key of attracting major national and international corporations, and ensuring the long-term viability of Washington Dulles International Airport.

Actions

A. Encourage non-residential development within the Route 28 Highway Transportation Improvement District.

B. Limit residential development in the Route 28 Highway Transportation Improvement District except when allowing residential units will directly catalyze the commercial development potential of land in the District and result in an overall positive fiscal impact to the County's Route 28 Highway Transportation Improvement District debt obligations.

C. Consider residential development on a case by case basis that results in a net positive impact to the County

D. Establish an "opt-in" period to encourage owners of property in the Route 28 Highway Transportation Improvement District to opt into the updated/new Loudoun County Zoning Ordinance that is planned to be adopted to implement the *Loudoun County 2019 Comprehensive Plan*.

Design Guidelines

The Design Guidelines are to build upon our current development patterns in a manner that allows innovative design and new responses to the market. The design guidelines are not meant to be prescriptive and are not intended to be treated as a checklist, but are instead meant to provide a framework for how the desired character of the SPA can be achieved, with the acknowledgement that other methods could achieve the intended results. The Design Guidelines do not supersede or otherwise limit the application of adopted zoning regulations, ordinances, building codes, proffers or any other design standards or regulations administered by Loudoun County.

All legislative applications for development in the SPA are expected to include project specific design guidelines, site layouts, illustratives, landscape plans, building elevations, and other similar graphics that demonstrate consistency with the SPA Design Guidelines and planning principles in this document.

When using the guidelines make sure to analyze the impact a potential development may have on the urbanizing landscape, considering not only appearance, but practical considerations - such as proximity and quality of connections to community amenities, jobs, and housing to maximize the use of existing infrastructure and limit travel distances. The County encourages the use of a design process when planning development in the SPA that conserves natural, environmental, and heritage resources and incorporates any such features into the site design. Development should contribute to creating unique places within the Suburban Policy Area by working with existing

topography and site features, responding to the local context, and reinforcing the regional character. Sustainability requires maximum consideration for using the landscape for benefits like solar heat gain or shelter from wind, as well as building designs that incorporate energy efficient and green building technologies. The bulk of the design should be consistent with the function of the development. (See Appendix A for Development Criteria and Design Guidelines for the SPA)

The goals of the SPA Design Guidelines are to:

- Create visually interesting and compatible buildings and site designs that use building forms, materials, fenestration, repetition, rhythm, color, and architectural variety resulting in blends of form, volumes, textures, and colors in the various neighborhoods;
- Create inviting spaces for varied activity; and
- Create a sense of place and uniqueness.

~~When using the guidelines make sure to analyze the impact a potential development may have on the urbanizing landscape, considering not only appearance, but practical considerations – such as proximity and quality of connections to community amenities, jobs, and housing to maximize the use of existing infrastructure and limit travel distances. The County encourages the use of a design process when planning development in the SPA that conserves natural, environmental, and heritage resources and incorporates any such features into the site design. Development should contribute to creating unique places within the Suburban Policy Area by working with existing topography and site features, responding to the local context, and reinforcing the regional character. Sustainability requires maximum consideration for using the landscape for benefits like solar heat gain or shelter from wind, as well as building designs that incorporate energy efficient and green building technologies. The bulk of the design should be consistent with the function of the development. (See Appendix A for Development Criteria and Design Guidelines for the SPA)~~

Place Types

As described in the beginning of this chapter, the following Place Types have been designated for specific locations as displayed on the accompanying map. The Place Types will work in concert with the Design Guidelines and Policies, Strategies, and Actions of the SPA to fulfill the land use patterns and community characteristics intended for the area.

Suburban Neighborhood





Suburban Neighborhood areas include Loudoun's master planned neighborhoods of predominantly residential uses arranged on medium-to-large lots. Accessory residential units can be appropriate for the area and may consist of apartments in the principal structure, garage apartments, or other outbuildings approved by the County. Retail and service uses that serve the routine shopping needs of the immediate neighborhood (e.g., grocery stores, gas stations, drive-throughs, drycleaners, etc.) should be integrated into the area at significant intersections and along major roads.

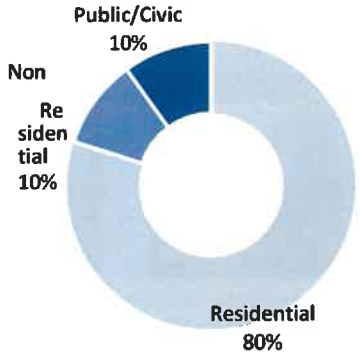
Limited areas otherwise designated as Suburban Neighborhood on the Place Type map may be allowed to develop according to the Suburban Compact Neighborhood Place Type if the locational and design criteria of SPA Action 2.1.K~~.~~ are satisfied.

Core Uses	Complementary Uses	Conditional Uses
• Single Family Detached Residential • Single Family Attached Residential • Civic, Cultural, & Community	• Retail & Service Commercial • Active Adult Retirement Communities • Multi-Family Residential • Accessory Residential Units	• Office • Public Facilities • Special Activities • Parks & Recreation

Preferred Mix of Uses

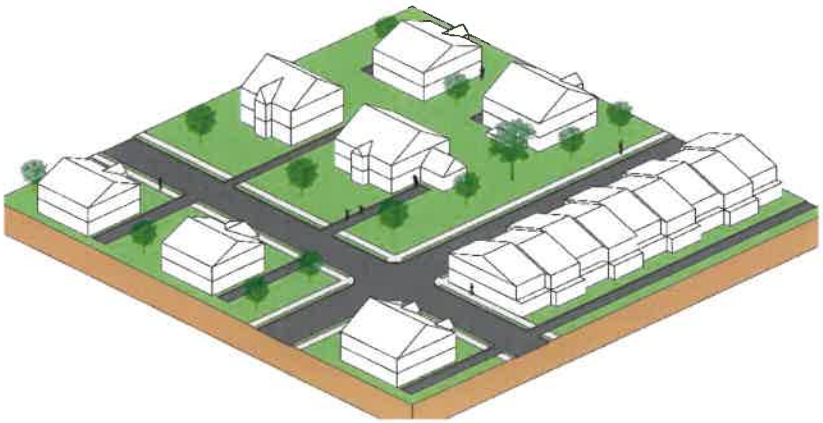
Possible Ranges:

- Res: 75-90%
- Non-Res: 0-15%
- Public/Civic: 10%+



Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Residential Density: Up to 4 du/ac; Up to 6 du/ac for infill development
Non-Residential FAR: Up to 1.0
Building Height: Up to 4 Stories
(Average height of 12-15 feet per story)



Transition
Transitions should be gradual, particularly where natural or man-made buffers are not available. New developments within Suburban Neighborhood areas adjacent to lower-density residential uses should create transitions in building scale and incorporate design elements that soften those transitions. Higher-density residential development can serve as a transitional land use between nonresidential uses and lower-density residential areas. Appropriate transitional techniques include variations in building orientation, height step down, and creative and extensive use of landscaping and natural features. Fencing or other barriers should not be used as the sole means of screening and buffering.



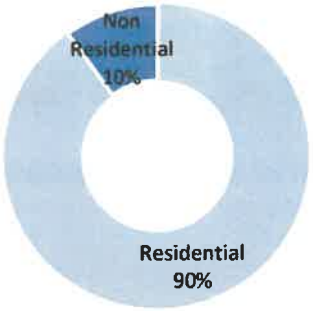


Suburban Compact Neighborhood





Suburban Compact Neighborhood areas provide opportunities to develop neighborhoods that can take advantage of small infill parcels near traditional suburban neighborhoods with proposed medium density residential uses or proposed high-density residential uses near walkable urban neighborhoods, depending on the context of their location. They provide opportunities for a mix of housing types including small-lot patio homes, townhomes, duplexes, and multifamily residences. Accessory residential units are also appropriate for these areas and may consist of apartments in the principal structure, garage apartments, or other outbuildings approved by the County. Open space areas such as parks, trails, community courtyards, and small public plazas should be integrated into individual ~~site plans.~~developments. Small-scale offices as well as retail and service uses serving the immediate or routine shopping needs of the immediate neighborhood (e.g., grocery stores, drycleaners, etc.) could be integrated into these neighborhoods. Auto-oriented uses, such as gas stations, car washes, and drive-throughs, would be located along streets primarily designed for the automobile. Development within this Place Type should include a public and civic component or be located within walking distance of public and civic amenities.

Core Uses	Complementary Uses	Conditional Uses
• Single Family Attached Residential • Single Family Detached Residential • Multi-Family Residential	• Active Adult Retirement Communities • Accessory Residential Units • Retail & Service Commercial	• Office • Civic, Cultural, & Community • Public Facilities • Special Activities • Parks & Recreation
Preferred Mix of Uses		
Possible Ranges: • Res: 85-100% • Non-Res: 0-15% • Public/Civic: 0%+		

DESIGN CHARACTERISTICS

Context

Compact residential development providing opportunities for a variety of dwelling unit types that should~~can~~ be designed to fit within or adjacent to surrounding neighborhoods and the surrounding density.~~.~~

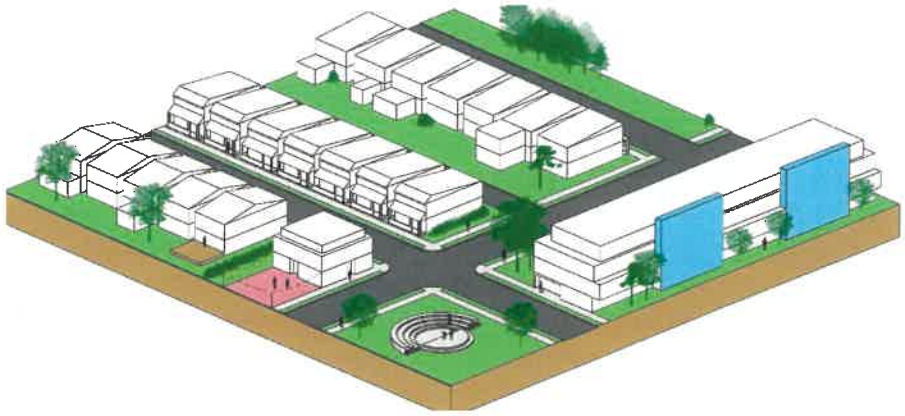
Street Pattern:
Rectilinear Grid
Block Length:
200-660 feet
Building Setback:
Shallow setbacks
Parking:
On-street, accessory, alley-oriented parking
Design Amenities:
Sidewalks, street and shade trees, lighting, street furniture, bike racks, crosswalks
Retail and Service:
Neighborhood - individual uses under 5,000 or small center up to 30,000 square feet
Community- individual uses under 30,000 or center between 30,000-150,000 square feet
Open Space:
15% of the site-Recreational (Passive and Active), Community, and/or Natural, Environmental, and Heritage



An example plan view of a Suburban Compact Neighborhood

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Residential Density: 8-24 du/ac **Total Nonresidential FAR: Up to 1.0**
(parcels adjacent to Suburban Neighborhood anticipated at 8-12 du/ac)
Building Height: Up to 4 stories
(Average height per story is 12 to 15 feet)



Transition
Appropriate transitional methods should be implemented where new development abuts more intensive nonresidential uses or less intensive residential uses. New high-density residential uses and large-scale infill within Suburban Compact Neighborhood areas adjacent to medium~~lower~~ density residential uses should create transitions in building scale and incorporate design elements that soften those transitions. Appropriate transitional techniques include variations in building orientation, height step-down, and creative and extensive use of landscaping and natural features.





Suburban Mixed Use





Suburban Mixed Use areas provide compact, pedestrian-oriented environments with opportunities for a mix of residential, commercial, entertainment, cultural, and recreational amenities. Although this area provides for residential uses, commercial and entertainment uses are the primary draw to the mixed-use center. Some areas within Suburban Mixed Use will not include a residential component, but will rather provide opportunities for non-residential uses that support the surrounding adjacent neighborhoods or provide a transition between larger mixed use developments that contain residential uses.

Reducing the distance between home, work, and entertainment/retail destinations, Suburban Mixed Use areas serve as logical locations for transit stops. Accessory residential units are also appropriate for the area and may consist of apartments in the principal structure, garage apartments, or other outbuildings approved by the County. In such specialized designs, office and residential parking structures, gas stations, car washes, drive-throughs, and other auto-related functions would be located along streets primarily designed for the automobile. Office, multifamily buildings and store entrances would be located along streets designed primarily for pedestrians.

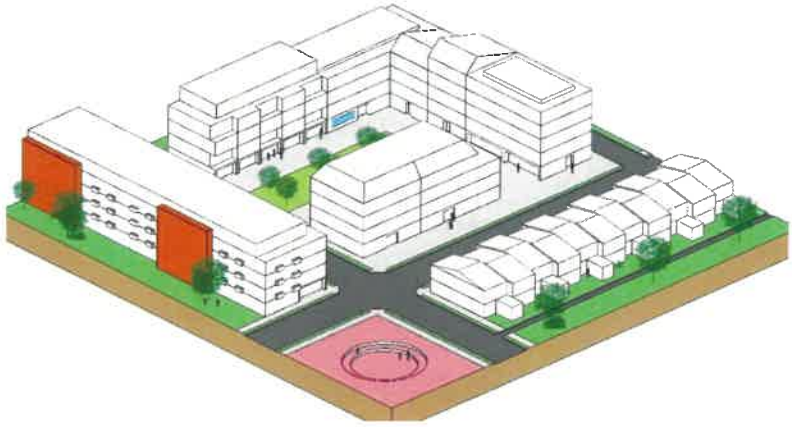
Over time, existing commercial developments within Suburban Mixed Use areas should be redeveloped with a vertically integrated mix of uses on the site. Multi-family residential can also be introduced into the design of existing suburban-style commercial developments as an initial step toward creating vibrant, walkable mixed-use communities. Limited areas otherwise designated as Suburban Mixed Use on the Place Type map may be allowed to develop according to the Suburban Compact Neighborhood Place Type if the locational and design criteria of SPA Action 2.1.I are satisfied.

Core Uses	Complementary Uses	Conditional Uses
• Retail & Service Commercial • Office • Entertainment Commercial • Multifamily Residential • Institutional • Hotel *Residential restrictions in noise-sensitive areas located within 65 Ldn noise contours	• Small ~~Lot~~ Single Family ~~Residential~~ Attached Residential • Active Adult Retirement Communities • Civic, Cultural, & Community • Accessory Residential Units	• Small ~~Lot~~ Single Family ~~Residential~~ Detached Residential • Public Facilities • Conference Center • Special Activities • Parks & Recreation

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total FAR: Up to 1.0* **Building Height: Up to 5 stories**
(Average height per story is 12 to 15 feet)

* Additional density (up to 1.5 FAR) may be achieved through the provision of one or more of the following project elements that go above and beyond required development standards to further the County's comprehensive planning goals: attain~~afford~~able housing units, building techniques that exceed industry efficiency standards, additional community amenities and pedestrian connections, and/or beneficial revitalization/redevelopment in priority areas.



Suburban Commercial



Suburban Commercial developments provide opportunities for larger format retail commercial establishments and smaller commercial establishments within a "main street" style environment. These developments should be designed to provide access to adjacent neighborhoods and to patrons living in the larger Loudoun community. Generally, these areas tend to be located next to major roads or existing residential neighborhoods. The predominant uses are community-serving retail commercial and "big box" commercial. This place type encompasses a wide array of commercial designs.

Core Uses	Complementary Uses	Conditional Uses
• Retail & Service Commercial • Office • Research and Development • Entertainment Commercial	• Civic, Cultural, & Community • Hotel • Conference Center	• Active Adult Retirement Communities • Institutional • Special Activities • Parks & Recreation • Public Facilities

Preferred Mix of Uses

Possible Ranges:
- Res: 0%
- Non-Res: Up to 100%
- Public/Civic: 0%+



DESIGN CHARACTERISTICS

Context

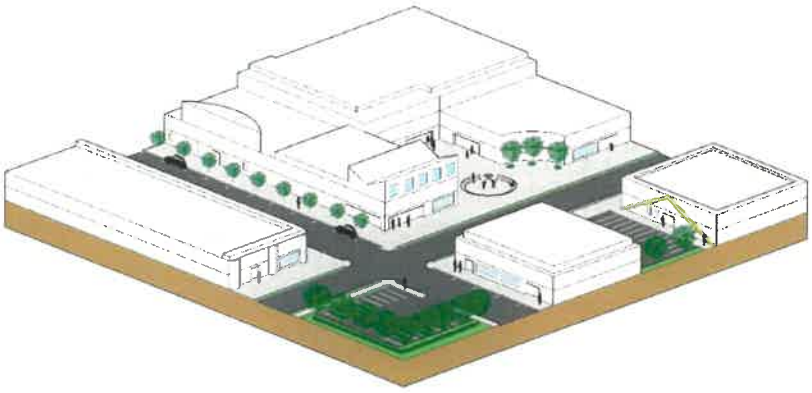
It is desirable for buildings in this place type to be organized to create a pedestrian-friendly streetscape with building frontages and landscaping strategically place so that parking is not the predominant feature. Big box retail uses and pad sites should be integrated into the design of the

site through the use of similar architectural elements, varying block sizes, parking and landscaping. Structures in Suburban Commercial areas should be compatible in size, roof type/pitch, architecture, and lot coverage with the surrounding residential uses.

Street Pattern:
Rectilinear, Gridiron, Linear
Block Length:
300-800 feet
Building Setback:
Shallow to medium setbacks at sidewalks
Parking:
On-street, accessory, short-term, surface, structured
Design Amenities:
Sidewalks, street trees, street furniture, shade trees, bike racks, lighting, crosswalks, plazas, pedestrian malls, network of green space, public art
Retail and Service:
Convenience - individual under 5,000 or small center up to 30,000
Neighborhood - individual uses under 5,000 or small center up to 30,000 square feet
Community - individual uses under 30,000 or center between 30,000-150,000 square feet
Open Space:
10% of the site - Recreational (passive and active), Community, and/or Natural, Environmental, and Heritage

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total FAR: Up to 1.0 **Building Height: Up to 5 stories**
(Average height per story: 15-20 feet)



Transition
Changes in height or building character, where allowed, should occur mid-block to promote balanced streetwalls where both sides of the street appear similar in height if possible. Developments should be transitioned from taller buildings at the center to heights generally no more than a story taller than adjoining adjacent development consisting of less intensive uses.

Suburban Employment





Suburban Employment areas provide opportunities for a broad array of employment uses within an environment that provides gathering spaces and opportunities for synergies among businesses. These offer prime locations for office, production, flex space, and warehousing uses as well as startups and established businesses. Appropriate uses do not generate excessive noise or air pollutants or require outdoor storage. Limited first floor retail that supports predominant uses is appropriate.

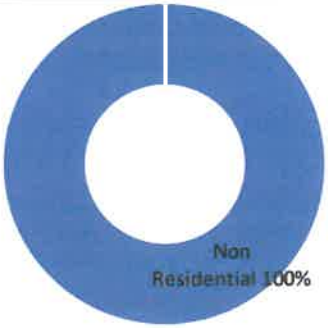
Parking should generally be located behind the building to ensure the buildings are the predominant feature when viewed from roadways and adjacent properties. Although civic or recreation space is not expected, required open space in Suburban Employment developments should include areas for use by customers and employees. The adaptive reuse or conversion of existing office uses to multifamily attached residential uses may be appropriate, on a case by cases basis.

For secure employment campuses, deviations from the applicable base design standards may be considered on case-by-case basis in order to accommodate security elements such as greater building setbacks, secured perimeters, or controlled site access.

Core Uses	Complementary Uses	Conditional Uses
• Light Production • Office • Research & Development • Contractor without Outdoor Storage • Flex Space	• Retail & Service Commercial	• Institutional • Civic, Cultural & Community • Public Facilities • Special Activities • Parks & Recreation • Data Centers • Warehousing

Preferred Mix of Uses

Possible Ranges:
- Res: 0%
- Non-Res: Up to 100%
- Public/Civic: 0%+



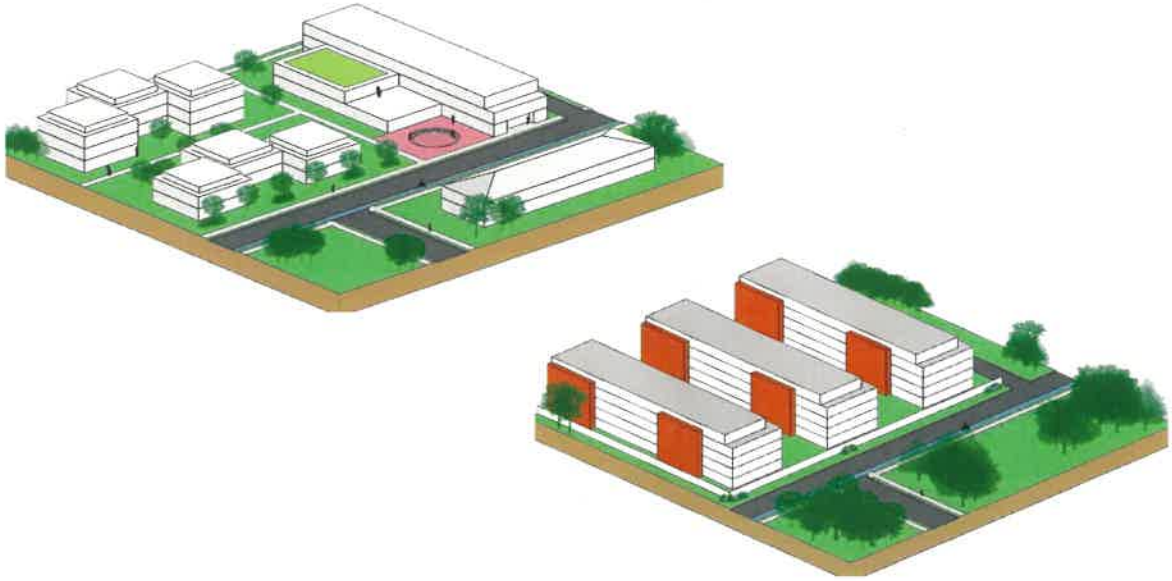
DESIGN CHARACTERISTICS

Context:
Separate employment uses that are integrated within a walkable, employment-based environment.

Street Pattern:
Rectilinear, Gridiron, or Fragmented Parallel
Block Length:
300-1,000 feet
Building Setback:
Short to medium; greater if flex use
Parking:
Structured, surface, on-street, accessory, or short-term
Design Amenities:
Sidewalks, street trees, shade trees, bike racks, plazas, public art
Retail and Service:
Employment Supportive-Limited to support the predominate use. Generally 10% of the gross FAR of the employment uses.
Open Space:
30% of the site- Recreational (trails), Community (outdoor seating, plazas, gardens, public art), and/or Natural, Environmental, and Heritage

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total FAR: Up to 1.0 **Building Height: 2 to 8 stories**
(Average height per story: 15-20 feet)



Suburban Industrial/Mineral Extraction





Suburban Industrial/Mineral Extraction areas consist of large manufacturing, contractor with outdoor storage, and other productive uses. Streets in this district are typically designed to accommodate freight ingress and egress. This Place Type also includes mineral extraction areas such as quarries and mines. Industrial and mineral extraction uses are incompatible with residential uses due to the prevalence of outdoor storage and the emissions of noise, odor, and vibrations. Buffers between these uses and residential uses are necessary to ensure compatibility and maintain commercial viability.

For secure employment campuses, deviations from the applicable base design standards may be considered on a case-by-case basis in order to accommodate security elements such as greater building setbacks, secured perimeters, or controlled site access.

Core Uses	Complementary Uses	Conditional Uses
• General and Heavy Manufacturing and Assembly • Warehousing • Contractor with Outdoor Storage • Fleet & Equipment Sales & Service • Research & Development • Outdoor Storage • Public Utilities • Quarry • Outdoor Manufacturing	• Retail & Service Commercial • Flex Space • Light Production	• Office • Public Facilities • Special Activities • Parks & Recreation • Data Centers

Preferred Mix of Uses

Possible Ranges:
- Res: 0%
- Non-Res: Up to 100%
- Public/Civic: 0%+



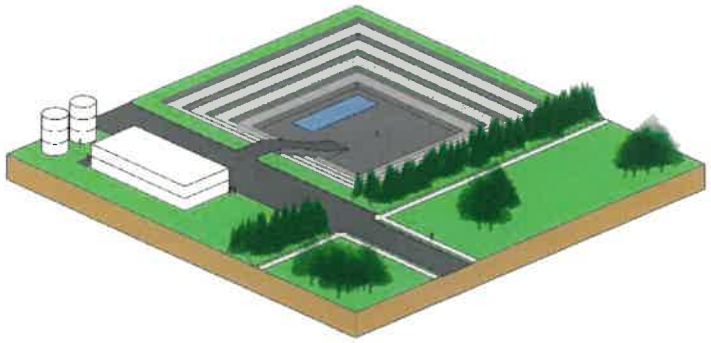
DESIGN CHARACTERISTICS

Context
Primarily one-to-two-story buildings used for warehousing, contractor services, or manufacturing.

Street Pattern:
Irregular
Block Length:
300-1,000 feet
Building Setback:
Deep, varying with use
Parking:
Surface
Design Amenities:
Sidewalks, street trees, shade trees
Retail and Service:
Employment Supportive-Limited to support the predominate use. Generally 5% of the gross FAR of the employment uses.
Open Space:
30% of the site-Recreational (sidewalks or trails), Community (outdoor seating area), and/or Natural, Environmental, and Heritage

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total FAR: Up to 0.6 **Building Height: Up to 4 stories**
(Average height per story: 15-20 feet)



Transition
Transitions between Suburban Industrial/Mineral Extractive uses and other developments, in particular adjacent residential neighborhoods, are critically important to the viability of long-term industrial operations. Setbacks, buffering, and natural open space can reduce impacts by blending the edges of Industrial/Mineral Extraction developments with surrounding developments, providing softer transitions than structural buffers. Storage and loading areas are to be oriented away from and screened from streets and adjacent us

Transition Policy Area

Policies, Strategies, and Actions

Unless otherwise specified, the following Policies, Strategies, and Actions apply only within the TPA.

TPA Policy 1: Ensure that the Transition Policy Area retains the visual character established by extensive natural open space by using compact development concepts with substantial open space requirements, and low profile construction to minimize visual intrusion into the natural environment.

Strategy

1.1 Accommodate new more affordable and innovative residential communities in compact development patterns, while preserving open space, natural, environmental, and heritage resources, and other valued features that may exist on site.

Actions

A. Encourage a variety of housing within individual developments by permitting small and large lot single-family detached, duplex, triplex, quadruplex, accessory residential dwelling, and other housing dwelling~~unit~~ types to expand housing options and thus attain~~fforda~~bility opportunities, and support the lifestyle preferences of a diverse community.

B. Develop zoning regulations and design standards to accommodate Transition Community Centers and Transition Compact Neighborhood Place Types to expand housing diversity and improve commercial viability.

C. Require new development to connect to Loudoun Water's central water and wastewater systems and encourage existing development to connect.

D. Continue to define the TPA by seven subareas to implement the Transition Large Lot Residential Neighborhood development pattern as identified on the Transition Policy Area Place Types Map.

E. Continue to support agriculture-related businesses including equine uses, agritourism, commercial nurseries, and similar uses throughout the TPA.

F. Continue to define the western edge of the TPA as the full extent of central sewer and water and the western edge of the growth boundary, pursuant to 15.2-2232.

G. Ensure that open space within developments creates or enhances the following:
   i. The 300-foot buffer and 200-foot transitional area along the Bull Run in the Upper and Lower Foley and Lower Bull Run subareas,
   The 300-foot buffer and 1,000-foot voluntary open space area along the Goose Creek, Goose Creek Reservoir, and Beaverdam Reservoir in the Lower Sycolin and Middle Goose subareas,

ii. A contiguous network of green spaces to supplement the natural and heritage resources connecting communities and natural resource areas, and
iii. A public trail and park network to destinations throughout the area.

H. Evaluate open space across developments to ensure the character and visual landscape of the TPA is achieved.

~~H.~~I. Continue to perform watershed management plans to determine appropriate water quality and quality controls.

~~I.~~J. Consider adoption of reservoir protection overlay districts that provide buffering and storm water quality controls.

TPA Policy 2: Offer safe and accessible parks and recreation opportunities that provide diverse activities for all ages, interests, and abilities.

Strategy

2.1 Provide a network of protected open space that maintains natural, environmental, and heritage resources and reinforces the TPA's unique character.

Actions

A. Develop a Master Plan for parks, open space, and trails in the TPA that: 1) builds on and links current planned shared-use trails and park areas, and 2) places greater emphasis on quality, connected, usable, and publicly accessible open space.

B. Protect the drinking water resources of the Occoquan, Beaverdam, and Goose Creek Reservoirs with natural stream and reservoir buffers, improved stormwater management, and other means.

C. Retain 50 percent open space throughout the TPA, unless otherwise called for by the applicable place type or in the Lower Bull Run subarea where 70 percent open space is required for residential development to protect drinking water source watersheds, and seek to reserve publicly usable, accessible, and interconnected open space.

D. Establish programs and regulatory mechanisms to increase publicly accessible open space, consistent with County facilities plans, through easements, land dedications, and purchase.

E. Require Open Space Plans with individual development applications to illustrate proposed use, public accessibility, resource protection, and connection with other open space.

F. Take advantage of existing or planned parks, stormwater ponds, and stream valley corridors, particularly the Goose Creek and Bull Run corridors, to create a linear park network linking larger park facilities and destinations.

G. Pursue connected linear trails, parks and open space accessible to the public when considering development applications.

TPA Policy 3: Target specific areas of the TPA for higher density residential and mixed-use development to create attain~~afford~~able and diverse housing opportunities in compact communities reflective of the historic development pattern of villages and towns in Loudoun.

Strategy

3.1 Establish guidelines to accommodate compact communities that provide sustainable and ~~affordable~~ attainable housing.

Actions

A. Create new Community Plans and other appropriate plans which address the particular needs and guide development within the Transition Policy Area.

B. Support Transition Compact Neighborhoods in areas specified on the Transition Policy Area Place Types Map provided they comply with the Place Type standards and incorporate the following features:

i. A combination of housing types, including detached, duplex, triplex, quadruplex, and/or accessory residential units.

ii. Housing units that are smaller and more affordable and that address the County's unmet needs.

iii. Discernible variations in lot shape and building setbacks along residential street frontages, in a manner reflective of traditional villages and towns, to visually differentiate individual residential structures.

iv. Design concepts within units and neighborhoods that allow residents at different stages of their lives to remain in the community.

v. A walkable community design emanating from one or more community greens with minimal use of cul-de-sac streets and easy access to parks, playgrounds and amenities.

vi. Public trails and parks internal to the neighborhood and connecting to adjacent communities and public facilities.

vii. Extensive buffers screening the intensity of the development from surrounding roads and communities through the use of dense vegetation, earthen berms, and/or natural topography.

Design Guidelines

The Design Guidelines are to build upon our current development patterns in a manner that allows innovative design and new responses to the market. The Design Guidelines are not meant to be prescriptive and are not intended to be treated as a checklist, but are instead meant to provide a framework for how the desired character of the TPA can be achieved, with the acknowledgement that other methods could achieve the intended results. The Design Guidelines do not supersede or otherwise limit the application of adopted zoning regulations, ordinances, building codes, proffers or any other design standards or regulations administered by Loudoun County.

All legislative applications for development in the TPA are expected to include project specific design guidelines, site layouts, illustratives, landscape plans, building elevations, and other similar graphics that demonstrate consistency with the TPA Design Guidelines and planning principles in this document.

When using the guidelines analysis is to be provided of ~~care should be taken to analyze~~ the impact a potential development may have on the landscape. Considering not only~~ations should include both~~ appearance but also~~and~~ practical considerations---such as proximity and quality of connections to utilities, community amenities, jobs, and housing to maximize the use of existing infrastructure and limit travel distances. The County encourages the use of a design process when planning development in the TPA that conserves and incorporates natural, environmental, and heritage resources into the site design. (See Appendix A for Design Guidelines for the TPA)

The goals of the TPA Design Guidelines are as follows:

- Development should create attractive places within the TPA by working with existing topography and site features, responding to the local context, and reinforcing the landscape's character, rather than simply attempting to place suburban design onto the landscape.
- Development should use the landscape for benefits such as solar heat gain or shelter from wind.
- Buildings should be treated as parts of the landscape and attention given to their form and scale relative to their surrounding environment.

~~When using the guidelines care should be taken to analyze the impact a potential development may have on the landscape. Considerations should include both appearance and practical considerations such as proximity and quality of connections to utilities, community amenities, jobs, and housing to maximize the use of existing infrastructure and limit travel distances. The County encourages the use of a design process when planning development in the TPA that conserves and incorporates natural, environmental, and heritage resources into the site design. (See Appendix A for Design Guidelines for the TPA)~~

Place Types

As described in the beginning of this chapter, the following Place Types have been designated for specific locations as displayed on the accompanying map. The Place Types will work in concert with the Design Guidelines and Policies, Strategies, and Actions of the TPA to fulfill the land use patterns and community characteristics intended for the area.

Transition Large Lot Neighborhood



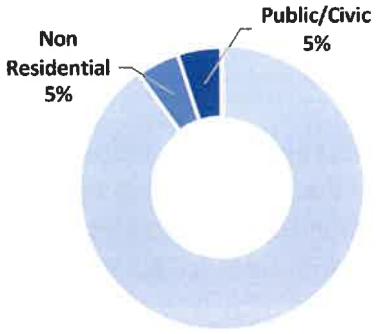
Transition Large Lot Neighborhoods include projects such as Willowsford, Red Cedar and Evergreen, which offer detached homes and substantial open space in low-density communities. Agriculture and related uses are encouraged on these open spaces. Neighborhoods should offer a variety of house styles and sizes and, similarly, a variety of lot sizes and configurations. Development layouts follow land contours, incorporate natural features into the development, and protect sensitive resources. Extensive open space should partially conceal views of the new residential development from perimeter roadways and adjacent development and protect natural and cultural resources.

Core Uses	Complementary Uses	Conditional Uses
• Large Lot Residential • Clustered Residential Subdivision • Accessory Residential Units	• Agriculture • Agricultural Supportive Businesses • Equine Facilities • Agritourism • Parks & Recreation	• Civic, Cultural, & Community • Public Facilities • Special Activities

Preferred Mix of Uses

Possible Ranges:
- Res: 85-95%
- Non-Res: 0 - 10%
- Public/Civic: 5%+

Residential 90%

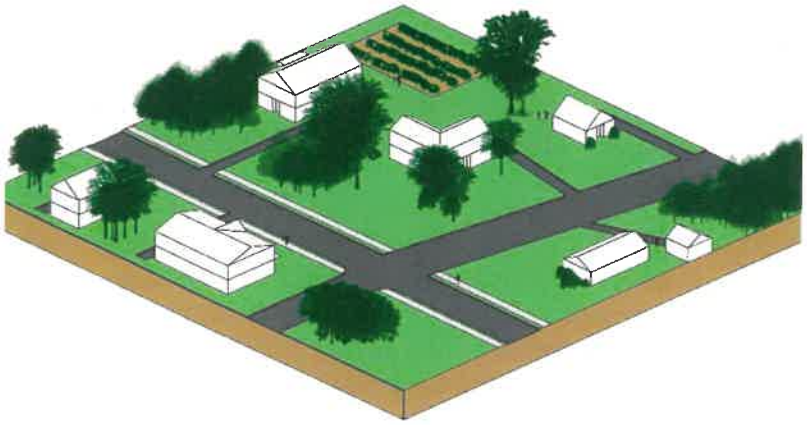


Place Type Rendering

An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total Nonresidential FAR: Up to 0.1 **Building Height: 1-3 stories**

(Average height per story is 12 to 15 feet)



Target Residential Density	
Lower Sycolin	1 du/10 ac
Middle Goose Creek	1 du/10 ac
Red Hill	1du/3 ac
Lower Bull Run	1 du/3 ac
Upper Broad Run	1 du/1 ac or 1 du/3ac
Upper Foley	1 du/3 ac

Transition

Transition Large Lot Neighborhood projects should be surrounded by natural buffers that visually screen the development from view of surrounding roads and from other developments.





Transition Small Lot Neighborhood



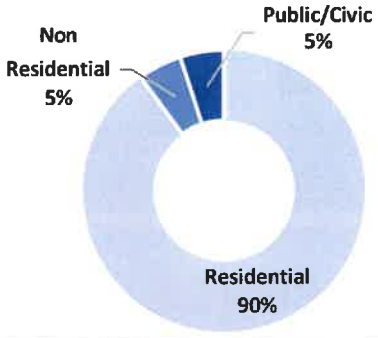


Transition Small Lot Neighborhoods include residential neighborhoods arranged in a cluster arrangement that includes a focal point such as a civic use, park, or green. The predominant use is single family detached housing. The lot pattern within each community should align with the topography and key environmental features to minimize the visibility of the structures. Open space and natural vegetation are the dominant visual features and provide public and private trails, passive and active recreation, and significant perimeter and environmental buffers.

Core Uses	Complementary Uses	Conditional Uses
• Single Family Detached Residential	• Agriculture • Agricultural Supportive Businesses • Equine Facilities • Live/Work Units • Accessory Residential Units • Parks & Recreation	• Retail & Service Commercial (supportive) • Institutional • Civic, Cultural, & Community • Public Facilities • Special Activities

Preferred Mix of Uses

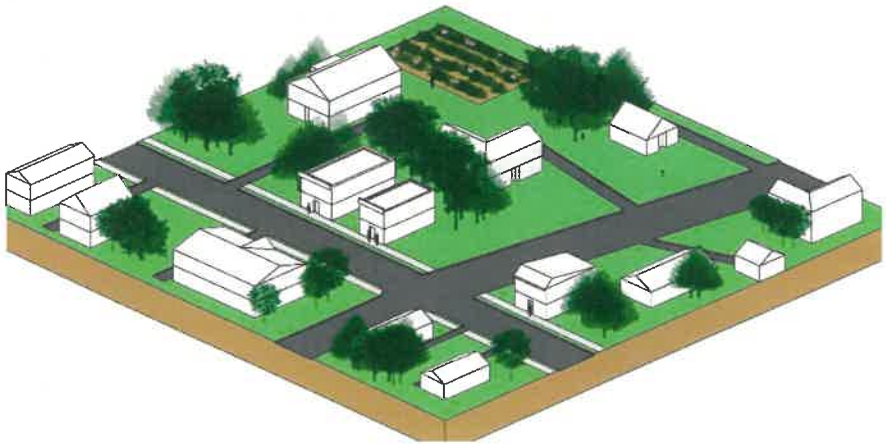
Possible Ranges:
- Res: 85-100%
- Non-Res: 0 - 10%
- Public/Civic: 5%+



Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Residential Density: Up to 4 du/ac
Total Nonresidential FAR: Up to 0.2 **Building Height: 1-3 stories**

(Average height per story is 12 to 15 feet)



Transition
Transition Small Lot Neighborhood projects should be surrounded by natural buffers that visually screen them from view of surrounding roads and from other developments.

Transition Compact Neighborhood





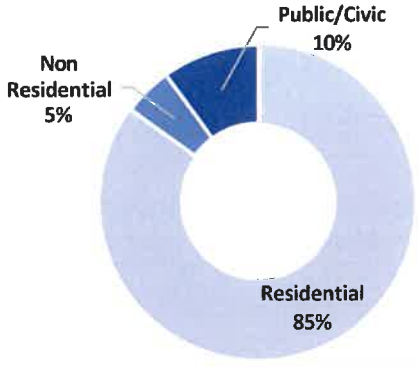
Transition Compact Neighborhoods include a variety of single family detached, duplex, triplex and accessory dwelling unit homes arranged around a focal point such as civic use, park, green or small commercial center. Duplex, triplex, and quadruplex housing should be designed to be compatible with – and should be dispersed throughout – the single family detached residences. If included, neighborhood-serving retail or employment space (such as shared office space) should be situated in conjunction with civic space or a central park or green to create a neighborhood core or focal point.

The vision is for a lot pattern within each community should primarily consist of small lots, and a mix of housing types along each street frontage and within each block. The development pattern does not segment use types into large blocks of a single unit type. A pattern of interconnected streets is intended to provide a walkable community. Open space and natural vegetation are the dominant visual features with significant perimeter and environmental buffers and should provide publicly accessible trails and passive and active recreation opportunities.

Core Uses	Complementary Uses	Conditional Uses
• Single Family Detached Residential • Single Family Attached Residential (duplex, triplex, quadruplex)	• Civic, Cultural, & Community • Entertainment Commercial • Office • Accessory Residential Units • Parks & Recreation	• Retail & Service Commercial • Public Facilities • Special Activities

Preferred Mix of Uses

Possible Ranges:
- Res: 80-90%
- Non-Res: 0-10%
- Public/Civic: 10%+



DESIGN CHARACTERISTICS

Context

Neighborhoods providing assorted lot configurations, sizes and shapes, and smaller, intermixed housing types and styles, characteristic of historic towns and neighborhoods. Communities are to be walkable and residents and the public are to have easy access to parks, playgrounds, and trails internal to the neighborhood and connecting adjacent communities. The community is to be surrounded by extensive wooded buffers maintaining the rural appearance of surrounding roads.

Street Pattern:
Rectilinear Grid, Fragmented Parallel, and Contour Forming
Block Length:
400-800 feet
Building Setback:
Varies
Lot Sizes:
Less than 10,000 square feet
Parking:
Garage, on-street, or alley-oriented
Design Amenities:
Sidewalks, street trees, common open spaces
Retail and Service:
Neighborhood - individual uses appropriately sized to serve the surrounding community.
Open Space:
50% of the site-Recreational, Community, and/or Natural, Environmental and Heritage

Place Type Rendering

An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Residential Density: 3-5 du/ac
Total Nonresidential FAR: Up to 0.2 **Building Height: 1-3 stories**
(Average height per story is 12 to 15 feet)



An example plan view of a Transition Compact Neighborhood

Transition

Where the Compact Neighborhood is adjacent to less intensive residential uses, Compact Neighborhoods should use large setbacks to separate uses or create natural and landscape transitions.

Transition Community Center





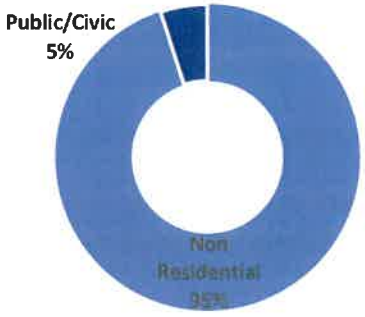


Transition Community Centers consist of a pedestrian-scale commercial development that provides retail sales, entertainment, and civic functions. The commercial center will feature a walkable street pattern to create a pedestrian shopping and entertainment environment with convenient and safe pedestrian and vehicular connections to adjacent neighborhoods, extensive landscaping at the perimeter, and outdoor activity and community space. Any residential component will consist of multifamily units over commercial uses. Auto-oriented uses would be located away from pedestrian areas unless incorporated into the mixed-use buildings. Primary entrances and exits for automobiles are restricted to main road corridors and not residential streets.

Core Uses	Complementary Uses	Conditional Uses
• Retail & Service Commercial • Civic, Cultural, & Community • Entertainment Commercial • ~~Public Facilities~~	• Office • Institutional • Multi-Family Residential (over ground floor commercial; live/work units) • Parks & Recreation	• Special Activities • Public Facilities

Preferred Mix of Uses

Possible Ranges:
- Res: 0-25%
- Non-Res: 70-95%
- Public/Civic: 5%+



DESIGN CHARACTERISTICS

Context
Pedestrian-focused retail centers with small footprint retail uses, active street frontages and outdoor activity. No "big box" retailers, with the exception of grocery or drug stores. Potential for residential over commercial uses, with live/work spaces.

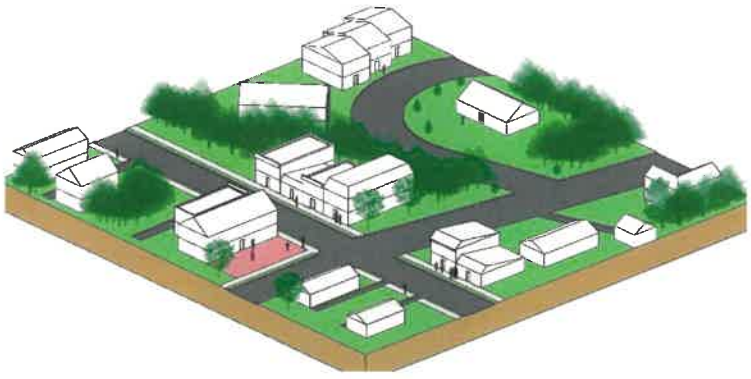
Street Pattern:
Rectilinear Grid
Block Length:
200-800 feet
Building Setback:
Minimal but may vary
Parking:
Surface or structured, on-street, or alley-oriented
Design Amenities:
Sidewalks, street furniture, street trees, lighting, common open spaces
Retail and Service:
Two and three-story buildings with active ground floor retail and entertainment uses, few single story buildings integrated into the compact, pedestrian-oriented environment.

Open Space:
50% of the site- Recreational, Community, and/or Natural, Environmental and Heritage

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total FAR: Up to 0.3 **Building Height: 1-3 stories**

(Average height per story is 12 to 15 feet)



Transition Light Industrial





Transition Light Industrial areas provide opportunities for low-traffic industrial and employment uses. Predominant uses are contractor establishments, and small-scale assembly or production. Appropriate uses do not generate excessive noise or air pollution or require outdoor storage. Open space that creates effective visual buffers and environmental protection on the site will encompass the business. Trails and passive parks are also appropriate.

Core Uses	Complementary Uses	Conditional Uses
• Light Production • Flex Space • Contractor	• Retail & Service Commercial (Ancillary retail) • Institutional	• Civic, Cultural, & Community • Public Facilities • Special Activities • Parks & Recreation • Data Centers

Preferred Mix of Uses

Possible Ranges:

- Res: 0%
- Non-Res: Up to 100%
- Public/Civic: 0%+



DESIGN CHARACTERISTICS

Context

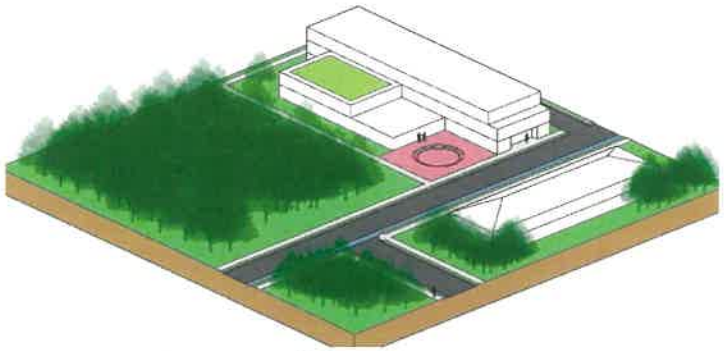
Industries and businesses within an environment dominated by open space of established forests or thickly vegetated buffers that screen such uses from roads and adjacent development.

Street Pattern:
Rectilinear Grid, Irregular, Contour Forming
Block Length:
Varies
Building Setback:
Varies
Parking:
Surface
Design Amenities:
Sidewalks, street trees, shade trees, lighting, crosswalks, plazas, bike racks
Open Space:
50% of the site-Recreational (trails), Community (outdoor seating, plazas), and/or Natural, Environmental and Heritage

Place Type Rendering

An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total Nonresidential FAR: Up to 0.6 **Building Height: 1-3 stories**



(Average height per story is 15 to 20 feet)

Transition

Building heights should step down appropriately to less intense residential uses and outdoor activities, noise generators separated from residential uses by buildings, berms and vegetation. Certain employment uses that may not be compatible with adjacent residential uses, such as data centers, should have transitional uses located in between. Transition Light Industrial projects will be visually screened from view of roads and separated from adjacent residential development and sensitive environmental and water supply reservoirs by large wooded buffers, berms, and distance.

Transition Industrial/Mineral Extraction







As a primary industry, mineral extraction should be supported and protected as long as the quarries remain productive. Predominant uses are quarries, large-scale public facilities, and complementary manufacturing operations. Such uses are generally incompatible with residential development and considerable screening and setbacks are necessary to protect their viability.

Core Uses	Complementary Uses	Conditional Uses
• General Manufacturing and Assembly • Research and Development • Outdoor Storage • ~~Public Facilities~~ • Quarry	• Office • Outdoor Manufacturing • Retail & Service Commercial (Ancillary retail)	• Special Activities • Parks & Recreation • Data Centers • Public facilities
Preferred Mix of Uses		
Possible Ranges: • Res: 0% • Non-Res: Up to 100% • Public/Civic: 0%+		

DESIGN CHARACTERISTICS

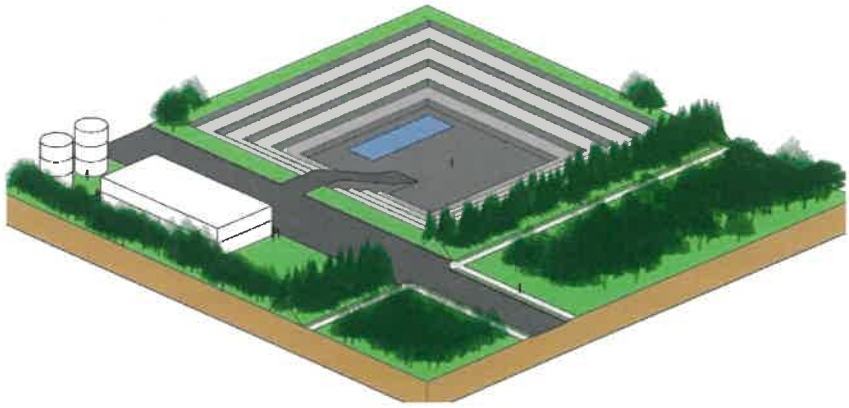
Context
Existing quarries and quarry-related industries and businesses surrounded by substantial open space.

Street Pattern:
Rectilinear Grid, Contour Forming
Block Length:
300-1,000 feet
Building Setback:
Deep
Parking:
Surface
Design Amenities:
Sidewalks, street trees, shade trees
Open Space:
50% of the site-Natural, Environmental and Heritage

Place Type Rendering
An oblique projection of development within a Place Type to showcase the qualitative characteristics of how buildings within the Place Type should interact to create activity.

Total Nonresidential FAR: Up to 0.6 **Building Height: 1-4 stories**

(Average height per story is 15 to 20 feet)



Transition
Transitions between Industrial/Mineral Extractive uses and other developments, in particular adjacent residential neighborhoods, are critically important to the viability of long-term industrial operations. Setbacks, buffering, and natural open space can reduce impacts by blending the edges of Industrial/Mineral Extraction developments with surrounding developments, providing softer transitions than structural buffers. Storage and loading areas are to be oriented away from and screened from streets and adjacent uses. Industry/Mineral Extraction projects should be separated from adjacent development and sensitive environmental and water supply reservoirs by wide, wooded buffers, berms, and distance.

Rural Policy Area

Vision

The Rural Policy Area (RPA) is an enduring rural landscape that is characterized by a unique composite of natural and man-made environments, rural economy uses, working agricultural lands, open space, and a limited residential base.

Introduction

The RPA occupies the western half of the County and is the largest of the County's Policy Areas. It encompasses approximately 230,000 acres, representing about 67 percent of the County's total land area. The RPA comprises a blend of low-density residential, working farms, rural economy uses, pastoral landscapes, forested areas, mountains, and wildlife habitats. The RPA encompasses six of the County's seven incorporated Towns, 12 existing Rural Historic Villages, and numerous smaller crossroad communities. As of April 1, 2017, the population of the RPA is approximately 40,400 people, representing approximately 10 percent of the County's total population.

The RPA is divided into two areas—the Rural North and the Rural South. Each of these distinct geographic areas (see Rural Policy Area Place Types Map) has different base residential densities in response to their dominant rural land use and development patterns. The Rural North (geographically defined as north of Goose Creek and the North Fork of Goose Creek to the County border with Montgomery, Frederick, and Washington Counties, Maryland; Jefferson County, West Virginia; and Clarke County, Virginia) is characterized by a mix of smaller lots that are interspersed with larger parcels in agricultural use. The Rural North, proximate to the Towns within the Route 7 Corridor, has the highest concentration of residential development and a more developed paved roadway network with easy access to commuter routes. Additionally, the Route 15 corridor, both north and south of the Town of Leesburg, has experienced substantial residential growth since the Board adopted the *Revised General Plan* (RGP) in 2001. The Rural South (geographically defined generally as south of Goose Creek and the North Fork of Goose Creek to the County border with Clarke, Fauquier, and Prince William Counties, Virginia) is characterized by an existing large lot pattern and represents the center of Loudoun's prominent equine industry. The Rural South contains a number of large working farms that are accessed by a network of mostly unpaved rural roads. The Rural South contains Loudoun County's largest amount of permanently protected land that is held under voluntary conservation easements. Both the Rural North and Rural South are marked by a scattering of Rural Historic Villages and small crossroad communities, which provide limited retail and commercial services to rural residents and visitors.

Approximately 700 miles of public roads maintained by the Virginia Department of Transportation (VDOT) serve the RPA. These roads range across all classifications, including arterials that feature greater access control to facilitate longer distance travel at higher posted speeds; collector roads that have less access control in order to balance parcel access and mobility; and local secondary roads that primarily provide access to individual parcels. Unpaved gravel secondary roads constitute approximately 255 miles of the County's rural road network. The County, with the support of residents, has made a conscious effort to preserve portions of the historic gravel road

network, which contribute to the character of the rural landscape and provide opportunities for recreational users such as equestrians, bicyclists, and pedestrians.

VDOT, in collaboration with the County, has worked to maintain the delicate balance between service needs and the preservation of the aesthetic character of the road network in the RPA, providing adequate transitions from major rural highways to main streets to rural paved and unpaved road segments. Specific long-range plans and local projects have generally sought to maintain two-lane rural section roadways along most rural corridors, while providing improvements to major commuter routes. These include the Virginia Scenic Byway program; national and state historic district designations; traffic calming projects at appropriate locations; the VDOT Rural Rustic Roads Program; and the incorporation of low-impact modern improvements, such as roundabouts, in lieu of traffic signals and interchanges. As increasing traffic volumes continue to place stress on the rural road network, the County will need to make comprehensive and strategic decisions regarding best practices to provide reasonable mobility, while protecting the rural character and scenic quality of roads in the RPA (see ~~Loudoun County 2019 Countywide Transportation Plan~~ 2019 CTP).

The Rural North and Rural South are home to a centuries old farming community that shaped the physical landscape and the social and economic fabric of Loudoun. However, over the past 30 years, as portions of the County and the region have become more urbanized, the RPA has faced increased challenges related to demographic changes, land use, economics, and transportation improvements, thus facilitating and enabling the conversion of land for rural residential subdivisions at an increasing rate as some residents seek an alternative to urban life. The adoption of the RGP in 2001 and the accompanying down-zoning of the majority of the land in western Loudoun in 2003 and in 2006, marked a dramatic turn in the County's effort to limit residential development in the RPA and established an approach for land preservation tied to the creation of a viable rural economy and low-density development options, including the clustering of homes to preserve the rural character of the land. The *Loudoun County 2019 General Plan* (General Plan) carries this approach forward.

Towns and JLMAs

Vision

The Towns will continue to be hubs of economic and cultural activity in western Loudoun.

Hamilton

First settled in the 1730s and incorporated in 1875, the Town of Hamilton is located along business Route 7 between Leesburg and Purcellville. Hamilton served as a commercial and tourism hub after the railroad was extended west of Leesburg, though by the mid-1900s had become primarily a residential community. The existing JLMA around Hamilton and the adjacent RPA along the north side of its boundaries have also developed with residential uses. While Hamilton has extended utilities outside of its boundaries and has water facilities in the JLMA, it does not foresee expansion of the JLMA. An existing school and school support facilities on the western edge of the JLMA serve to separate the community from Purcellville.

The Town of Hamilton Comprehensive Plan for the Town of Hamilton and JLMA serves as Loudoun County's planning document for the Hamilton JLMA. The Comprehensive Plan for the Town and JLMA was jointly adopted by Loudoun County and the Town of Hamilton and planned for a period through 2020. The Policies, Strategies, and Actions specific to Hamilton address the continued coordination between the Town and County regarding future updates to Hamilton's Comprehensive Plan.

The Town of Hamilton supports the Town's ability to annex land within its JLMA. The Town believes such annexations provide "win-win" scenarios that enable the Town to provide better and additional services to property owners, while the County still receives applicable tax revenue from these areas.

The Town of Hamilton also supports collaboration between Loudoun County and the Town regarding development issues near the Town, especially to the west and east along Business Route 7/Colonial Highway.

Hamilton's wells are vital to the continued provision of potable water to County and Town residents. As such, Hamilton supports Policies, Strategies, and Actions regarding the location and depth of private wells to protect municipal wells that provide water to thousands of people throughout Loudoun County.

The Town of Hamilton supports an emphasis on affordable housing and supports increased efforts to provide housing that is affordable to the workforce, older adults~~seniors~~, teachers, firefighters, police, and others who allow Loudoun County to function as a community.

Strategy

1.5 Development within the Hamilton JLMA will comply with the comprehensive plan for the Town of Hamilton and the adjacent area in the JLMA.

Actions

A. Maintain the Town of Hamilton authority over subdivision applications within 1 mile

of its corporate limits.

B. Work with the Town of Hamilton to update the Comprehensive Plan for the Town and JLMA after the adoption of the *Loudoun County 2019 Comprehensive Plan*.

C. Support the Town of Hamilton efforts to develop an identifiable town center to serve as a community focal point for the Town of Hamilton and the JLMA.

D. Seek to improve street connectivity as the redevelopment and infill development occur in the JLMA and connect to the existing streets in the Town of Hamilton, where feasible, with roads that are compatible with traditional town designs.

E. Work with the Town of Hamilton to effectively manage transportation systems around the Town and to explore methods of traffic calming on Business Route 7 through town including the possible use of a traffic circle at Route 7 and St. Paul Street.

F. Maintain a distinct identity for the greater Hamilton community separate from the adjacent rural areas by establishing a greenbelt around the Town of Hamilton and the JLMA using conservation easements, passive and active parks and other means.

G. Work with the Town of Hamilton to achieve a balanced land use pattern that will retain Hamilton's historic small-town character in a rural setting and maintain its unique sense of place.

H. Work with the Town of Hamilton to plan for a shared-use trail connecting to the Town of Purcellville.

Design Guidelines

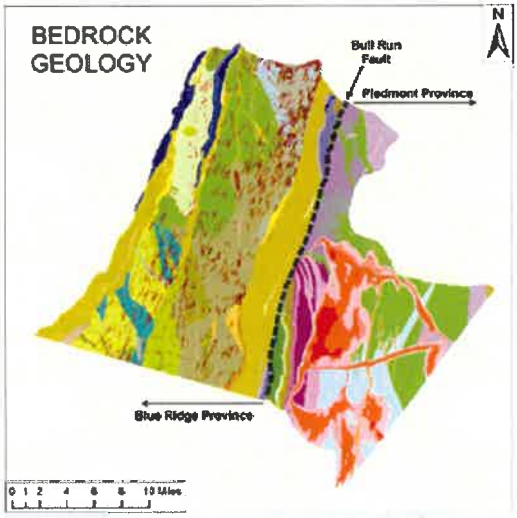
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All applications for development in the JLMA are expected to include project specific design guidelines, site layouts, illustratives, landscape plans, building elevations, and other similar graphics that demonstrate consistency with the JLMA Design Guidelines and planning principles in this document.

When using these Design Guidelines, ~~make sure to analyze~~analysis is to be provided of the impact a potential development may have on the landscape, considering not only appearance, but practical considerations such as proximity to utilities, community amenities, jobs, and housing to maximize the use of existing infrastructure and limit travel distances.

The County encourages the use of a design process when planning development in the JLMA that conserves natural, environmental, and heritage resources and incorporates any such features into the site design. (See Appendix for Design Guidelines for the JLMAs)

Chapter 3 – Natural, Environmental, and Heritage Resources



Physiographic provinces are determined based on geology and landforms.

Geologic and Soil Resources

The eastern half of Loudoun County is located in the Piedmont physiographic province, and the western half is in the Blue Ridge physiographic province. The Bull Run fault, coextensive with the eastern edge of the Catoctin Mountain, forms the boundary line between the two provinces. Soils and geologic information are important considerations in land development, predicting potential impacts on erosion, water quality and quantity, and failing slopes, as well as informing mitigation of adverse impacts post-development.

Limestone

An area of approximately 18,000 acres (approximately 5.5 percent of the County) that lies predominately north of Leesburg and east of Catoctin Mountain is characterized as karst terrain (See Limestone Overlay District Map). Karst terrain refers to areas where mildly acidic water has gradually dissolved the underlying limestone and other carbonate rocks, creating a landscape characterized by underground cavities, sinkholes, and springs. These areas are susceptible to increased cavity collapse, ground slippage, groundwater pollution, and threats to the stability of foundations and structures. In 2010, the Board of Supervisors (Board) adopted amendments to the Zoning Ordinance that established the Limestone Overlay District (LOD), which regulates development in karst areas.

Prime Agricultural Soils

Prime agricultural soils are soils that are best suited for conventional agricultural use. Nineteen percent of the County consists of prime farmland as defined by the U.S. Department of Agriculture. These soils are usually found in areas that are nearly level to gently sloping, well drained, and with access to water sources. Loudoun's remaining best agricultural soils are generally located in the Rural Policy Area. Prime agricultural soils in Loudoun are often seen as desirable for residential development. Once this land-based resource is lost, however, it cannot be reclaimed. Because the County has emphasized the rural economy as an important part of its overall economic health, prime farmland and agricultural soils are especially valuable. Since the establishment of the Loudoun County Agricultural and Forestal District (AFD) Program in 1979, over 43,000 acres are enrolled within 23 Agricultural and Forestal Districts (AFDs)[1] throughout the County.

Mountainside and Steep Slopes



Loudoun's mountains are a significant attraction for residents and visitors and contribute to the County's distinctive beauty.

Loudoun's mountains are a valued environmental resource and distinctive feature of the County's scenic beauty. Mountainsides contain headwaters to many of the County's streams and are identified as a critical groundwater recharge area for western Loudoun County. Residents, visitors, and rural businesses value the scenic vistas that the hills and mountains provide. They are also highly sensitive to land disturbance and development. In addition to the destruction of prime viewsheds, uncontrolled land disturbance within these areas can cause major soil slippage, debris flows, or landslides. Disturbances that can initiate these land surface failures include removal of trees and vegetation; cutting, filling, or blasting of the soil and bedrock; and altering the soil moisture content by excessive groundwater withdrawal or changing surface water runoff. The Zoning Ordinance regulates these areas through the Mountainside ~~Development~~ Overlay District (M~~D~~OD). The M~~D~~OD contains land use restrictions and performance standards to minimize the destruction of individual resources and the disturbance of the ecological balance of these resources. The boundaries of the M~~D~~OD are based on a range of both technical and aesthetic factors. Mountainside areas are divided into three areas depending on the elevation and the types of resources present as determined by weighted analytical criteria (Somewhat Sensitive, Sensitive, and Highly Sensitive). Policies in this Plan also encourage mountainside areas to be placed under permanent open space easement. Updates to the M~~D~~OD are included as an Action to bring the Zoning Ordinance and the Plan guidance into alignment.

Recognizing the importance of protecting steep slopes beyond the mountainous areas of the County, in 1993 the Board adopted an amendment to the Zoning Ordinance establishing standards for development on steep slopes. Since the adoption of the Steep Slope standards, several revisions have occurred, resulting in greater flexibility in the standards. Steep slopes and moderately steep slopes occupy an area of approximately 53,000 acres (approximately 16 percent of the County). Moderately steep slopes are areas with a 15 percent to 25 percent grade (identified by Slope Class D on Loudoun County soil maps). Steep slopes refer to more environmentally critical slopes with a grade greater than 25 percent (identified by Slope Class E on Loudoun County soil maps). Improper use and disturbance can trigger increased erosion, building failure, road failure, downstream flooding, and other hazards.

[1] As of September 25, 2017



This specimen Shumard oak at Algonkian Regional Park is one of the largest trees in Loudoun County, measuring 112 feet tall and 176 inches around.

Forest, Trees, and Vegetation

The County's forests and trees improve air and water quality, offer important habitat for birds, small mammals, and other wildlife, and provide buffers between communities. Forests and trees conserve energy by providing shade and evaporative cooling through transpiration. They also reduce wind speed and redirect airflow, reduce stormwater runoff and soil erosion, and can increase real property values. Riparian forests along streams provide the greatest single protection of water quality by filtering pollutants from stormwater runoff, decreasing stream bank erosion, and maintaining the physical, chemical, and biological condition of the stream environment. The County also has some of the state's best hardwood stands for lumber and veneer production. Working forests in rural areas contain valuable stands of hardwood timber, while trees and forest resources in the more urban portions of the County help to make them attractive places to live, work, learn, and play.

The County supports the incorporation of existing tree cover into required buffers as well as the control and removal of invasive species. The use of existing vegetation to meet screening and landscape buffer requirements is preferred over the removal and planting of new vegetation. Action steps call for the submittal of a Tree Cover Inventory as part of development applications to evaluate existing tree cover and identify areas worthy of preservation. Forest resources are also protected through AFDs, easements, and other voluntary means, as well as through the implementation of the MDOD, LOD, and Steep Slope standards in the Zoning Ordinance.

Sustainability

Sustainability seeks to achieve economic development, social equity, and environmental protection in a balanced manner. Sustainability is commonly defined as development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Over the last several decades, Loudoun County has integrated sustainability into the community fabric to foster a high quality of life. The County will continue its leadership and infuse a sense of responsibility among all sectors of the community to take a more active role in sustainability.

Sustainable development calls for practices that are cost-effective, enhance human health and well-being, and protect and restore the environment. The County has developed and implemented the following programs and plans that demonstrate a commitment to a more sustainable community:

- *Clean Waters Initiative*, which hosts educational and partner projects, from floating

wetlands, to native tree planting, to rain gardens, to pasture and crop management, to stream protection.

- ~~*The Loudoun County Energy Efficiency and Conservation Program*, which provides leadership, guidance, education, and technical expertise to reduce energy consumption, improve energy efficiency, reduce energy costs, and facilitate energy conservation in County facilities.~~
- *Energy Strategy 2030, which is an update and replacement for Energy Strategy 2009 which provides* ~~09~~, a blueprint for realizing the County's vision to contribute to achieving Virginia's goals of net zero greenhouse gas (GHG) emissions by 2045 and a carbon-free grid by 2050 while ensuring energy is clean, reliable, and affordable for all residents and businesses in Loudoun County. ~~30-year road map of energy strategies for the Loudoun County government and community.~~
- ~~*Environmental Policy*, which provides outreach and guidance regarding pollution reductions set by the Total Maximum Daily Load (TMDL), which was established by the EPA for the Chesapeake Bay. Monitors environmental legislation and regulatory activity that may have an impact on Loudoun County operations and residents, including federal regulations such as the EPA's Chesapeake Bay TMDL.~~
- *Stormwater Management Program*, which addresses the design, development, improvement, operation, inspection, maintenance, and oversight of the stormwater management system.
- *Water and Wastewater Program, established through Water and Wastewater Needs Assessment Implementation Plan*, ~~is a program that~~ recognizes the need for a detailed, systematic approach to solve existing and potential future water and wastewater problems in the county, including assistance and support for communities experiencing issues with deficient or absent water and/or wastewater systems.
- *Natural Resources Strategy*. The Department of General Services is developing a countywide Natural Resources Strategy. It will integrate a holistic approach to achieve County objectives in protecting and enhancing natural resources, including alignment with the Linear Parks and Trails Framework Plan, Parks Recreation and Community Services Master Plan, Stormwater Management Program and MS 4 Permit, Watershed ManagementPlans, the Environment and Energy Work Plan, and other programs to provide a unified vision and outcomes that protect and enhance natural resources and provide agreed-upon methods to measure success.

Energy use is the major human cause of greenhouse gases. The electricity sector is currently the largest emitter of greenhouse gases, followed by the transportation sector; industry, commercial, and residential fuel use; and agriculture. In 2007, the *County Energy Strategy* (CES) concluded that if Loudoun County remained on a business-as-usual track with its countywide growth – while accounting for some expected improvements in the efficiency of both existing structures and new construction – then by 2040 the County would require 46 percent more energy to manage the expected growth. Over the same period, total greenhouse gas emissions would increase by 50 percent.

The County monitors inefficient energy sources at government facilities and eventually plans to shift to an alternative source of energy. As an example, Loudoun County converted Purcellville Library's

oil Heating, Ventilation, and Air Conditioning system to electric and propane.

The County enforces the 2018~~2~~ International Energy Conservation Code (IECC), the most current model code establishing the minimum design and construction requirements for energy efficiency. County policies have a goal of constructing County facilities to Leadership in Energy and Environmental Design (LEED) Silver, or equivalent standards, where it makes sense to do so. Green building rating systems provide a consistent metric for measuring site development and building performance. Also, rating systems raise awareness of the environmental impacts of site development and buildings and help determine measures to minimize those impacts.

Loudoun County is a member of the Metropolitan Washington Council of Governments (MWCOG). MWCOG focuses on the following environmental planning areas: water resources, air quality, climate and energy, recycling and solid waste, and agriculture and forestry. Loudoun County assists in advancing the goals laid out in MWCOG's *Region Forward* for clean water, air, and land, and a more sustainable region.

The County is committed to policies, strategies, and actions that protect natural, environmental, and heritage resources and integrate the concepts of sustainability into greater community planning and development goals. As the County continues to grow, so will the opportunities and challenges related to preservation and conservation of natural, environmental, and heritage resources. A proactive approach to water quality could help to avoid costly and time-consuming processes to restore water quality as part of TMDL Action Plans. Through watershed management plans, the County has the opportunity to identify areas where management practices will most effectively enhance water quality. The County also has the opportunity to document efforts to promote sustainability, environmental stewardship, and protect the environment. The County should continue to support and build upon work that has already begun and consider the development of a sustainability plan or an annual report highlighting work that is being done. The Board can use this report to identify future goals. Essential to the preservation of heritage resources and cultural landscapes is proactive survey and evaluation of these resources as provided in the HPP. The following Policies, Strategies, and Actions reflect these concepts and more, balancing the environmental, social, and economic factors that will shape the County for future generations.

Policies, Strategies, and Actions

Unless otherwise specified, the following Policies, Strategies, and Actions apply Countywide.

Soils and Geologic Resources

SGR Policy 3: Preserve and protect the County's soils, unique geologic characteristics, farmland, steep slopes, mountainsides, and ridgelines recognizing their sensitivity to land disturbance and development as well as their contribution to healthy ecosystems and the quality of life valued by residents and visitors.

Steep Slopes, Moderately Steep Slopes and Mountainside Areas

Strategy

3.3 Protect steep slopes, ridgelines, and mountainside areas against destabilization, erosion,

building and/or road failure, downstream flooding, and other hazards and to maintain the scenic and rural nature of these areas.

Actions

C. Manage and regulate development in mountainside areas using performance standards and regulations to minimize negative environmental impacts; minimize land disturbance; protect the ridgelines; maintain woodlands, plant, and wildlife habitats; and preserve other natural features.

D. Prohibit land disturbance on naturally occurring very steep slopes (greater than 25 percent grade and/or soil slope class of E), with limited exceptions such as access easements to existing lots where no other access is possible. Agricultural or silvicultural activities, excluding structures, may be allowed provided that a County approved Farm Management Plan or Forest Management Plan, whichever is applicable, is implemented. Apply performance standards to protect soils, vegetation, and other environmental features when roads are permitted or allowed by special exception.

E. Apply performance standards to protect moderately steep slopes (15 to 25 percent grade and or soil slope class of D) to include BMPs and locational clearances for clearing and grading. Develop incentives to locate development outside of moderately steep areas. Limit clearing to only essential clearing that is necessary for home construction, road construction, and utility installation on moderately steep slopes.

F. Preserve forests and native vegetation on very steep slopes.

G. Protect ridgelines through updates to the Mountainside ~~Development~~ Overlay District, the development of a Ridgeline Protection Overlay District, and the prioritization of protecting such areas through open space easement acquisition.

H. Require special exception approval for the subdivision of properties into three or more lots in Sensitive and Highly Sensitive Mountainside Areas.

I. Seek the expansion of passive outdoor recreational opportunities in mountainside areas, including the development of public park sites and improving access to existing recreational facilities such as the Appalachian Trail.

J. Review and amend zoning regulations and development standards to ensure consistency with the mountainside area policies.

K. Establish performance standards for unavoidable development on questionable soils as defined by the International Building Code.

Natural Heritage Resources

NHR Policy 6: Preserve, protect, and create a network of privately and publicly protected open space, favoring large contiguous areas rather than smaller

disconnected areas; maintaining natural, environmental, and heritage resource assets; preventing habitat fragmentation; and reinforcing the unique character of the diverse communities in the County.

Strategy

6.1. Conserve and protect natural heritage resources including rare, threatened, and endangered plant and animal species; species of greatest concern; exemplary natural communities, habitats, and ecosystems; and other natural features of the County.

Actions

A. Use open space requirements, passive recreation, nature preserves, incentives, and regulations to protect areas of natural biodiversity and rare, threatened, and endangered plant and animal species, and plant communities in keeping with the federal Endangered Species Act and to foster the implementation of the Virginia Wildlife Action Plan.

B. Require development applications to identify Loudoun County's natural heritage resources through coordination with the Virginia Department of Conservation and Recreation (VDCR) – Division of Natural Heritage and the Virginia Department of Wildlife Resources (VDWR) ~~of Game and Inland Fisheries (VDGIF)~~. For those development applications that have a likely presence of one or more natural heritage resource, the County will require the applicant to conduct relevant assessments. In cases where the presence of the species is identified, the County will require the applicant to develop and submit a plan for impact avoidance and mitigation if impact avoidance is not feasible.~~.~~

C. Ensure that the study of natural heritage resources is conducted by qualified research organizations ~~such as~~including but not limited to the VDCR and VDWR~~GIF~~, and develop implementation strategies for the preservation of identified natural heritage resources.

Wildlife Habitats

Strategy

6.2. Conserve and protect wildlife habitats, wildlife travel corridors, and access to streams and water sources through the preservation of natural resources such as native vegetation, forest cover, woodlands, floodplains, streams and stream corridors, wetlands, and undeveloped areas associated with steep slopes.

Actions

A. Require development proposals to create links to adjacent open space and natural resources to help prevent habitat fragmentation and foster biodiversity.

B. Identify essential wildlife corridors and encourage protection of these areas through conservation easements acquired by the County or others, participation in the Open

Space Preservation Program, development design, and other means.

C. Ensure that new development, redevelopment, and infill development incorporates existing native vegetation and plantings of native vegetation into the landscape design.

D. Encourage the preservation and plantings of native vegetation to protect pollinators, migrant birds, and other wildlife.

E. Promote and support the establishment of public and private nature preserves throughout the County as part of the protection and enjoyment of natural, environmental, and heritage resources.

Complementary Elements

CE Policy 7: The County promotes healthy air and low levels of noise and light pollution as essential elements for current and future residents.

Strategy

7.1. Preserve and protect air quality.

Actions

A. Comply with the requirements of the Federal Clean Air Act Amendments of 1990 through support of the State Implementation Plan (SIP).

B. Evaluate and implement methods to reduce emissions of airborne pollutants including particulates, greenhouse gases, ozone precursors, and other gases known to adversely affect human and environmental health.

Strategy

7.2. Protect noise-sensitive uses.

Actions

A. Continue to support the Washington Dulles International and Leesburg Executive Airports by continued and complete prohibition of new residential and other noise-sensitive land uses from the areas located within the Ldn 65 or higher aircraft noise impact area for both airports and by allowing only non-noise- sensitive land uses within these contours.

The Airport Noise Impact Area (ANIA) consists of three (3) components or aircraft noise impact areas:

(i) Ldn 65 or higher;
(ii) Ldn 60-65; and
(iii) Within one (1) mile of Ldn 60

B. Continue to work with the Metropolitan Washington Airports Authority to understand and minimize the effects of airport operations and routes on existing noise-sensitive areas within the Ldn 60-65 aircraft noise impact area for Washington Dulles

International Airport and minimize residential and noise-sensitive development in noise sensitive areas.

C. Prohibit residential encroachment into the areas designated as within the Ldn 65 or higher aircraft noise impact area to ensure that residential development will not create pressure for reductions in the intensity of service or prohibit the expansion of service at the airport.

D. Continue to enforce and update with the most current information, as appropriate, the Airport Impact Overlay District included as part of the Loudoun County Zoning Ordinance.

E. Consider the 2019 Washington Dulles International Noise Contour Map Update when reviewing land development applications surrounding the airport.

F. Consider replacing the existing noise contours for Washington Dulles International Airport to reflect the noise contours in the 2019 Washington Dulles International Noise Contour Map Update. **[Implemented with CPAM-2021-0001, ZMAP-2021-0011, and ZOAM-2021-0002, Airport Impact Overlay District Update. However, the Ldn 65 or higher aircraft noise impact area is revised to exclude areas already approved for residential development through proffered rezoning.]**

G. Require roadway noise studies for residential, institutional, or other noise sensitive uses adjacent to existing or proposed arterial and major collector roads to ensure that forecasted noise levels fall within acceptable levels, or can be abated to meet County standards (See also 2019 CTP ~~*Loudoun County 2019 Countywide Transportation Plan*~~, Chapter 7, Environmental and Heritage Resources).

H. Allow approved residential rezonings that were located outside of the Ldn 65 or higher aircraft noise impact area at the time of approval, but projected to be within the Ldn 65 or higher noise impact area by the 2019 Washington Dulles International Noise Contour Map Update, to develop in accordance with their approval. Such rezonings will be designated within the Ldn 60-65 aircraft noise impact area.

I. Require disclosure by property owners to prospective buyers of dwellings within the Airport Noise Impact Area (ANIA) that the property may be impacted by airport noise.

Strategy

7.3. Prevent light pollution.

Actions

A. Update lighting standards to achieve the following:
   i. Promote the use of lighting for convenience and safety while minimizing light pollution;
   ii. Promote a glare-free environment through proper lighting performance

standards to improve visibility and enhance public safety;

iii. Promote appropriate lighting standards to conserve energy;

iv. Develop appropriate lighting standards to prohibit unnecessary and intrusive light trespass that detracts from the beauty and view of the night sky; and

v. Promote the International Dark-Sky Association's Dark Sky standards to prevent light pollution.

Sustainability

SUS Policy 8: Promote sustainability efforts throughout the County.

Strategy

8.1. Support sustainability practices within the Loudoun County Government.

Actions

A. Continue to u~~U~~pdate and implement the 2023 County Energy Strategy ~~(CES) to account for rapid growth in population and high energy demand uses, technological changes allowing improved energy storage, changing renewable energy markets, and the impacts of climate change.~~

B. Continue to evaluate the energy demands of government buildings as well as transportation needs and develop plans for energy efficiency.

C. Encourage benchmarking the energy use of existing and planned County buildings to establish a baseline for energy demand estimates.

D. Use the data from benchmarking the energy use to set policy and regulations in the County.

E. Whenever feasible, build County-constructed facilities to LEED Silver, or equivalent, standards.

F. Continue to evaluate all sustainability efforts and improve efforts as new options and technologies become available such as geothermal for County facilities.~~.~~

G. ~~Continue to monitor the efforts of MWCOG.~~Monitor efforts and partner in regional efforts with MWCOG and participate in regional funding opportunities.

H. Support Loudoun Water in the expansion of the reclaimed water network.

I. ~~Incorporate natural, environmental, and heritage resources and BMPs into County Energy Strategy.~~Finalize and implement a comprehensive Natural Resources Strategy.

J. Prioritize government purchase and use of goods and services that have reduced impacts to human and environmental health.

K. Prioritize the use of Loudoun farm products in government purchase of food.

L. Develop a Sustainability Plan for the County that provides the framework to balance economic development, social well-being, and environmental health and accounts for other programs and plans like the Energy Strategy and pending Natural Resources Strategy.~~.~~

M. P~~Consider provid~~eing electric vehicle~~car~~ charging stations at ~~newly constructed County- constructed facilities.~~County facilities for residents and government vehicles.

Strategy

8.2. Support energy efficient practices for all in Loudoun County.

Actions

A. Evaluate the energy demands of residential and non-residential buildings, including data centers as well as transportation needs and develop plans for energy efficiency.

B. Research and support opportunities for micro-grid energy and district energy systems.

C. Encourage the use of Commercial Property Assessed Clean Energy (C-PACE) and research and support residential PACE program.

D. Prioritize public investment in energy efficient, clean products and infrastructure.

Strategy

8.3. Support sustainable economic practices within Loudoun County to strengthen economic growth and innovation.

Actions

A. Create partnerships with universities and private sector companies to foster growth of a sustainable economy that supports workers and students in the advanced technology and science industries.

B. Promote the production and access to sustainable, healthy local food.

C. Support and expand community gardens throughout the County.

SUS Policy 9: Encourage sustainable development practices, including long-term water conservation, green building principles, sustainable site design, renewable energy, preservation and adaptive re-use of historic structures, mixed-use

communities, walkable neighborhoods, and integrated energy management planning.

Strategy

9.1. Promote water conservation through innovative, cost-effective reuse systems, domestic water saving devices, and low impact development techniques, which integrate hydrologically functional designs with methods for preventing pollution and educational programs.

Actions

A. Educate and encourage the harvesting of rainwater for non-potable use, such as landscape irrigation.

B. Establish incentives for incorporating sustainable development practices into projects.

C. Work with new and existing developments to incorporate water conservation measures.

~~B.~~D. Encourage the integration of environmental sustainability, conservation, and enhancement practices in new and existing developments.

Strategy

9.2. Promote the use of salvaged, recycled, or locally produced materials whenever possible.

Strategy

9.3. Evaluate the establishment of Eco-districts within the County.

Strategy

9.4. Promote green building standards and green building.

A. Explore incentives and policies to support developers and residents with implementing green building measures and more sustainable site design.

~~A.~~B. Research benefits of compact development, smart growth and transit-oriented development patterns.

Strategy

9.5. Support renewable energy.

Actions

A. Adopt solar zoning and permitting best practices for accessory use solar development.

B. Research potential zoning changes that may be necessary to support community solar.

C. Become certified as a higher level "solar-ready" community under the Department of Energy's SolSmart program.

D. Encourage community or utility scale solar development in appropriate locations that do not have negative impacts on natural resources or prime agricultural soils.

~~D.~~E. Support the installation of new electric vehicle charging infrastructure in accordance with the Energy Strategy 2023.

- ~~Support solar farms with locational criteria to be identifie~~

Chapter 4 - Housing

Introduction

The County's primary housing objective is to ensure that an adequate supply of housing—varied in type and price and located near necessary services and amenities—is available for existing and future residents. The fundamental concept of a *continuum of housing*[1] refers to the variety of housing types, sizes, and prices (both for rental and homeownership) required to meet the County's current and anticipated needs, and the County seeks to align housing availability along this continuum. The *Loudoun County 2019 General Plan* (General Plan) provides a renewed opportunity for the County to adopt a housing policy direction that promotes an inclusive, diverse, and flexible community..

Figure 1 illustrates the continuum of housing needs as discussed in this chapter. The General Plan takes a multifaceted approach to increasing the availability of diverse housing stock in the County and aligning housing affordability with the continuum of housing need. The General Plan anticipates that increases in the provision of a variety of housing types, facilitated through regulation and planned land use, will help fulfill the demand for housing and may temper rising housing costs overall. A variety of existing and planned County initiatives and programs, used in conjunction with state, federal, and private sector resources, will increase housing options that address affordability.

Figure 1. The Continuum of Housing



[1] This chapter introduces several new concepts and terms to facilitate the discussion of Loudoun County's housing trends, needs, and objectives. These terms are italicized and defined for clarity and emphasis and are also included in the glossary of this document.

The Code of Virginia requires that each locality's comprehensive plan include "the designation of areas and implementation measures for the construction, rehabilitation, and maintenance of affordable housing, which meets the current and future needs of residents of all levels of income" while also considering the current and future needs of the region in which the locality is located (Code of Virginia, Section 15.2-2223). A sufficient supply of housing that is *affordable*—that is, requiring no more than 30 percent of household income—for all households at all income levels is vital to the economic health of the entire community. A continuum of housing choices is necessary to attract and retain employers and workers and to create a resilient, inclusive, and diverse community. The approach to housing in the General Plan recognizes that the amount, type, location, and cost of housing is a critical consideration in Loudoun County's long-range planning, with major implications for land use, economic development, community form , and resident economic stability.

This chapter aims to address the housing needs of Loudoun's current and future population. The Trends and Influences section describes Loudoun's evolving housing landscape, identifying the challenges and opportunities that will continue to affect the provision of a continuum of housing to a diverse population. The Policies, Strategies, and Actions in the Plan support the use of the County's land use authority to facilitate the fulfillment of *unmet housing needs*, which are defined as the lack of housing options for households earning up to 100 percent of the *Area Median Income* (AMI).[2] [5]The General Plan applies this concept as "attainable housing" or housing that serves households earning up to 100 percent of AMI. The Loudoun County Unmet Housing Needs Strategic Plan (UHNSP) (2021) further supports these efforts and guides the implementation of the General Plan.

The General Plan further acknowledges that addressing the County's current and future housing challenges will require collaboration among government, private sector, and non-profit stakeholders. Significant changes to the County's land use and zoning regulations will be necessary to address the County's housing needs, with a particular focus on identifying appropriate areas for new residential growth, redevelopment, and increased residential densities. This chapter affirms policies, actions, and programs that have proven successful while setting forth new and innovative strategies and a commitment to implement them.

Housing Demand and Inventory

The County has undertaken two studies in recent years to project the future market demand for new housing units. The 2017 *Housing Needs Assessment* produced by Lisa Sturtevant and Associates, LLC, in collaboration with the George Mason University Center for Regional Analysis, assessed the County's current and future housing needs based on economic and demographic forces (*https://www.loudoun.gov/documentcenter/view/127559*). In January 2018, Kimley-Horn completed a *Market Analysis* as part of the Envision Loudoun effort (*https://www.loudoun.gov/DocumentCenter/View/131399*). Both studies confirm that the demand for new residential development will remain high and highlighted the demand for a continuum of housing to meet the demand of a growing population. Despite adding over 204,100 people and

[2] Area Median Income is defined as the middle income in a specific metropolitan area; half of households of a particular size have incomes higher and half have incomes lower. AMI is used to determine eligibility for housing programs.

67,600 housing units between 2000 and 2015, the *Housing Needs Assessment* concluded that the housing units provided were not keeping pace with the evolving needs and demands of Loudoun's populace in terms of availability, type, and price. The UHNSP further confirmed the need for more housing and attainable housing by identifying increasing anticipated growth and demand for housing, housing costs, housing cost-burden trends, and demand for accessible housing.

The residential rental *vacancy rate*, or the proportion of rental units that are available for rent or otherwise unoccupied, is an indication of supply in the home rental market. According to the *Market Analysis*, a rental vacancy rate of seven percent indicates a healthy balance in which there is an adequate supply of vacant units to provide renters with options while still meeting the cash flow needs of the community. Low vacancy rates in the rental market can be an indication that demand exceeds the supply of housing units. According to the *Housing Needs Assessment*, the County's rental vacancy rate has remained below five percent since 2009, despite adding rental units during that time. The 2013-2017 U.S. Census Bureau American Community Survey (ACS) estimates that vacancy rates in Loudoun County were 3.9 percent for rental units as compared to five percent for the Washington D.C., Metropolitan Area overall. These consistently low vacancy rates indicate a tight rental market with high demand for units, which can result in higher rental prices.

Months of supply, which measures how many months would be needed to sell all of the existing home sales inventory available at the current rate of demand, is an indication of supply for the home sales market. Months of supply is calculated by dividing current inventory by current sales. A six-month supply indicates a balanced market. A market with fewer than six months of supply favors sellers, and a market with more than six months of supply favors buyers. In December 2018, there were 2.1 months of supply available in Loudoun County, compared to 1.9 in December 2017. Similar to the rental market, this limited supply puts upward pressure on the cost of homes.

Importance to the Economy

As discussed in Chapter 5: Economic Development, the County works to attract, grow, and retain targeted businesses of all sizes. Housing variety, availability, and affordability are among the factors that corporations, companies, and organizations use to determine where to locate. Housing availability, and affordability in particular, factor into companies' ability to attract and retain employees; companies are less likely to locate in a community where finding housing is a barrier for their employees and weakens the ability of employers to attract workers. Conversely, when the workforce is unable to find attain~~afford~~able housing or continue to afford the housing they have, they will explore other options, sometimes driving them away from the community. This causes workforce instability and adversely affects Loudoun's economic development prospects.

As shown in Table 2, households earning less than 100 percent AMI comprise significant segments of the County's workforce, including retail and service workers, skilled tradespersons, and various professional workers. According to the Department of Economic Development, in 2016 over 48 percent of Loudoun's workforce had occupations that earned less than 40 percent AMI. Additionally, approximately 55 percent of the workforce earned less than 65 percent of AMI.

As demonstrated in Figure 3, a Department of Economic Development analysis found that employees working in industries supplying the most jobs in the County—including Retail, Accommodation and Food Services, and Educational Services—do not earn enough to afford the

average rent for a one-bedroom apartment in the County. Employees in higher wage sectors face housing affordability challenges as well. For example, newly constructed homes in the County are, on average, not affordable to employees in the Professional, Scientific, and Technical Services sector, which provides more jobs than any other sector in the county. This illustrates the challenge facing employers and their employees regarding the availability of jobs in close proximity to housing that is affordable at current wages.

Table 2. Incomes and occupations in the Greater Washington D.C. Metro Region[7]

Income Group (FY2018)	What type of household is this?
0-30 percent AMI **Extremely low-income (ELI)** **$0-$35,150 family of four** **$0-$24,650 single person**	People who are unable to work due to disability or age; ~~Seniors~~ Older adults on fixed incomes; or Low-wage workers, including many retail, restaurant, and day care workers.
30-50 percent AMI **Very low-income (VLI)** **$35,150-$58,600 family of four** **$24,650-$41,050 single person**	One person working as an administrative assistant, electrician or teacher's assistant; or Two workers in the retail, restaurant, or child care sectors.
50-80 percent AMI **Low-income (LI)** **$58,600-$77,450 family of four** **$41,050-$54,250 single person**	One or two workers in entry-level jobs including research associates, program managers, nursing aides, or nurses (LPNs).
80-100 percent AMI **Moderate income (MI)** **$77,450-$117,200 family of four** **$54,250-$82,188 single person**	One or two workers in entry-level or mid-level jobs, including police officers, fire fighters, school teachers, and IT support personnel
100-120 percent AMI **$117,200 - $140,640 family of four** **$82,188 - $98,626 single person**	One or two workers in mid-level jobs, including accountants, loan officers, and machinists

Planned Residential Growth Approach

Between 2000 and 2016, Loudoun County's population and number of housing units more than doubled. Residences built during this time are primarily located along the western and southernmost portions of the Suburban Policy Area (SPA) and in parts of the Transition Policy Area (TPA), with other concentrations of new homes built within the Towns and in their JLMAs. The vast majority of the land planned for residential uses in the SPA is either developed or approved for development. In response to these constraints, the General Plan seeks to provide new housing units through a combination of increased residential densities in the Urban Policy Areas (UPA) and SPA and targeted opportunities for clustered compact neighborhoods in the TPA.

As described in Chapter 2, the General Plan anticipates the majority of residential growth to occur in the UPAs, with limited higher density growth in the limited greenfield and redevelopment areas of the SPA and targeted areas of the Transition Policy Area (TPA). Throughout these areas, the General Plan emphasizes opportunities to create places that will meet the needs of the diversifying community, including housing affordability. The UPAs create opportunities for new housing types to locate in close proximity to planned Silver Line Metrorail stations, and anticipated employment centers, services, retail, and entertainment. A mix of compact single-family detached and single-family attached housing products in the SPA and limited areas of the TPA are envisioned to help address the unfulfilled demand for these housing types in the County.

Maturing neighborhoods, primarily concentrated in the SPA, may also provide limited opportunities for redevelopment or infill communities that better meets the housing affordability needs of the County's future residents. These opportunities are described in greater detail in the Infill and Redevelopment section of Chapter 2. As the County adopts policies and regulations that help guide such developments, it is important that such policies promote housing attain~~fford~~ability and prevent removal of existing ~~affordable~~ attainable housing.

Housing Needs of a Diverse Community

The Missing Middle

Suburban and urban localities are exploring new ways to meet the demand for diverse housing types close to services and amenities while maintaining the scale and community character of existing neighborhoods. One approach encourages the development of *missing middle* housing, which uses a mix of small-scale single-family units, accessory residential dwelling units, and multi-family units to create the perception of lower density. This approach is intended to help address the continuum of housing needs by providing housing choices and prices that fit in between large-lot, single-family detached units and high-rise apartment buildings, while fostering the neighborhood scale that many residents seek.

Missing middle housing is generally discussed in terms of design; specifically, it focuses on the form, scale, size, and massing of units, their relationship to the street, and the design of streets themselves. The General Plan envisions creative residential and mixed-use development proposals in appropriate areas of the County that will achieve the continuum of housing types and prices through the provision of missing middle housing products. Several place types envisioned in the UPAs, SPA, and TPA are intended to accommodate missing middle housing products, including Urban Transit Center, Suburban Compact Neighborhood, Suburban Mixed Use, Transition Compact Neighborhood, and Transition Commercial Center. Neighborhood place types provide opportunities for smaller housing types that would blend with the existing neighborhood scale of these areas. In mixed-use place types, missing middle housing can be used to create transitions between higher density nodes and adjacent residential neighborhoods. These elements are described in greater detail by place type in Chapter 2 of the General Plan.

The General Plan includes flexible land use policies and encourages streamlined regulations that facilitate the development of missing middle units, taking a form-based rather than a use-based approach to land development regulations. Regulations focusing on floor area ratio (FAR), lot size, and building and unit size rather than overall density will help accommodate a greater diversity of

housing types that may yield affordable prices while ensuring compatibility with the scale and character of existing suburban and urban neighborhoods.

Figure 4. The Missing Middle Housing Spectrum



Courtesy of Opticos Design, Inc.

Housing Cost Impacts of Current Fiscal Policy

Development of new housing attracts new residents, and with new residents comes increased demand for public services such as law enforcement, fire protection, emergency medical services, and education. To implement these services, the County has developed Capital Intensity Factors (CIF) to estimate the anticipated per unit costs of new residential development to construct needed capital facilities *(https://www.loudoun.gov/cif)*.

Where allowed by the Code of Virginia, the County works with the developers of residential projects to mitigate the capital facility impacts of their projects. This is typically done with contributions to capital facilities formalized in proffer statements. Since market conditions dictate the sales price of housing units, a developer adds the cost of the capital facility contribution in each unit's sales price, which increases the cost of housing. For *Affordable Dwelling Units* (ADU) provided pursuant to Chapter 9~~Article 7~~ of the Zoning Ordinance, which are restricted for occupancy by households whose income falls within 30 to 70 percent AMI, the County absorbs the capital facility impacts generated by that housing by crediting the developer the costs for each ADU's impacts. Additionally, the County absorbs capital facility and road impacts for all proffered attainable housing units which are restricted to occupancy to households whose income falls within 0-30 percent AMI or within 70-100 percent AMI as homeownership units. The County absorbs road impacts for proffered rental housing units that will be restricted to households who income falls within 70-100 percent AMI. Attainable housing is defined as serving households from 0-100 percent AMI and includes Unmet Housing Needs Units, Affordable Market Purchase Program Units, and Affordable Housing Units.

Basing~~Since~~ the County's CIF ~~has been based~~ on unit type, rather than unit size, can lead ~~and developers intend to maximize profit margins, an incentive to develop smaller or modest sized housing has typically not been present. Instead, this~~ has led to the construction of larger, higher cost residential housing units that are unaffordable to households with incomes below ~~greater than~~ 100 percent ~~of~~ AMI. Reducing the overall capital impact facility and/or road contributions for a proposal by providing credit towards the associated impacts for housing units that are smaller than the average size for their dwelling unit type (e.g. single-family detached, single-family attached, multifamily stacked, and multifamily

attached) therefore may help encourage the production of smaller housing units. As reflected in the policies of this chapter, identifying these influences provides the County an opportunity to address the issues that impede or hinder market provision of smaller, more modestly sized houses that may be more affordable.

Policies, Strategies, and Actions

Loudoun County must take a collaborative approach to providing a full continuum of housing solutions to support the community. This approach will require collaboration and partnership within the government and with the private sector and the community. This approach affirms policies, actions, and programs that are successful and sets forth new and innovative strategies and a commitment to implement them.

Unless otherwise specified, the following policies, strategies, and actions apply Countywide.

Housing Policy 1: Increase the amount and diversity of housing that is available in terms of unit type, size, and price and promote innovative designs throughout Loudoun County that are desirable and attainable to all income levels and to achieve the goals in the Unmet Housing Needs Strategic Plan.

Strategy

1.1 Use innovative and flexible regulatory approaches to help fulfill the continuum of housing needs in a variety of locations and settings throughout the County.

Actions

A. Promote mixed-income housing developments that provide a continuum of housing types and prices.

B. Amend zoning regulations to accommodate more innovative and flexible density, building height, lot size, lot line, parking, setback, and design standards through the implementation of a planned unit development (PUD) ordinance.

C. Regulate multi-family development by floor area ratio (FAR) instead of by dwelling units per acre.

D. Develop zoning regulations and design standards that facilitate innovative, lower cost, compact residential and mixed-use development that emphasizes the physical form and the character of the built environment and seamlessly integrates uses.

E. Amend zoning regulations and design standards to permit accessory housing product types (e.g., carriage houses, accessory apartments, and cottages) in residential and mixed use zoning districts and incentivize the integration of universal design features in accessory units.

F. Amend zoning regulations to expand the number of districts where manufactured housing, accessory residential units, and alternative housing types are allowed (e.g., small lot, zero lot-line, micro-units, maximum unit sizes, and innovative housing types).

G. Collaborate with the Department of Housing and Community Development (DHCD)

to establish a technical assistance program and collaborate to design a funding program to support the development of accessory housing units to help increase the supply of attainable housing.

H. Develop regulations and standards by which attain~~afford~~able housing development can be approved as a by-right use regional amenities and services.

I. Incorporate covered bus shelters with seating or a covered space for older adults~~seniors~~ to congregate near building entrances into all senior housing developments.

J. Incorporate universal design features into all age-restricted residential developments, in keeping with Quality Development Policy 8 and all subordinate strategies and actions (see Chapter 2).

Housing Policy 2: Preserve existing attainable~~affordable~~ housing stock and ensure housing remains safe and habitable.

Strategy

2.1. Leverage public and private resources to maintain housing that helps address unmet housing needs in Loudoun County.

Actions

A. Bring existing housing in need of indoor plumbing, operational septic and water systems, and major system repair (e.g., new roofs or heating and cooling systems) up to safe and livable conditions.

Strategy

2.2. Preserve housing attain~~afford~~able to households earning less than 100 percent AMI that is currently provided by the market, and integrate it into redevelopment projects.

Actions

A. Create an inventory of housing stock using County assessment data that identifies the type of unit, its location within the County, and general characteristics of the units.

B. When redevelopment projects are proposed for areas with existing housing attain~~afford~~able to households earning less than 100 percent AMI in otherwise good condition, incentivize the preservation and rehabilitation of that existing housing stock.

C. Require that redevelopment projects removing existing attain~~afford~~ably priced units as a last resort provide a one-for-one replacement of similarly priced housing units in order to ensure no net loss of attain~~afford~~ably priced units.

D. ~~Explore~~ Leverage local, state and federal funding sources and policies to ~~options and implement housing programs that~~ preserve and improve existing attain~~afford~~ably priced housing.

Housing Policy 3: Ensure County residents are able to access housing they can

afford.

Strategy

3.1. Focus County funding, resources, and programs on the unmet housing needs of households earning up to 100 percent of the Washington Metropolitan Area Median Income (AMI).

Actions

A. ~~Develop~~ Implement and update the~~an~~ Unmet Housing Needs Strategic Plan, consistent with the adopted *Loudoun County 2019 Comprehensive Plan,* that specifically identifies strategies, actions, programs, and best practices to address the County's current and future unmet housing needs. Such plan should include, but is not limited to, down-payment assistance programs, utilization of housing trust funds, and home purchase programs, and should be developed prior to the approval of any zoning map amendments requesting higher densities planned in the Urban Policy Area outside the Metrorail Service Districts, Suburban Policy Area, and the Transition Policy Area. The plan would include estimates on unmet housing needs, establish development targets, and evaluate how housing programs address those needs every five years.

~~A.~~B. Incorporate goals, strategies and actions of the Unmet Housing Needs Strategic Plan into the implementation of the General Plan.

~~B.~~C. Emulate, when appropriate, successful housing programs in other jurisdictions.

~~C.~~D. Develop zoning regulations and design standards that remove barriers and incentivize the development of housing attain~~fford~~able to households at or below 100 percent AMI in all residential and mixed-use development.

~~D.~~E. Reduce capital facilities proffer expectations as a means of incentivizing the provision of housing attain~~fford~~able to households earning less than 100 percent AMI in new transit- oriented development.

~~E.~~F. Create an expedited permit process to fast-track applications for developers who

~~F.~~G. Commit to providing additional units attain~~fford~~able to households earning less than 100 percent AMI.

~~G.~~H. Provide incentives such as those included in the Affordable Dwelling Unit regulations of the Zoning Ordinance to support Low Income Housing Tax Credit projects to encourage zoning map amendments or zoning concept plan amendments for properties subject to previous legislative zoning approvals when they increase the provision of housing attain~~fford~~able to households earning less than 100 percent AMI.

~~H.~~I. Strengthen Affordable Dwelling Unit regulations in the Loudoun County Zoning Ordinance and the County Codified Ordinances, to the greatest extent that the Code of Virginia allows, to increase the development of housing that helps address the County's unmet housing needs in all residential and mixed-use development.

~~I.~~J. Require housing units that help address the County's unmet housing needs to be provided in residential developments that contain 24 or more dwelling units and are served by public sewer and water.

K. Develop effective incentives that enable development to meet unmet housing needs to include housing for households with incomes at or below 30 percent AMI and 50 percent AMI, which is the area of greatest need.

~~J.~~L. Explore zoning changes that allow the dedication of developable land-in-lieu of ADUs in single-family detached only zoning districts.

~~K.~~M. Address the housing needs of extremely low-income or vulnerable households including older adults on fixed incomes and persons with disabilities by exploring partnerships with healthcare providers, local nonprofits, and philanthropic organizations to develop targeted housing for this population.

~~L.~~N. Preserve the County's investment in ADUs by proactively purchasing ADUs approaching the end of the 15-year covenant period during which ADUs must first be marketed to ADU-qualified purchasers, and extend this 15-year period.

~~M.~~O. Maximize the County's investment in ADUs by extending the time period under the covenants during which ADUs must first be marketed to ADU-qualified purchasers and reevaluating the appropriate fee-in-lieu model when developers opt not to provide physical units.

Strategy

3.2. Increase the financial resources gained from federal, state, local, and private sources to address the unmet housing needs in the County as described in the Unmet Housing Needs Strategic Plan.~~.~~

Actions

A. Identify and designate dedicated local funding sources to support the County's goal~~plan~~ to provide a continuum of housing.

B. Use the Economic Development Authority (EDA) to issue tax exempt bonds for qualified residential rental projects and to make grants or loans of its own funds (or funds received from another governmental entity) with respect to single or multifamily residential facilities, in order to promote high-quality and attainable~~affordable~~ housing in the County.

C. Leverage strategic geographies with federal programs, such as opportunity zones and qualified census tracts, and proactively pursue grants and other funding from federal, state, and private foundation sources, such as HOME, Emergency Solutions Grants, and State and Federal Housing Trust funds.

D. Use public and private partnerships, programs, tools, and incentives to address unmet housing needs and increase the County's capacity to compete for federal, state, and private sector assistance.

E. Use the EDA to assist with property acquisition, tax exempt bond financing, and leverage gap financing, and stimulate cooperative partnerships toward the preservation and production of housing to address unmet needs.

F. Work in partnership with nonprofit, public, and private entities that are committed to provide a wide range of housing opportunities by offering technical and financial assistance such as loans, gap financing, tax credits, and grants.

Strategy

3.3. Explore offering free or subsidized public land to developers seeking to address the unmet housing need in the County as described in the Unmet Housing Needs Strategic Plan.~~.~~

Actions

A. Explore the development of a proactive "public land for public good" program that offers public property to reduce the cost of housing development by reducing or eliminating the land cost.

~~A.~~B. Collaborate with DHCD to seek dedications of land for attainable housing when reviewing rezoning proposals within the authority provided for under Virginia Code and the Zoning Ordinance.

~~B.~~C. Explore the establishment of a community land trust/land bank in partnership with DHCD that includes a process for and criteria to guide property purchases (such as zoning, density, property value, location, proximity to employment centers, and transit) and use such process and criteria to ~~and~~ assemble properties, including tax sale properties, for the construction of housing that addresses the County's unmet housing needs.

~~C.~~D. Use public property to offset the land costs to nonprofit and for-profit housing developers seeking to build housing for persons with special needs and/or households earning less than 50 percent AMI.

~~D.~~E. Promote collocating public facilities with attain~~ford~~able housing.

Strategy

3.4. Expand the County's existing home purchase programs as described in the Unmet Housing Needs Strategic Plan.~~.~~

Actions

A. Expand and increase the funding for the Down Payment and Closing Cost Assistance and Public Employee Grant programs to help households earning up to 100% AMI purchase a home.

B. Create and implement home buyer readiness financial literacy classes to help educate first-time home buyers.

~~C. Promote and facilitate the First-time Home Buyers Savings Plan which enables the establishment of a savings plan for the purchase of a home and exempts the earnings on the savings (Code of Virginia Chapter 32, sections 55-555 through 55-559).~~

Chapter 6 - Fiscal Management & Public Infrastructure

Vision

Provide high quality, efficient, and environmentally sensitive infrastructure systems supporting growth management goals and delivering innovative services to the community.

Introduction

Sustained growth since 2000 requires Loudoun County to meet a significant demand for new public facilities, such as parks and recreation, fire and rescue, and schools. While the County has maintained a reputation for quality facilities and services and sound fiscal management, funding and competing priorities have led to a shortfall or delay in certain public facilities. As the County has grown, the increasing scarcity of land and the diversity of facility and service needs has further affected the County's ability to meet demands. Service providers have employed various measures to adapt to these challenges. Schools are being designed to fit on smaller parcels. Libraries are sharing commercial space in Brambleton and Stone Ridge and Sheriff's Office substations are co- located with Fire and Rescue stations. The *Loudoun County 2019 Comprehensive Plan* (Comprehensive Plan) supports continued innovation, particularly in co-location and site design to not only add new facilities but to better adapt to changing community design, particularly in compact mixed use and transit-oriented developments.

Loudoun County maintains close connection between land use and fiscal planning. Managing utilities, principally sewer and water, has directly influenced where new development occurs. Consistent policies and close collaboration with Loudoun Water has allowed the County to maintain an urban growth boundary and to subsequently focus other investments in roads and public facilities in eastern Loudoun. Loudoun Water's strategy for a long-term water supply and its investment in high-quality water and sewer treatment has provided the County with a strong basis for growth decisions. The Comprehensive Plan does not address the fiscal management and operational priorities of entities that operate key utilities serving County residents but are independent of the County. Nonetheless, the cooperative relationship between the Board of Supervisors (Board), Loudoun Water, ~~the Virginia Department of Health (VDH),~~ the Virginia Department of Environmental Quality (DEQ) and other entities continues to ensure a close connection between infrastructure and land use planning.

The County's fiscal policy requires the Board to adopt a ten-year Capital Needs Assessment (CNA) every four years and adopt a six-year Capital Improvement Program (CIP) during the Board's budget deliberations. The annual CIP funding plan and budget then align annual capital expenditures with County fiscal policy. The County has relied on proffers to mitigate capital and transportation costs, consistent with the authority granted through state enabling statutes. That funding mechanism has proven less effective in recent years due to state-imposed constraints on use of proffers as well as a changing development environment. The Comprehensive Plan supports the continued use of proffers and proposes changing the calculation of capital facilities impacts to

address transportation needs and expanding the proffer process to the Transition Policy Area. The Plan also encourages the Board to seek legislation authorizing a reasonable impact fee program that would apply to all residential building permits throughout the County.

Loudoun County maintains a strong commitment to preserving open space and agricultural land and protecting natural, environmental, and heritage resources. Conservation easements in 2018 protect over 72,000 acres of land throughout the County. The County holds over 26,000 acres of these easements. Over the years, County policies have emphasized preserving open space in its natural setting, undisturbed, to protect the environmental value of the space. The Comprehensive Plan recognizes the community desire and economic value to expanding public access to and enjoyment of open space through trails and recreational uses. A key objective is to create a connected network of parks, trails, and natural areas, which can offer expanded environmental, design, and recreational benefits.

Fiscal Management

Loudoun County uses an integrated approach to land use and fiscal planning. This approach uses ~~economic and~~ demographic forecasting models, as well as service and facility standards, to help determine current and future capital facilities needs in the County. The Board established Loudoun County's Fiscal Impact Committee (Committee) in 1992. This ~~advisory~~ Ceommittee reviews assumptions about future growth and capital facility needs. The Committee also provides recommendations to the Board on four key documents that the County uses to coordinate land use and financial planning: 1) long-range forecasts and demographic, economic, and financial information included in the Fiscal Impact Committee Guidelines; 2) Capital Facility Standards (CFS); 3) CNA; and 4) Capital Intensity Factors (CIF).

The capital facility planning and budgeting processes are different, but completely interrelated. CFS, CNA, and CIF are the three main aspects of the capital facility planning process that shape the CIP budget. The capital planning processes are integral in the development of:

1. Capital-facility-related cash, land, and other in-kind proffer dedications to the County as a result of land use applications;
2. The development of the type, timing, and geographical placement of capital projects to be considered for funding in the CIP; and
3. The programmed use of proffers for capital facility development in the CIP.

Capital Needs Assessment

The CNA divides the County into ten planning subareas and uses the County's forecasted population growth and adopted CFS to identify the type and quantity of facilities needed in each subarea. The CNA time period extends for ten years beyond the most recent CIP period. Using the population standards set by the CFS and factoring in facilities that already exist or are funded in the CIP, the CNA determines which facilities are needed to meet the adopted CFS standards. The CNA is generally updated every fourtwo years.

Depending on the type of capital facility, either the countywide population or tThe population within each planning subarea drives the demand for facilities. In this way the County can identify more accurately where the demand is greatest and plan accordingly. The planning subareas define broad communities such as Leesburg and its environs or the three western towns along Route 7. The boundaries are based on Traffic Analysis Zones (similar to census tracts)., ~~which sometimes divide smaller communities. Furthermore, while the CNA is based on population, it does not~~

~~account for the diversity of Loudoun's population and the associated variations in facility needs and community desires. For these reasons, the Planning Commission, during their review of the FY 2020-2030 CNA, recommended the Board investigate a more community-driven planning approach that could address demographic differences, development constraints, and community expectations.~~

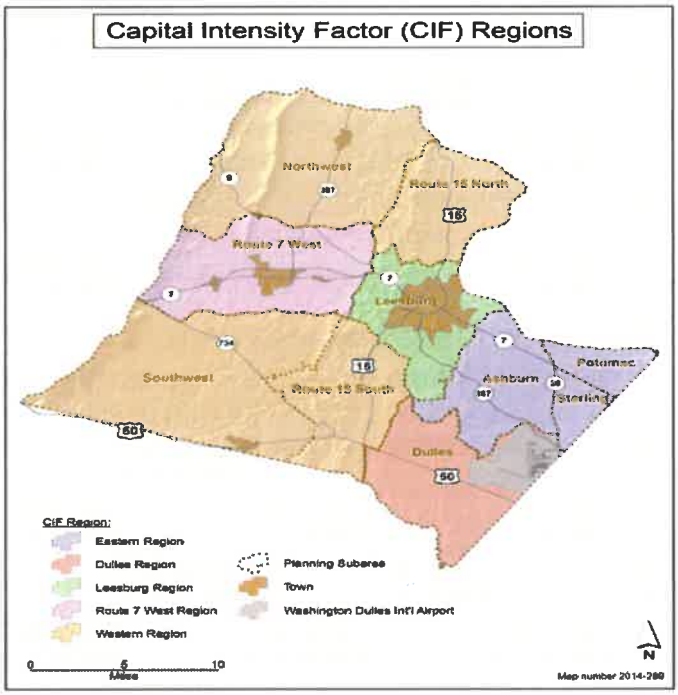
Capital Facilities Standards

The CFS determines the general size and scope of facilities by establishing a maximum land use area (acreage) and construction footprint floor area. As design and engineering of a facility progresses, and specific sites are chosen, acreage and floor area may differ from the CFS standard. County departments provide information on what standards to use for each of their facilities. The CFS also establishes a population threshold ("trigger") for many facilities, with others being developed based on reaching a certain total number of facilities countywide. ~~each type of facility. A fiscal analysis of the Comprehensive Plan estimated 4,171 acres will be needed by 2040 using the 2016 adopted Capital Facilities Standards.~~

Example: The CFS determines a need for one fire station for every 25,000 persons in the Sterling ~~Ashburn~~ planning subarea. The ~~current~~ population forecast for Sterling shown in the FY 2029-2040 Adopted Capital Needs Asessssment ~~Ashburn~~ is 43,601~~83,000~~ persons in 2028~~17~~ and is projected to increase to 50,209~~125,000~~ persons by 2039~~23~~. As of 2028~~17~~, the ~~current~~ need for fire stations is ~~3.32~~1.74 (43,601~~83,000~~ divided by 25,000). There is already one ~~are currently thre~~e fire station~~s~~ existing in Sterling~~Ashbur~~. No other fire stations are under development or in the CIP for Sterling. ~~n and another one funded in the CIP (for a total of 4.0).~~ The total need for fire stations will increase to 2~~5~~.0 (50,209 divided by 25,000~~125,000~~) by 2039~~23~~, therefore, the CNA would identify one additional fire station by 2039~~23~~.

Capital Intensity Factor

The CIF translates the anticipated capital cost and land requirements derived from the CFS into a per-housing-unit cost. The calculation determines costs per capita and costs per student, which then helps estimate the cost associated with different housing unit types based on average household sizes and students per household. The resulting cost per housing unit is valuable during development review to estimate impacts of individual applications and to evaluate proffer packages proposed by a rezoning applicant.



1993 Choices and Changes General Plan standardized the County's use of

CIF to calculate capital facilities proffers. The County, by policy, anticipated a landowner contribution of 25 percent of the anticipated capital impact of each residential unit over a base density of 1.6 units per acre. At that time, the CIF was a countywide number. The Comprehensive Plan carries forward the County proffer policy established in the *2001 Revised General Plan* (RGP), which called for landowners to mitigate 100 percent of the capital facilities impact for each unit above a base density established by existing zoning or one unit per acre, whichever is lower. The RGP also featured a separate CIF for ~~each~~ different planning ~~policy~~ subareas, some of which were combined into CIF regions. The refinement acknowledged notable differences in land costs and other differences associated with constructing facilities in each subarea. The Board has also incorporated a separate CIF for age-restricted housing ~~and additional housing types~~. Recognizing a pressing need for certain transportation improvements, the County also allows landowners to redirect capital facilities contributions to transportation infrastructure in certain situations.

The proffer guidelines as set out in the Comprehensive Plan accommodate urban development concepts and more diverse housing. The Board adopted CIF figures effective July 2024 which included a way to reduce the CIF for smaller unit sizes (the "By-Size Differential" CIF option) and an "Urban MFA" CIF. The Board also adopted a new Roads CIF effective July 2024, replacing the prior regional roads contribution.

In light of state legislation adopted in 2016 that limits the use of proffers, the County also continues to explore other mechanisms to diversify funding opportunities, including impact fees, which could apply to residential developments whether permitted by-right or through legislative action. Additional state enabling authority would be necessary to effectively use impact fees: existing legislation is limited in scope and imposes difficult implementation requirements, leading very few localities to take advantage of this tool.

Capital Improvement Program

The six-year CIP refines the County's CNA-forecasted future capital facility growth, providing a six-year program of the County's general government and public schools' land, facility, and equipment needs, and a financing plan to implement each need. The CIP schedules land acquisition, design, construction, and capital equipment procurement for each project. Potential projects are evaluated in relation to each other to prioritize funding of specific projects. Essential improvements are planned in a manner commensurate with the County's ability to pay.

The CIP is developed biennially, with the six-year period moving out an additional two years every other fiscal year. The CIP is a multiyear plan that does not constitute or require an appropriation of funds beyond those for the current fiscal year. Funding decisions concerning the CIP are made in conjunction with decisions regarding the County's operating budget. Most new facilities require an ongoing commitment in operating funds for new employees, utilities, and other costs.

~~The proffer guidelines as set out in the Comprehensive Plan accommodate urban development concepts and more diverse housing into the CIF. Going forward, the County will pursue additional refinements. In light of state legislation adopted in 2016 that limits the use of proffers, the County will also explore other mechanisms to diversify funding opportunities, including impact fees, which could apply to residential developments whether permitted by-right or through legislative action. Additional state enabling authority would be necessary to effectively use impact fees; existing legislation is limited in scope and imposes difficult implementation requirements, leading very few localities to take advantage of this too~~

As part of its strategic planning efforts on growth management, the County ~~will~~ considers the impact of development proposals. Capital needs and costs are routinely considered ~~expanding discussion of net impacts~~, including the need for county facilities, schools, and transportation infrastructure. For large-scale projects, their economic and revenue benefits as well as their impact ~~capital needs and costs of individual projects on~~ countywide ~~infrastructure and the economic and revenuebenefits of new development.~~ Can be considered As such, during the development review process, the County ~~would~~ evaluates 1) the impact of a rezoning application on the local transportation network and public facilities, 2) what the application is or is not doing to mitigate the impact, and 3) what facilities exist and/or are funded to serve the subject property and surrounding area ~~during the development review process.~~ In addition, ~~Additionally,~~ the County has~~is~~ developed~~ing~~ an analysis model to assist with evaluating the fiscal impact of future development.

Policies, Strategies, and Actions

Unless otherwise specified, the following policies, strategies, and actions apply Countywide~~. All of the Policies, Strategies, and Actions set forth in all of the following paragraphs of Chapter 6 shall apply and be applied by the County only~~ subject to and in compliance with any applicable ~~the~~ limitations established by ~~Virginia~~ Code of Virginia Section 15.2-2303.4 ~~as applicable~~. In its consideration and acceptance of all proffers, the County will apply the standards of Code of Virginia ~~Code~~ Sections 15.2- 2297, 15.2-2303, and 15.2-2303.4, as applicable, to evaluate the reasonableness of proffered conditions, and for those applications subject to Section 15.2-2303.4, the County shall accept only those proffers permitted or deemed reasonable under ~~Virginia~~ Code of Virginia Section 15.2-2297 and not deemed unreasonable under Code of Virginia Section 15.2-2303.4.

Fiscal Policy 1: Provide public facilities to meet identified needs.

Strategy

1.1. Use the CNA ~~program~~ to plan and coordinate facility needs and location criteria to ensure adequate dispersal and timely availability of County facilities.

Actions

A. Support LCPS acquisition of needed sites through the fiscal planning and land development processes.

B. Co-locate public safety and other public facilities or uses like attainable housing whenever co-location ~~it~~ will improve service efficiencies.

C. Make school-related open space and athletic fields available for joint use by PRCS.

D. Combine public open space and parks with public facilities and civic buildings, in community centers, town centers, and other gathering places and include amenities such as seating areas, public art, playgrounds, gardens, etc.

E. Design public facilities to be a distinguishing feature of the community using sustainable materials, context-sensitive design, and attractive architectural features.

F. Design new public facilities to 1) be functional and efficient to persons with diverse abilities, 2) to reflect the physical character of the surrounding community, and 3) to maximize the broader social and cultural role the facility can play in the community.

G. Establish an expansion plan for the LCFR ~~Fire and Rescue~~ Training Academy based on a needs assessment of the existing campus as the needs of LCFR ~~Fire and Rescue~~ and the County increase. Ensure the requirements of LCFR training remain a priority during the development of surrounding areas.

H. Support proactive acquisition of sites for public facilities and to "bank" property for potential projects that may not yet be scheduled on the CIP.

Strategy

1.2. Support continued use of existing public facilities through ongoing capital asset replacement, renovation, and modernization, particularly where facilities play an important role in social and economic activity of the local community or are historically significant.

Action

A. Maintain and modernize existing County facilities to meet resource demands, and changing customer and community needs.

Strategy

1.3. Strategically locate public facilities where they can serve the community efficiently and effectively.

Actions

A. Locate new public facilities on sites that can accommodate future expansions and allow co-location with other public agencies with similar activities or clients when possible. Use the expansion space around new public facilities for parks, commuter parking, and other interim uses that are compatible with the new facility until expansion is required.

B. Investigate co-locating County facilities with complementary uses that would create a mutually beneficial relationship; for example, locate schools with attain~~ford~~able housing or libraries with parks and make surplus County lands available for attain~~ford~~able housing projects.

C. Locate LCFR ~~Fire and Rescue~~ and Sheriff's Office facilities in accordance with adopted response time goals and at the most strategic point in a proposed service area.

D. Locate "high traffic" public facilities in highly visible, accessible locations with adequate automobile and pedestrian access; examples of such locations include mixed- use centers, towns, and villages.

E. Integrate housing, human services facilities, and services for special needs populations in the Urban, Suburban, and Transition Policy Areas, Towns, and JLMAs to provide ease of access to associated commercial services, jobs, and amenities.

F. Link new public facilities and adjacent neighborhoods with sidewalks, greenways, and trails.

G. Locate new public facilities in western Loudoun in close proximity to the Towns and JLMAs when suitable land is available and locations can meet response time and other service standards.

H. Establish and maintain effective levels of public open space in all residential and mixed-

use communities.

I. LCPS will determine the need for new public school sites and public facilities in Loudoun County. The County will coordinate with LCPS to identify suitable sites based on the *Loudoun County 2019 Comprehensive Plan* and its land use and growth policies in concert with LCPS's standards and levels of service as adopted by the Board of Supervisors.

Open Space (see also Chapter 3, Natural, Environmental, and Heritage Resources)

Fiscal Policy 3: Retain the County's unique combination of urban, suburban, and rural communities by using open space to protect natural resources and habitat, to create a network of high-quality active and passive recreation spaces, and to delineate our built environments.

Strategy

3.1 Use contiguous linear parks, connected trails, and natural open space corridors to improve public access to open space, encourage healthy lifestyles, and link destinations throughout the County.

Actions

A. Build on and encourage links to current planned trails and park areas, placing greater emphasis on connected, publicly usable, and accessible open space and identify desired locations and connections of future trails and parks to facilitate acquisition and development.

B. Establish programs and regulatory mechanisms to increase publicly accessible open space through easements, land dedications, and purchase; ensure that such programs and mechanisms are consistent with County facilities plans.

C. Incorporate open space amenities into the design of stormwater facilities and link such facilities by trails to create a network of water-based parks and greens.

D. Ensure that new developments extend publicly-accessible trails and linear parks into and through their projects with the intent of creating a network of public trails that is consistent with the County plans.

E. Encourage applicants requesting residential rezonings to include language in HOA/POA bylaws that allows public access to some or all linear parks and trails, particularly those connecting to public facilities and to outside trails or parks.

F. Establish and maintain desirable levels of usable, public open space in all residential and mixed-use communities.

G. Increase the number of access points to key trail systems from adjacent neighborhoods and destinations.

H. Seek through public purchase, proffer, donation, or third-party easement, the preservation of natural areas and the development of linear parks, recreation space, and trails.

I. Continue the Open Space Preservation Program, to the extent permitted by Code of

Virginia ~~Code~~ Section 15.2-2303.4, linking the loss of open space associated directly with low- density land use to the provision of open space or funds towards the purchase of open space that provides publicly accessible and usable open space as follows:

i. In the Suburban Policy Area, residential neighborhoods or land bays proposing densities lower than 4 dwelling units per acre or floor area ratios of less than 0.4 should augment required open space with voluntary participation in the Open Space Preservation Program by providing:
    a. The equivalent of 40 percent public open space in the Suburban Neighborhood place type and 20 percent in the Suburban Compact Neighborhood and Suburban Mixed Use place types, consisting of onsite open space required by development regulations and additional usable and publicly accessible open space proximate to the development, or
    b. A cash contribution, equivalent to the value of the additional open space, towards the Open Space Preservation Program.

ii. In the Urban Policy Area, projects in areas planned for Urban Mixed Use and Urban Transit Center place types that propose floor area ratios of less than 1.0 should augment required open space with voluntary participation in the Open Space Preservation Program by providing:
    a. The equivalent of 20 percent open space consisting of on-site open space required by the zoning regulations and design standards, and additional usable and publicly accessible open space proximate to the development, or
    b. A cash contribution, equivalent to the value of the additional open space, towards the Open Space Preservation Program.

iii. Link modifications reducing on-site open space, buffer widths, or landscaping requirements with the provision of an equivalent or greater amount of open space or an equivalent cash contribution towards the Open Space Preservation Program.

iv. Use open space easements or funding provided by projects in the Urban and Suburban, Policy Areas through the Open Space Preservation Program to extend existing public trails, provide active and passive parks or to protect priority sites (see 3.1.K., below).

J. Institute a program whereby the County facilitates acquisition of conservation easements by others by providing assistance such as a revolving loan program to reduce or defer the landowner cost of establishing conservation easements. The program should emphasize protecting the priority open space areas that are identified in this Plan that are not otherwise protected.

K. Encourage protection of the following priority open space areas through open space ~~conservation~~ easements acquired by the County or conservation easements acquired by others, participation in the Open Space Preservation Program, development design, and other means:

i. Key natural, environmental, and heritage resource features not already

ii. protected from development by open space or conservation easements or regulation;
iii. Rural areas immediately adjacent to the Towns, JLMAs, and Rural Villages that help form greenbelts and gateway buffers;
iv. Areas adjacent to the Potomac River, Catoctin Creek, Bull Run, Goose Creek, and Broad Run floodplains, to protect water quality;
v. Properties on or eligible to be listed on the State or National Registers of Historic Places and within local historic districts;
vi. Corridors and sites identified for trails and parks and additions to existing parks; and
vii. Other areas of local natural, historic, or cultural significance including but not limited to designated scenic rivers and roads, ridgelines, and battlefields.
viii. Amend the zoning ordinance and development regulations as needed to permit a percentage of the open space required on an individual site to be met through off-site permanent open space that creates a more usable, desirable, or environmentally significant open space (see 3.1.J, above) located in the same planning subarea identified in the latest CNA~~Capital Needs Assessment.~~

Sewer and Water (see also Chapter 2, Towns and JLMA)

Fiscal Policy 4: Work with Loudoun Water and the Health Department to ensure timely provision of central, community, or on-site sewer and water in accordance with the land use policies of this Comprehensive Plan. The County will encourage water and wastewater service to be provided in the most efficient and effective manner possible and promote the use of the best utility system in accordance with the policies of this Plan.

Countywide Strategies

Strategy

4.1 Implement strategies to resolve sewer and water issues in existing communities.

Action

A. Pursue funding sources to rehabilitate homes that currently lack adequate sewer and water systems.

Strategy

4.2 Define specific service areas for utility systems to protect the viability of County land use goals.

Actions

A. Establish the geographic limits of standards-based utility service, and ensure adequate capacity and supply safeguards through the Commission Permit process prior to expanding existing service boundaries, or adding new boundaries in the case of the Rural Policy Area.

B. Prohibit connection to water distribution and wastewater collection systems when such requires crossing land outside a defined water or sewer service area, except as allowed herein.

Strategy

4.3 Prohibit the use of any standalone or community system that does not ensure long-term safe, sustainable, and environmentally sound water supply and wastewater treatment.

Actions

A. Require development proposals outside of areas served by central system facilities to demonstrate a safe, adequate, and long-term sustainable potable water supply and sewage treatment capacity in accordance with the land use policies of this Comprehensive Plan.

B. Encourage concentrating development away from water supply reservoirs and water supply sources.

C. Implement a pollution prevention and mitigation program to protect and improve the County's surface water quality.

D. Permit pump-and-haul operations only as a last resort and a temporary wastewater disposal method and only to address a proven public health issue.

Strategy

4.6 Collaborate with the Health Department in conjunction with Loudoun Water to identify viable alternative water supply and wastewater treatment methods to individual well, septic and drainfield-based systems, including community treatment plants and onsite treatment to support clustered residential development.

Actions

A. Implement water and wastewater treatment and disposal standards for alternative systems that protect water quality.

B. Allow community water and wastewater systems in the Rural Policy Area:

i. to serve rural economy uses and residential clusters as defined in this Comprehensive Plan,
ii. to solve potential public health risks, and
iii. to serve public facilities.

C. Support construction of community systems for existing rural communities facing a potential public health risk. In such cases, the community system may be available to undeveloped lots within the existing community to support development that extends the viability of the community and is consistent with the scale, density, and character of the community.

D. Require Loudoun Water to own and operate all public community water and wastewater systems with more than 15 connections.

E. Require a Commission Permit, establishing a defined service area, prior to the construction of any community water or wastewater system.

F. Permit the extension of municipal (town) sewer and water into the Rural Policy Area to serve public facilities or to address a potential public health risk.

G. Require financing of community water and wastewater systems by the developer or by those who will be directly served by the system. A financing plan will be required to address initial capital costs and operating costs. The system must be designed, organized, and operated to be financially self-sustaining to pay all costs incurred by Loudoun Water for operation and maintenance and to provide appropriate reserves. The County may provide financial assistance in the form of loans or grants to assist in the construction of such a facility for existing rural communities if the system is needed to solve a significant public health threat.

Communication

Fiscal Policy 7: Support the development of a high-quality wired and wireless telecommunications network to serve businesses, residents, and visitors.

Strategy

7.1 The County's *Strategic Land Use Plan for Telecommunication Facilities* and other regulations and standards will be regularly updated to address emerging technologies, to create an environment attractive to businesses, and provide high-quality services to meet the demands of the County.

Actions

A. Review and update the County's *Strategic Land Use Plan for Telecommunication Facilities* to facilitate the expansion of fiber and broadband service throughout the County.

B. Adopt zoning regulations and design standards that require~~ing~~ open access conduit to all development projects to facilitate future broadband extensions.

C. Establish performance standards for wireless communication facilities to minimize the need for legislative action.

D. Incorporate the capacity to locate broadband and wireless facilities into the design, approval, and construction of all public facilities.

E. Locate telecommunications facilities and equipment associated with public safety agencies in accordance with communication utility standards and the Comprehensive Plan.

Fiscal Management

Fiscal Policy 8: Link the goals of the Board of Supervisors' adopted Fiscal Policy and the County's Comprehensive Plan.

Strategy

8.1 Maintain a diversified and stable revenue structure by balancing residential and non-residential development.

Actions

A. Seek further revenue diversification to increase fiscal stability and thereby mitigate tax burdens on Loudoun County taxpayers.

B. Direct the majority of public investments into currently developed communities, Towns and non-residential areas of the County where development is planned according to the Comprehensive Plan and give priority to the redevelopment and enhancement of existing infrastructure, capital facilities, and services.

C. Where permitted by law, continue to seek private sector support for improvements or provision of current and future public facilities and sites, including proposals of cash and in-kind assistance for public facilities in addition to the timely provision of dedicated sites.

D. Seek authority from the state legislature to establish impact fees and a reasonable implementation process applicable in areas of the County where rezonings are not anticipated or where the provision of improvements and facilities through proffers associated with rezonings for new residential development is restricted by State law~~legislation~~.

Strategy

8.2 Capital facility planning and budgeting will reflect anticipated needs based on forecasted development.

Actions

A. Update financial and planning tools regularly to evaluate long-term land use, fiscal, and demographic issues under the oversight of the Board of Supervisors and its advisory committee, the Fiscal Impact Committee.

B. Maintain long-range forecasts of residential and non-residential development, population, households, and employment.

C. Develop demographic, economic, and financial data that are used as inputs to demographic forecasts and for fiscal impact modeling.

D. Develop and regularly update the CIF – the dollar amount of the capital facilities impact measured by unit type or unit characteristics and geographic location that is calculated using ~~County~~ CFS and demographic inputs. The County uses the CIF to assess the capital facilities impacts of new residential development and provide a guideline to evaluate and consider residential rezoning applications and proposed proffers.

E. Regularly refine the CFS, including the type, acreage, and size of future capital facilities, along with "triggers" based on population, policy area, place type, community characteristics, or other community factors.

F. Regularly refine the CNA, including the type and number of capital facilities needed over a ten-year planning period beginning at the end of the current six-year CIP.

G. Where permitted by law, seek to ensure that an equitable and proportionate share of public capital facility and infrastructure development costs that are directly attributable

to a particular development project will be financed by the users or beneficiaries.

H. Evaluate, consistent with the ~~Virginia~~ Code of Virginia Sections~~.~~ 15.2-2283 and 15.2-2284 and other applicable law, the adequacy of existing and planned public facilities and services when assessing impacts of any legislative application for more intensive use or density. To fairly implement and apply this policy, the County may~~will~~ consider the following:

i. existing facilities;

ii. facilities included in the CIP;

~~iii. the ability of the County to finance facilities under debt ratios and limits established by its fiscal policies;~~

~~iv.~~iii. the CFS and the effect of existing and approved development, and the proposed development, on the CFS~~ose standards~~;

~~v.~~iv. service levels of the existing transportation system – the effect of existing and approved development and the proposed development on those service levels and the effect of proposed roads which are funded for construction;

~~vi.~~v. commitments to phase the proposed development to the availability of adequate services and facilities;

~~vii.~~vi. the availability of non-profit or HOA facilities to provide equivalent public access and programming; and

~~viii.~~vii. other mechanisms or analyses as the County may employ that measurethe adequacy of such services and facilities for various areas or that measure the County's ability to establish adequate services and facilities.

Strategy

8.3 Until such time as ~~the General Assembly~~state law provides ~~grants~~ authority for other options, the County will consider landowner proposals of cash and in-kind assistance to mitigate capital facilities costs associated with new development, subject to the limitations established by ~~Virginia~~ Code of Virginia 15.2-2303.4.

Actions

A. Consider proposals of the timely dedication of land, cash, and in-kind assistance from a landowner through proffered conditions submitted in accord with Code of Virginia ~~Code~~ Sections 15.2-2303, 15.2-2303.4, and 15.2-2297, as applicable, in the provision of public facilities identified in the CIP or CNA.

i. The County expects that such proposals of public facility and utility assistance by developers will occur in conjunction with any rezoning request seeking approval of densities above the existing zoning regulations and design standards.

B. Ensure that an equitable and a proportionate share of public capital facility and infrastructure development costs that are directly attributable to a particular development project are financed by the users or beneficiaries.

C. Apply all of the proffer policies and actions and guidelines set forth in this document subject to and in compliance with the applicable limitations established by ~~Virginia~~ Code of Virginia Section 15.2-2303.4 ~~as applicable~~. In its consideration and acceptance of all proffers, the County will apply the standards of Code of Virginia ~~Code~~ Sections 15.2-2297, 15.2-2303, and 15.2-2303.4, as applicable, to evaluate the reasonableness of proffered conditions.

D. For those land development applications subject to ~~Virginia~~ Code of Virginia Section 15.2-2303.4, the County shall accept only those proffers permitted or deemed reasonable under Code of Virginia Section 15.2-2297 and not deemed unreasonable under Code of Virginia Section 15.2-2303.4.

E. Where and to the extent permitted by law, the County will structure residential proffer guidelines based upon the respective levels of public cost of capital facilities generated by various factors such as size, location, and type of dwelling units.

F. To assist the County in an equitable and uniform evaluation of developer proffers and other proposals, for proposed densities above the specified base density for each planning policy area, which otherwise conform with the policies of this Comprehensive Plan, the County anticipates developer assistance valued at 100 percent of capital facility costs associated with such increased densities.

G. The County will consider differentiating between conventional suburban housing and other types of housing such as age-restricted, accessory, and micro units, and consider commitments to small unit sizes or affordability in estimating the capital facility needs and CIF.

~~H. Review the Capital Planning Subarea boundaries to ensure, to the extent feasible, that they do not divide existing communities and to consider service standards that provide flexibility in response to demographics, land availability, and other characteristics of specific communities.~~

~~I.~~H. Consider developing capital standards for roads to incorporate into the CIF.

Strategy

8.4 Adoption of this Comprehensive Plan delineates~~establishes~~ the boundaries within which ~~for~~ Small Area Plans may be established, authorized under Code of Virginia Section 15.2-2303.4 and which boundaries~~,~~ encompassing the Urban Policy Areas, Suburban Policy Area, Transition Policy Area, Leesburg JLMA, and the three Silver Line Metrorail Stations within the County as shown on the Small Area Plan Boundaries Map. The planned land use within these ~~Small Area Plan~~ boundaries will reflect the land uses specified under ~~developed in~~ the ~~*Loudoun County 2019*~~ *Comprehensive Plan* for each policy area until such time as the Board adopts more detailed small area plans for more specific areas within these boundaries.

Strategy

8.5 Use the following capital facilities proffer guidelines to evaluate proposed capital facility

proffers subject to and in compliance with the limitations established by Code of Virginia ~~Code~~ Section 15.2-2303.4 as applicable.

Actions

A. Use the following definition of "Capital Facility Proffer" to evaluate proffers: "A contribution consistent with County policies and service needs, in cash or in kind (land or improvement), that is intended to mitigate capital facility impacts of the development and is agreed to as a condition of a rezoning."

To be considered a proffer based on this definition, the following criteria shall apply:

i. The proffered facility is dedicated to the County or to a local, state, federal, or regional authority or otherwise satisfies a need identified in the CFS, CNA, or CIP;

ii. The measure of credit will be determined based on the service needs of the proposed development and should not exceed what the County would expect to supply given the CFS and the population served at the date of official acceptance of the application or at the date of reactivation of an inactive application;

iii. The contribution has a quantifiable value;

iv. The value of land contributed for public use or use as a public facility site is recognized as a capital facility proffer;

v. Land for County facilities should be conveyed to the County or its designee;

vi. Cash contributions should be the equivalent of the capital facility impacts of the proposed development as determined by the CIF~~apital Intensity Factor~~ adopted by the Board of Supervisors at the time the applications is considered;

vii. The contribution would not be required under existing statutes or ordinances; and

viii. The proffer is irrevocable.

B. Seek annual adjustments for proffers involving cash contributions based on the Consumer Price Index (CPI).

C: Base density thresholds beyond which capital facilities proffers will be anticipated are specified by planning policy areas as follows:

i. Rural Policy Area: The planned density for the Rural Policy Area is implemented by the existing zoning pattern and zoning amendments are not anticipated. However, for zoning map amendment applications within existing villages and other similar applications, include capital facility proffers for units above the density permitted by current zoning regulations.

ii. Transition Policy Area: Evaluate capital facilities proffers against the

base density permitted by current zoning regulations.

iii. Suburban and Urban Policy Areas: Evaluate capital facilities proffers against the base density permitted by the current zoning regulations or a base density of 1.0 dwelling unit per acre, whichever is lower.

iv. Joint Land Management Areas: Evaluate capital facilities proffers against the base density permitted by the current zoning regulations or a base density of 1.0 dwelling unit per acre, whichever is lower.

Chapter 7 - Implementation

Introduction

The contents of the *Loudoun County 2019 General Plan* encompass the County's desire to preserve the principles that have led to Loudoun's success, while also addressing trends and influences that will impact Loudoun's future. Chapters 2 through 6 of the *Loudoun County 2019 General Plan* include policies, strategies, and actions designed to achieve the Plan's vision and goals.

The implementation of the *Loudoun County 2019 General Plan* begins with plan adoption. The Board of Supervisors identified two top implementation priorities to follow the adoption of the *Loudoun County 2019 Comprehensive Plan*: a comprehensive review and overhaul of the County Zoning Ordinance, and the development of an Unmet Housing Needs Strategic Plan. Additionally, community plans, design guidelines, continued outreach and coordination with Loudoun's Towns, and efforts to address the goals of the ~~*Loudoun County 2019 Countywide Transportation Plan*~~*2019 CTP* are all actions that may contribute to the implementation of the *Loudoun County 2019 General Plan.* The County will periodically monitor and evaluate the Plan's progress to ensure that visions and goals are being met.

Implementing the Plan

Implementation Strategy

The Implementation Strategy provides an outline of the key actions that must occur to implement the *Loudoun County 2019 General Plan*'s policy direction. It gives broad, general guidance as to the key regulations, future planning efforts, studies, and programs that will need to be developed and implemented to achieve the Plan's objectives. Many of these actions are explicitly identified in the policies, strategies, and actions of the Plan and are also contained in the Implementation Matrix described below which includes a more detailed list of implementation actions.

The implementation actions can be integrated with the Board of Supervisor's (the Board) annual strategic planning efforts, during which the Board can identify and prioritize implementation actions. The *Loudoun County 2019 General Plan* also anticipates the establishment of an annual update for staff to provide implementation status to the Board. This will provide opportunities for staff to keep the Board apprised of the evolving planning and development environment, review implementation progress to date, and advise the Board on future priorities, as needed.

The following list identifies key implementation actions:

- Staff is to provide regular updates on the various elements of the *Loudoun County 2019 Comprehensive Plan*-which will allow the Board to direct a comprehensive review of the Plan at least every five years to ensure that the Plan is kept current. The order and sequence of the review of the chapters and policy area sections of the *Loudoun County 2019 General Plan* will be determined by the Board. Focus areas can be identified and prioritized by the Board annually during its strategic planning sessions. As part of the Board's deliberations on the Plan, two initial implementation priorities have been identified, as detailed below.
- Conduct a comprehensive review of the County Zoning Ordinance and prepare a Zoning Ordinance consistent with the Plan's policies, strategies, and actions for the Board's consideration as one of the two initial implementation priorities of the Board.

- Develop an Unmet Housing Needs Strategic Plan consistent with the *Loudoun County 2019 Comprehensive Plan* as one of the two initial implementation priorities of the Board. This plan will identify the strategies, actions and programs that can best address the County's current and projected unmet housing needs and should include but is not limited to providing guidance on down-payment assistance programs, utilization of housing trust funds, and home purchase programs. The strategic plan will also address the potential of a change to the continued use of a base density credit during evaluation of zoning map amendments. This plan should be developed prior to the approval of any zoning map amendments requesting the higher densities planned in the Urban Policy Areas outside of the Metro Tax District, Suburban Policy Area, and the Transition Policy Area.

Other priority implementation actions are as follows:

- Begin community planning and design initiatives consistent with the policies, strategies, and actions identified in this Plan, including development of strategic plans focused on particular topics and community plans for all or portions of the Urban, Suburban, Transition, Rural, and Joint Land Management Policy Areas. Community plans may include plans for specific areas noted in the Plan such as the Rural Historic Villages and gateway areas around the Towns. The order and sequence of new plans and other initiatives will be determined by the Board.
- Update the *Heritage Preservation Plan* for consistency with this Plan.
- Update the *Strategic Land Use Plan for Telecommunications Facilities* for consistency with this Plan.
- Reconvene the Fiscal Impact Committee to evaluate standards relative to the new place type service demands and specifically address the demand for public infrastructure in the Urban Policy Area.
- Conduct studies to identify focus areas for redevelopment and, infill ~~development, and reinvestment.~~
- Create a master plan for parks, open space and trails including inter-connected open space areas throughout the County.
- Update the Land Subdivision and Development Ordinance and Facility Standards Manual to align with the policies, strategies, and actions of this Plan.
- Continue to create and update watershed and environmental corridor management plans.
- Provide a resolution of intent to amend the Zoning Ordinance to the Board to consider replacing the existing noise contours for Washington Dulles International Airport and consider adopting the noise contours in the 2019 Washington Dulles International Noise Contour Map Update. **[Implemented with CPAM-2021-0001, ZMAP-2021-0011, and ZOAM-2021-0002, Airport Impact Overlay District Update]**
- Continue outreach and coordination with Loudoun's Towns as described in Chapter 2.
- Develop a strategy to facilitate the development of high-speed wired and wireless telecommunication networks, including broadband technology, in the RPA.
- Develop performance standards for data centers to address design, landscaping, and compatibility that could eliminate the need for a special exception.
- Consider reducing the maximum allowable accessory residential dwelling unit square

footage to the lesser of 1,200 square feet or 70 percent of the principle structure gross square footage and ground floor footprint for applicable zoning districts in the Suburban Policy Area, subject to performance standards.

- Develop performance standards to address design, landscaping, and compatibility for industrial uses in the Suburban Industrial and Mineral Extraction adjacent to residences and primary roads.
- Deployment of implementation strategies set forth in the ~~*Loudoun County 2019 Countywide Transportation Plan.*~~*2019 CTP.*

Implementation Matrix

The ability to monitor and evaluate the progress of the *Loudoun County 2019 General Plan* is crucial to determining whether the Plan is achieving the community's vision and goals. The implementation matrix that follows summarizes all action items found in the Plan that require subsequent County action, such as studies, analyses, program development, and regulatory changes. The implementation matrix is provided as a tool for the Board to use as the framework for developing a work program to implement the P

IMPLEMENTATION MATRIX

Chapter 2
Quality Development

Action	Responsibility (Loudoun County Department or Agency)
QD 1.1.A. Develop user-friendly, illustrative design guidelines. The design elements will promote an overall sense of place through design elements that in-part relate to block size, circulation and connectivity, streetscape and street sections, building form, placement (setbacks), orientation, articulation, parks and open spaces, public and civic uses, landscaping, and sustainability that give high quality form to the built environment.	Planning & Zoning, Transportation & Capital Infrastructure, Parks & Recreation, Design Cabinet, Economic Development
QD 1.1.B. Create incentives that provide the opportunity to implement design guidelines.	Planning & Zoning, Economic Development
QD 1.1.C. The County will consider the development of zoning regulations and design standards that implement the design guidelines of this plan and any design guidelines that may be created in the future.	Planning & Zoning, Economic Development
QD 2.1.A. Develop and implement zoning regulations or design guidelines that support a compact, walkable development pattern in areas that area appropriate for pedestrian activity.	Planning & Zoning, Building & Development, Economic Development
QD 3.1.A. Develop flexible guidelines, regulations, and design standards that support diverse environments and experiences.	Planning & Zoning, Parks & Recreation, Design Cabinet, Economic Development
QD 3.1.B. Create incentives to ensure a mix of environments and experiences within a development.	Planning & Zoning, Public-Private Partnership, Economic Development
4 QD.1.A. Create guidelines, zoning regulations, and/or design standards that ensure bike lanes, shared spaces, and paths of travel are created in areas where multimodal activity should be encouraged.	Planning & Zoning, Transportation & Capital Infrastructure, Parks & Recreation, Economic Development

QD **4.1.B.** Create guidelines, zoning regulations, and/or design standards that ensure traffic calming designs.	Transportation & Capital Infrastructure, Design Cabinet, Economic Development
QD **5.1.A.** Develop design guidelines, zoning regulations and/or design standards, and additional design elements that contribute to the quality of the human experience in the built environment.	Planning & Zoning, Design Cabinet, Economic Development
QD **6.1.A.** Create guidelines that address public seating, art, landscaping, outdoor rooms, safety, and other innovative elements that can maximize opportunities for the public.	Planning & Zoning, Design Cabinet, Building & Development, Economic Development
QD 6.1 B Create guidelines that ensure public spaces are accessible to pedestrians and safe from potential hazards	Planning & Zoning
QD **7.1.F.** Amend zoning regulations and design standards to implement place types. It may be necessary to utilize incentive provisions in order to achieve the maximum development intensity or residential density stated in this Plan for any individual place type. (Implemented with ZOAM-2020-0001, Chapter 2)	County Government, Planning & Zoning, Economic Development
QD **8.1.A.** Amend zoning regulations and design standards to require the provision of continuous, accessible, step- free paths of travel throughout new employment, retail, and mixed use development proposals.	County Government, Planning & Zoning, Economic Development
QD **8.1.B.** Amend zoning regulations and design standards to incorporate accessible and inclusive design features into public and civic spaces such as community centers, parks, plazas, and playgrounds.	County Government, Planning & Zoning, Economic Development
QD **8.1.D.** Review and revise county sign regulations to facilitate signage and way-finding at appropriate heights that incorporates Braille, tactile markings, and other accessibility improvements.	County Government, Planning & Zoning, Economic Development
QD **8.2.A.** Incentivize the use of design mechanisms that ensure universal functionality within new construction.	County Government, Planning & Zoning, Economic Development

QD 8.2.B. Examine the feasibility of establishing a technical and financial assistance program that assists property owners and tenants of older structures in removing impediments to accessibility and incorporating universal design elements into renovation projects.	County Government, Planning & Zoning, Economic Development

Infill and Redevelopment

Action	Responsibility (Loudoun County Department or Agency)
Infill 1.1.A. Develop criteria to identify and prioritize areas for redevelopment~~, infill development~~, and adaptive reuse~~, and reinvestment~~, with the Priority Commercial Redevelopment Areas Map serving as the source for initial areas of focus.	County Government, Planning & Zoning, Economic Development
Infill 1.1.B. Create a common vision and objectives for areas identified for redevelopment, infill~~, development,~~ and adaptive reuse ~~, and reinvestment~~ through a public process.	County Government, Planning & Zoning, Housing and Community Development Economic Development
Infill 1.1.C. Address redevelopment, infill ~~development~~, and adaptive reuse ~~, and reinvestment~~ as part of community plans. Pay particular attention to a community's historic assets and function in areas with under recognized historic resources or limited historic resources protections, such as the legacy village cores of Ashburn, Arcola, and Old Sterling (see Legacy Village Cores Map). (Implemented with ZOAM-2020-0001, 4.09)	County Government, Planning & Zoning, Economic Development Housing and Community Development
Infill 1.1.D. Identify methods for ensuring developers will follow through on commitments to communities that are products of a facilitated engagement process between the developer and the surrounding neighborhoods and developments.	County Government, Planning & Zoning, Economic Development
Infill 1.1.E. Evaluate the creation of infill overlay districts to encourage flexibility for residential and nonresidential projects.~~reinvestment investment in priority/targeted areas where there is community support and buy-in.~~	County Government, Planning & Zoning, Economic Development

Infill **1.2.A.** Conduct analysis of local market demands to determine what is needed to foster successful redevelopment.	Planning & Zoning, Economic Development
Infill **1.2.B.** Identify priority redevelopment areas and targeted strategies through the community planning process.	Planning & Zoning
Infill **1.2.E.** Develop strategies to address housing affordability and displacement prevention – or mitigation when unavoidable~~address displacement and housing affordability, when redevelopment occurs.~~	~~Family Services,~~Housing and Community Development, Planning & Zoning
Infill **1.2.H.** Develop criteria, such as site constraints, important resources, and community amenity gaps, to identify infill sites appropriate for use as park, civic, and open space rather than private development.	Planning & Zoning, Transportation & Capital Infrastructure, Parks & Recreation

Infill 1.3.A. Identify and prioritize neighborhoods with an emerging need for ~~re~~investment and work with these communities to identify needs and desires and build support ~~for reinvestment~~.	County Government, Public-Private Partnership
Infill 1.3.B. Identify strategies to preserve and enhance a community's sense of place, social fabric, and historic assets and functions.	Planning & Zoning, Design Cabinet, Transportation & Capital Infrastructure
Infill 1.3.C. Identify, and include in the Capital Budget, capital facilities improvements necessary to support reinvestment in targeted areas.	County Government, Transportation & Capital Infrastructure, Planning & Zoning, Parks & Recreation
Infill 1.3.D. Identify and utilize funding sources for community reinvestment strategies.	County Government, Management & Budget
Infill 1.3.E. Educate the community about funding sources for home improvement and repair.	County Government, ~~Family Services~~Housing and Community Development
Infill 1.3.G. Develop incentives that encourage the private sector to improve retail and commercial establishments in targeted areas.	Public-Private Partnerships, Economic Development, County Government
Infill 1.4.B. Develop and maintain a ~~redevelopment~~ County webpage with information and resources related to redevelopment activities.~~s for residents and developers.~~	Planning & Zoning
Infill 1.4.C. Develop flexible zoning regulations and design standards that account for existing conditions, allow for creative design and emerging development types, and provide certainty and clear direction for developers. Implemented with ZOAM-2020-0001, Chapter 2)	County Government, Planning & Zoning
Infill 1.4.D. Develop creative incentive programs for projects located within the priority areas for redevelopment identified on the Priority Commercial Redevelopment Areas Map and other qualifying projects, such as increases in permitted density where infrastructure is available, reduced fees, or expedited review processes.	Planning & Zoning, Building & Development
Infill 1.5.A. Evaluate and implement the use of fiscal tools to incentivize redevelopment, such as tax increment financing (TIF), ~~and~~ public improvement districts (PID) and affordable housing development loan programs.~~.~~	County Government, Management & Budget, Economic Development
Infill 1.5.C. Direct public investment and resources to priority areas to facilitate redevelopment.	County Government
Infill 1.5.D. Establish programs to assist in business retention, expansion, and recruitment when commercial redevelopment projects occur.	Economic Development

Infill **1.6.B.** Create incentives for parcel assembly and funding opportunities for infrastructure improvements associated with redevelopment projects to alleviate private sector risk and costs.	County Government, Economic Development, Transportation & Capital Infrastructure
Infill 1.6 C. Encourage road abandonment requests associated with a Zoning Map Amendment or Zoning Concept Plan Amendment applications to provide additional attainable housing in exchange for the abandoned or vacated section of road, where deemed appropriate/applicable.	Planning & Zoning, Housing and Community Development
Infill **1.7.A.** Develop zoning regulations and design standards that emulate existing lot patterns in the legacy village cores of Ashburn and Arcola with buildings oriented towards the street, encouraging pedestrian activity. (Implemented with ZOAM-2020-0001, 5.07)	Planning & Zoning
Infill **1.7.B.** Develop zoning regulations and design standards that promote a mix of land uses including residential, retail, office, institutional, public facilities, parks, playgrounds and other uses in the village cores where such uses do not otherwise conflict with existing uses or anticipated noise impacts from Washington Dulles International Airport. (Implemented with ZOAM-2020-0001, 5.07)	Planning & Zoning, Economic Development
Infill **1.7.C.** Develop or maintain zoning regulations and design standards for the legacy village core of Ashburn that limit residential densities to four (4) units or fewer per acre. (Implemented with ZOAM-2020-0001, 2.04.03.04)	Planning & Zoning
Infill **1.7.D.** Develop zoning regulations and design standards that limit commercial, flex, or industrial building footprints to 10,000 SF and building heights to three (3) stories.	Planning & Zoning
Infill **1.7.E.** Develop zoning regulations and design standards that discourage new automobile-oriented retail uses in the legacy village cores.	Planning & Zoning
Infill **1.8.A** Develop zoning regulations and design standards that discourage the displacement of legacy flex, industrial, and employment uses by new large-scale uses.	Planning & Zoning, Economic Development
Infill **1.8.B.** Develop zoning regulations and design standards that expand opportunities for small-scale manufacturing in place types allowing flex, light industrial, industrial, and employment uses.	Planning & Zoning, Economic Development
Infill **1.8.C.** Amend zoning use definitions in industrial, flex, and employment-centered zoning districts to accommodate makerspaces, emerging small-scale manufacturing sectors, and the marketing and retail of goods produced on- site.	Planning & Zoning, Economic Development
Infill **2.1.B.** Establish collaborative programs and partnerships for adaptive reuse projects to foster entrepreneurship and encourage innovative ways to reuse buildings and sites.	Planning & Zoning, Economic Development

Infill **2.3.A.** Review zoning regulations, design standards, and building code regulations to identify regulatory encumbrances to adaptive reuse projects.	Planning & Zoning, Economic Development
Infill **2.3.B.** Develop zoning regulations and design standards that provide ample flexibility for adaptive reuse projects without compromising the health, safety, or welfare of users.	Planning & Zoning, Economic Development

Urban Policy Areas

Action	Responsibility (Loudoun County Department or Agency)
UPA **3.1.A.** Create partnerships with universities and private sector companies to foster growth of an Innovation District at the Loudoun Gateway Metrorail Station that supports workers and students in the advanced technology and science industries.	Economic Development, Public, Private & Vocational Schools, Colleges and Universities, Public-Private Partnership
UPA 3.3 B. Promote the development and/or inclusion of attainable housing in the Urban Policy Area through regulatory incentives that may include density bonuses, building height increases, setback reductions, lot coverage increases, technical study waivers, buffer modifications, and parking reductions.	Planning & Zoning

Suburban Policy Area

Action	Responsibility (Loudoun County Department or Agency)
SPA **1.1.A.** Update the County's adopted Small Area Plans and create new Community Plans and other appropriate plans which address the particular needs and guide the remaining build-out and/or redevelopment of specific areas within the Suburban Policy Area.	Planning & Zoning, Economic Development

SPA **1.1.B.** Establish design principles for individual communities within the Suburban Policy Area which ensure a high quality of development and redevelopment is achieved.	Planning & Zoning, Design Cabinet, Economic Development
SPA **2.1.A.** Provide incentives for redevelopment, infill ~~development~~, and adaptive reuse projects that will enhance quality of life and neighborhood character, fulfill community needs, increase housing affordability and diversity and improve economic opportunities (see Infill and Redevelopment section).	County Government, Transportation & Capital Infrastructure, Economic Development, Housing and Community Development
SPA **2.1.H.** Create a regulatory framework that limits bed count and/or square footage of new housing unit to achieve affordability by design.	~~Family Services,~~Housing and Community Development, Planning & Zoning, Economic Development

SPA 3.1.D. Establish an "opt-in" period to encourage owners of property in the Route 28 Highway Transportation Improvement District to opt into the updated/new Loudoun County Zoning Ordinance that is planned to be adopted to implement the 2019 Comprehensive Plan.	County Government
Transition Policy Area	
Action	**Responsibility (Loudoun County Department or Agency)**
TPA 1.1.B. Develop zoning regulations and design standards to accommodate Transition Community Centers and Transition Compact Neighborhood Place Types to expand housing diversity and improve commercial viability. (Implemented with ZOAM-2020-0001, 2.03)	Planning & Zoning, Economic Development
TPA 1.1.C. Require new development to connect to Loudoun Water's central water and wastewater systems and encourage existing development to connect.	Planning & Zoning, Health Department, Loudoun Water, General Services
TPA 1.1.H. Continue to perform watershed management plans to determine appropriate water quality and quality controls.	County Government, Planning & Zoning, General Services
TPA 1.1.I. Consider adoption of reservoir protection overlay districts that provide buffering and storm water quality controls.	County Government, Planning & Zoning, General Services
TPA 2.1.A. Develop a Master Plan for parks, open space, and shared-use trails in the TPA that: 1) builds on and links current planned trails and park areas, and 2) places greater emphasis on quality, connected, usable, and publicly accessible open space.	Parks & Recreation, Planning & Zoning, Transportation & Capital Infrastructure,
TPA 2.1.D. Establish programs and regulatory mechanisms to increase publicly accessible open space, consistent with County facilities plans, through easements, land dedications, and purchase.	County Government, Parks & Recreation, Planning & Zoning, General Services
TPA 3.1.A. Create new Community Plans and other appropriate plans which address the particular needs and guide development within the Transition Policy Area.	County Government, Planning & Zoning

TPA 4.1.C. Establish zoning regulations and design standards that ensure new development does not hinder the operation of quarries.	Planning & Zoning, Economic Development

Rural Policy Area

Action	Responsibility (Loudoun County Department or Agency)
RPA 1.1.A. Provide incentives for the consolidation of underutilized or undeveloped small lots into larger parcels for agricultural and rural economy uses.	Planning & Zoning, Economic Development
RPA 1.1.B. Consider cost-share initiatives to assist in establishing conservation easements, in order to reduce the land that is available for residential development and to provide landowners with financial options to support working farms, rural economy uses, and/or stewardship of the land.	Economic Development, Private Land Conservation Trust, Public-Private Partnership, General Services
RPA 2.1.A. Evaluate and revise zoning regulations and design standards to improve the design of subdivisions and clustered residential development by incorporating natural features and buffering from roadway and scenic byways.	Planning & Zoning, Building & Development
RPA 3.1.A. Evaluate and revise zoning regulations and development standards for rural economy uses. Such regulations and standards will address traffic capacity, safe and adequate road access, number of employees, site design standards (e.g., land disturbance, buffering, use intensity, siting, and architectural features), and public health, safety, and welfare.	Planning & Zoning, Design Cabinet, Transportation & Capital Infrastructure
RPA 3.2.A. Adopt zoning regulations and design standards that include new types of rural business and agricultural uses, permit flexibility for the sale of farm products, and promote rural tourism, hospitality uses, and similar kinds of rural business uses that are compatible with the character of the RPA.	Planning & Zoning, Economic Development
RPA 3.2.B. Evaluate and revise zoning regulations and design standards to permit a variety of accessory residential unit types, such as accessory apartments for seasonal farm laborers and year-round tenant housing, that support the rural economy. (Implemented with ZOAM-2020-0001, Chapter 3, 3.03, 4.02.01, 4.02.06, 4.02.09)	Planning & Zoning, Economic Development, Housing and Community Development
RPA 3.2.C. Create zoning regulations and design standards for existing and new types of rural recreational uses to evaluate their appropriateness and ensure their compatibility with the character of the RPA.	Planning & Zoning

RPA **3.2.D.** Develop County parks with trail networks, cross country courses, and equestrian riding rings or other equestrian-related features.	Parks, Recreation & Community Services
RPA **3.2.E.** Develop a publicly accessible multi-use trail network (i.e., pedestrian, bicycle, and equestrian) to link private and public lands in the RPA in partnership with nonprofit entities, landowners, and developers of rural properties.	Parks, Recreation & Community Services

RPA 3.3.C. Develop additional incentives to retain and encourage agricultural enterprises and support land preservation.	Economic Development, Planning & Zoning, Building & Development
RPA 3.3.D. Retain the Rural Economic Development Council (REDC) as an advocacy and advisory committee on initiatives, programs, and policies that affect the economic growth and development of rural Loudoun County.	Economic Development
RPA 3.3.F. Develop a strategy to facilitate the development of high-speed wired and wireless telecommunication networks, including broadband technology, to support rural businesses and residents in the RPA.	County Government
RPA 3.3.G. Develop an update to ensure the Loudoun County Economic Business Development Strategy is updated on a regular basis.	Economic Development
RPA 3.4.A. Regularly review, update, and enhance the Land Use Assessment Program and other voluntary agricultural programs, such as the Agricultural and Forestal District (AFD) program, to strengthen the rural economy, preserve rural character, and maintain the viability of farming.	Commissioner of the Revenue, Planning & Zoning
RPA 3.5.A. Adopt zoning regulations and design standards that facilitate the use of existing agricultural and historic structures. (Implemented with ZOAM-2020-0001, 4.09)	Planning & Zoning
RPA 3.7.A. Maintain zoning regulations and design standards that protect the right to farm.	Planning & Zoning, Economic Development

Rural Villages

Action	Responsibility (Loudoun County Department or Agency)
RV 1.1.A. Develop criteria to evaluate existing Rural Historic Villages and other historic crossroads communities, such as Airmont, Bloomfield, Howardsville, Morrisonville, Unison and Willisville, to determine if their current designation is warranted, define and/or redefine community boundaries as necessary, and amend the Comprehensive Plan and Zoning Ordinance as appropriate. Accomplished with CPAM-2024-0004.	Planning & Zoning, Economic Development, HDRC, Heritage Commission
RV 1.1.B. Work with Rural Historic Villages to develop community plans that will support their community goals and address issues related to land use and zoning; economic development; natural, environmental, and historic resources; community facilities and services; water and wastewater; and transportation to maintain the character of the villages.	Planning & Zoning, Economic Development, HDRC, Heritage Commission
RV 1.1.C. Evaluate and revise existing Rural Commercial (RC) zoning district regulations to implement Plan policies and design standards for development in the Rural Historic Villages that ensure compatibility with the settlement patterns and neighborhood scale.	Planning & Zoning

RV 1.1.F. Evaluate and revise existing Rural Commercial (RC) zoning district regulations to implement Plan policies and design standards for commercial uses in the Rural Historic Villages that ensure compatibility with the settlement patterns and neighborhood scale.	Planning & Zoning
RV 1.2.B. Evaluate the establishment of additional County Historic Districts in the Rural Historic Villages.	Planning & Zoning , Local Preservation Organizations
RV 1.3.A. Adopt zoning regulations and design standards to encourage housing on smaller lots, allow accessory apartments attached to single-family residential units, and allow residential units above commercial/retail uses within the Rural Historic Villages to provide housing options. (Implemented with ZOAM-2020-0001, Chapter 2, 4.02.01, Chapter 3)	Planning & Zoning and Family Services
RV 1.4.A. Adopt zoning regulations, design standards and performance criteria that are specific to the types of small-scale, community-related commercial uses that the County encourages within the Rural Historic Villages.	Planning & Zoning, Design Cabinet

Towns and JLMAs

Action	**Responsibility (Loudoun County Department or Agency)**
Towns 1.1.A. Continue to refer to jointly approved area management plans and refer to applicable Town policies on matters within the JLMA.	County Government
Towns 1.1.B. Establish a regular coordination program with Towns to anticipate, monitor, and address development and planning matters.	County Government
Towns 1.1.C. Undertake joint planning efforts in the JLMA.	County Government
Towns 1.1.D. Participate as a partner with the Towns in their negotiations with VDOT and other agencies for road maintenance, safety improvements, and traffic calming, particularly along Routes 15, 50, 7, 9, and 287 in proximity to the Towns, and other changes in roads and/or transportation services that are consistent with both the Town's and the County's goals and priorities.	County Government
Towns 1.1.E. Assess the effectiveness of the JLMA approach and associated zoning in protecting town character, maintaining a defining edge between the town and the rural areas, and/or as a tool for expanding economic development objectives. The defining edge is the boundary between two distinct land use patterns, whether existing or desired. The edge may encompass an area that establishes a visual distinction, either as perceived from the road or from broader views of the landscape	County Government

Towns **1.1.F.** Add provisions to the rural and JLMA zoning districts specific to gateway corridors leading into each town that would establish deeper building setbacks variable building and lot configuration and orientation, hedgerow landscaping and buffering along the road, and other measures that retain or create a traditional rural or natural appearance leading into the town.	County Government
Towns **1.1.G.** Work with the Towns, interested group, and nonprofit foundations to identify open-space and agricultural- preservation strategies such as: donation of conservation easements, fee-simple purchase, clustering, and the possible creation of a conservation service district.	County Government
Towns **1.2.A.** Encourage the maintenance, improvement, or adaptive reuse of existing building stock in a manner that supports social and economic diversity within the community.	County Government
Towns **1.2.B.** Promote the commercial areas within the Towns as the preferred location of retail and service businesses, office development, and public and civic uses, as deemed appropriate by the Towns.	County Government
Towns **1.2.C.** Work with the Towns to enhance their economic base and maintain viable commercial areas through marketing, capital investments, and business attraction.	County Government
Towns **1.2.D.** Support annexations by the Towns when water and sewer extend into a JLMA in accordance with the annexation guidelines in this section and to resolve jurisdictional questions for property owners.	County Government
Towns **1.2.E.** Encourage site layouts in a JLMA that extend the existing and planned development patterns of the Town and surrounding JLMA.	County Government
Towns **1.3.A.** Encourage the continued use of existing public facilities located in the Towns and JLMAs and seek to maintain existing community-based schools as an important social and economic component of the communities.	County Government
Towns **1.3.B.** Cooperate with the Towns providing local law enforcement to ensure a coordinated enforcement strategy within the Town JLMAs.	County Government
Towns **1.3.C.** Support development of sidewalks and recreational, multi-use, and equine trails connecting the Towns to each other, to regional trail networks such as the W&OD and C&O Canal, and to area destinations.	County Government
Towns **1.4.A.** Collaborate with the Town of Leesburg on locating new facilities in the Town or JLMA.	County Government

Towns **1.4.B.** Maintain the planned land use of the JLMA consistent with Town of Leesburg land use policies; maintaining an emphasis on employment uses south of Route 7 and residential to the north of Route 7.	County Government
Towns **1.4.C.** Prohibit power generation plants in the Leesburg JLMA.	County Government
Towns **1.4.D.** Define the Town of Leesburg and JLMA as a distinct community separate from the Suburban and Rural Policy Areas by retaining rural policies and zoning to the north and south of the Town boundary and west of Evergreen Mills Road, and protecting the Goose Creek and Sycolin Creek floodplains to the east and south of the JLMA.	County Government
Towns **1.4.E.** Preserve the rural character of the viewsheds along Route 15 as it approaches the Town of Leesburg from the north and south by encouraging additional conservation easements and instituting design guidelines.	County Government
Towns **1.4.F.** Cooperate with the Town of Leesburg to complete the Potomac Heritage Trail and conserve open space along the Potomac River within the Town boundary and JLMA area.	County Government
Towns **1.4.G.** Coordinate with the Town of Leesburg and VDOT on the feasibility of planning and building Edwards Ferry Road as a two-lane facility with on-road bicycle accommodations. The County will work with the Town and VDOT to designate the road as a scenic by-way.	County Government
Towns **1.4.H.** Protect the viability of the Leesburg Airport by ensuring development in the JLMA does not impede Airport operations by continuing to prohibit residential development inside the 65 Ldn noise contour.	County Government
Towns **1.5.A.** Maintain the Town of Hamilton authority over subdivision applications within 1 mile of its corporate limits.	County Government
Towns **1.5.B.** Work with the Town of Hamilton to update the Comprehensive Plan for the Town and JLMA after the adoption of the *Loudoun County 2019 Comprehensive Plan* (within 2 years).	County Government
Towns **1.5.C.** Support the Town of Hamilton efforts to develop an identifiable town center to serve as a community focal point for the Town of Hamilton and the JLMA.	County Government
Towns **1.5.D.** Seek to improve street connectivity as the redevelopment and infill development occur in the JLMA and connect to the existing streets in the Town of Hamilton, where feasible, with roads that are compatible with traditional town designs.	County Government
Towns **1.5.E.** Work with the Town of Hamilton to effectively manage transportation systems around the Town and to explore methods of traffic calming on Business Route 7 through town including the possible use of a traffic circle at Route 7 and St. Paul Street.	County Government

Towns **1.5.F.** Maintain a distinct identity for the greater Hamilton community separate from the adjacent rural areas by establishing a greenbelt around the Town of Hamilton and the JLMA using conservation easements, passive and active parks and other means.	County Government
Towns **1.5.G.** Work with the Town of Hamilton to achieve a balanced land use pattern that will retain Hamilton's historic small-town character in a rural setting and maintain its unique sense of place.	County Government
Towns **1.5.H.** Work with the Town of Hamilton to plan for a shared-use trail connecting to the Town of Purcellville.	County Government
Towns **1.6.A.** Encourage the establishment of a greenbelt around the Town using conservation easements, development design techniques and other means to help maintain the distinct edge and rural community identity of the Town of Hillsboro.	County Government
Towns **1.6.B.** Support the development of entry features into the town, to enhance the identity of the Town of Hillsboro as a gateway community.	County Government
Towns **1.6.C.** In recognition of Hillsboro's historic role and future development as the center of a robust agricultural region, support expanded productive farming and rural economic development that will encourage new farmers, preserve and expand area farmland, boost tourism, stimulate county and regional markets for locally produced products and jobs, and expand entrepreneurial opportunities to Hillsboro area residents.	County Government
Towns **1.6.D.** Encourage the preservation of the natural, environmental, and heritage resources that contribute to the identity of Hillsboro.	County Government
Towns **1.6.E.** Oppose any increase in density and development outside of the Town of Hillsboro that does not retain the low density, farm landscape that provides the historic rural context for the Town.	County Government
Towns **1.6.F.** Work with the Town of Hillsboro and with VDOT to establish context-sensitive roadway design standards and to identify short and long-term solutions for improving the safety of Route 9 in western Loudoun and through Hillsboro that do not compromise the rural character of Hillsboro.	County Government
Towns **1.6.G.** Promote safety measures for pedestrians, cyclists, and farm vehicles along and across Route 9, Route 690, Route 719, and Route 812.	County Government
Towns **1.6.H.** Work with the Town of Hillsboro to establish a safe and adequate water supply and modern community wastewater collection and treatment system.	County Government

Towns **1.7.A.** Retain and recruit businesses that serve the needs of Lovettsville and northern Loudoun County residents and align with Town plans.	County Government
Towns **1.7.B.** Collaborate with the Town of Lovettsville in the planning and regulation of development along Route 287 north and south of Lovettsville to protect the scenic quality and the rural character of the road as it approaches the Town.	County Government
Towns **1.7.C.** Link the County's greenways and trails system with the Town of Lovettsville's internal trail and bikeways network to link Lovettsville with the C&O Canal in Brunswick, Maryland, and the W&OD bike path in Purcellville.	County Government
Towns **1.7.D.** Plan the location and design of County facilities within Lovettsville, in consultation with the Town of Lovettsville.	County Government
Towns **1.7.E.** Collaborate with the Town of Lovettsville and VDOT on transportation planning in and around Lovettsville to improve traffic safety in the Town of Lovettsville and to improve regional road networks and access to employment centers.	County Government
Towns **1.7.F.** Cooperate with the Town of Lovettsville, pursuant to County/Town Annexation Agreement/Corporate Boundary Line Adjustment Guidelines on boundary-line adjustments to resolve jurisdictional questions, to serve public and civic uses, and to support the Town of Lovettsville's economic goals and priorities.	County Government
Towns **1.8.A.** Collaborate with the Town of Middleburg on zoning and development activities outside the Town but in its vicinity, with the goal of preserving the rural character of its gateways and surrounding environs.	County Government
Towns **1.8.B.** Be an active partner with the Middleburg community and interested preservation groups to identify open- space and agricultural preservation approaches such as conservation easements, land acquisition, and development standards to promote and implement open-space preservation around the Town of Middleburg that helps establish a greenbelt and protect the rural appearance of roadways leading into the Town.	County Government
Towns **1.8.C.** Protect rural roads and scenic views through measures such as revised state road improvement standards; scenic easements; historic corridor overlay zoning for John Mosby Highway (Route 50), Foxcroft Road (Route 626), and the Plains Road (Route 626); and development setbacks.	County Government
Towns **1.8.D.** Assist, when requested, in the promotion of tourism, as a means of increasing public support for preservation of the scenic and historic Middleburg area.	County Government
Towns **1.8.E.** Work with the Town of Middleburg to implement strategies that will preserve and enhance agriculture as the predominant use in the RPA around Middleburg.	County Government

Towns **1.9.A.** Establish a "defining edge" by implementing the uses and development pattern of the Rural North Place Type and by identifying the lands adjacent to the Town of Purcellville as priority open space areas for conservation easements.	County Government
Towns **1.9.B.** Work with the Town of Purcellville to plan for a trail extension that connects the W&OD Trail with Franklin Park.	County Government
Towns **1.9.C.** Include setbacks, height limitations, and landscaping standards along Route 7, Route 287, and the Route 7 Bypass to establish and maintain a greenbelt or defining edge around the Town of Purcellville characterized by open space and tree-lined roadways.	County Government
Towns **1.9.D.** Encourage the use of frontage roads, coordinated development plans, and other means of minimizing the number of driveways along Route 7 and Route 287 leading into Purcellville.	County Government
Towns **1.9.E.** Encourage new commercial uses to locate in the Town of Purcellville before locating in the JLMA.	County Government
Towns **1.9.F.** Encourage owners of historic projects in the JLMA to place properties into a Purcellville or County Historic District.	County Government
Towns **1.9.G.** Protect historic structures in the context of their natural settings.	County Government
Towns **1.9.H.** Work with the Town of Purcellville to expand broadband connectivity for citizens and businesses.	County Government
Towns **1.10.A.** Development within the Round Hill JLMA will comply with the Round Hill Area Management Plan and Round Hill Comprehensive Plan and adopted policies applicable to the JLMA.	County Government
Towns **1.10.C.** Encourage housing for the elderly that will allow residents to remain in the Town of Round Hill.	County Government
Towns **1.10.D.** Encourage rural economy business development in the greater Round Hill Area to provide local goods, services and jobs to Town of Round Hill residents and visitors.	County Government
Towns **1.10.E.** Oppose any increase in density and development outside of the JLMA that is not consistent with the traditional rural character of western Loudoun County.	County Government
Towns **1.10.F.** Avoid high density development between the current boundaries of Purcellville and Round Hill and expand open space around Franklin Park to help maintain a greenbelt between communities.	County Government
Towns **1.10.G.** Enhance the gateways to the Town of Round Hill by developing features or retaining a clear distinction between the surrounding rural area and the edge of the town. Techniques may include measures to protect existing trees, hedgerows, viewsheds, and vistas; design guidelines for lot configuration to retain the rural lot pattern; new landscaping and entrance features and other techniques.	County Government

Towns **1.10.H.** Support development of sidewalks, trails, and linear parks that connect civic and public facilities with residential and commercial neighborhoods in the Town of Round Hill and JLMA and extend to Franklin Park and the W&OD Trail.	County Government
Towns **1.10.I.** Coordinate transportation planning with the Town of Round Hill to ensure that traffic generated from development within the County does not adversely affect Round Hill. The County will work with the Town of Round Hill on traffic calming measures.	County Government
Towns **2.2.A.** Prior to approval of development in the JLMA beyond current zoning, require written assurance from the central system provider or the adjacent town, for a municipal system, that water and sewer will be provided.	County Government
Towns **2.2.B.** Consider potential impacts of surrounding development on Town wells during the development review process.	County Government
Towns **2.2.C.** Any future expansion of municipal (Town) sewer and water into the County JLMA will support development that is consistent with the goals and policies of the County and Town adopted plans.	County Government
Towns **2.2.D.** Retain the option to use shared or alternative sewer and water facilities to serve Town and County owned and operated public facilities upon agreement between the Town and the County.	County Government
Towns **2.2.E.** Permit the extension of municipal sewer and water into the Rural Policy Area only to serve public facilities or to address a potential public health risk. (See also, Chapter 6, Fiscal Management and Public Infrastructure, Rural Sewer and Water)	County Government

Chapter 3
Natural, Environmental, and Heritage Resources

Action	**Responsibility (Loudoun County Department or Agency)**
NEHR **1.1.C.** Adopt zoning regulations and development standards that implement a process identifying natural, environmental, and heritage resources worthy of preservation and developing around those resources as part of all land development.	Planning & Zoning

NEHR 1.1.D. Update the *Facilities Standards Manual*, the *Land Subdivision and Development Ordinance*, and other development standards to implement the natural, environmental, and heritage policies in this Plan.	Building & Development and Planning & Zoning
NEHR 1.1.G. Direct public investment and resources toward completing a natural, environmental, and heritage resource network and recapturing natural and heritage resources in developed areas.	Public-private partnerships
NEHR 1.2.A. Study and, if feasible, aid in the establishment of a public-private conservation partnership to facilitate communication, grants, easements, education, and partnership opportunities to conserve and protect natural, environmental, and heritage resources.	Planning & Zoning, Management & Budget
NEHR 1.3.A. Provide incentives for innovative design and support collaborative public-private-community partnerships for program implementation including provisions for awards of certificates of excellence in environmental design for the public and private sectors.	Planning & Zoning, Economic Development

River and Stream Corridor Resources

Action	**Responsibility (Loudoun County Department or Agency)**
NEHR 2.1.A. Amend zoning regulations and development standards, including but not limited to the Floodplain Overlay District (FOD) and Scenic Creek Valley Buffer sections, to address the objectives of the RSCR policies. Zoning regulations and development standards will establish performance standards and best management practice (BMP) requirements to ensure the health and biological integrity of the river and stream corridors and minimize adverse impacts. (Implemented with ZOAM-2020-0001, Chapter 6) – Floodplain Overlay District in progress	Building & Development, Planning & Zoning
NEHR 2.1.B. Develop and implement a watershed management plan for each watershed, establishing development guidelines and performance standards to protect water quality.	~~Building & Development~~General Services
NEHR 2.1.C. Establish appropriate regulations for Catoctin Mountain, Short Hill Mountain, and the Blue Ridge Mountains to limit diversions of water from the Catoctin and Goose Creek headwaters and prevent stream pollution.	Building & Development, General Services, and Planning & Zoning
NEHR 2.1.E. Work with the incorporated towns, Loudoun Water, and other organizations and agencies to establish overall water quality goals and specific standards for individual streams and river and stream corridors, consistent with County RSCR objectives and policies.	County Government, General Services
NEHR 2.2.A. Amend zoning regulations and development standards to establish a minimum 100-foot stream buffer to protect rivers and streams when floodplains and adjacent steep slopes do not extend beyond either bank by 100 feet. Implemented with ZOAM-2020-0001, Chapter 6)	County Government, Building & Development

NEHR **2.2.B.** Amend zoning regulations and development standards to establish a 50-foot management buffer as part of the RSCR surrounding floodplains and adjacent steep slopes. Specific criteria for allowable reductions in the 50- foot management buffer should be included to ensure that reductions do not adversely impact the other elements of the RSCR. The RSCR 50-foot management buffer will not be added to the 100-foot minimum stream buffer.	County Government, Building & Development
NEHR **2.2.C.** Develop and use incentives to encourage property-owners to establish and maintain a 100-foot minimum riparian stream buffer. (Implemented with ZOAM-2020-0001, Chapter 6)	County Government, Building & Development
NEHR **2.3.A.** Develop appropriate standards and regulations to protect natural streams from the harmful effects of increased stormwater volume, velocity, and pollutant loads resulting from development.	County Government, Building & Development, General Services
NEHR **2.3.C.** Establish incentives and/or a funding program for reforestation, SWM/BMP projects, and SWM/BMP retrofits.	County Government, Building & Development, General Services
NEHR **2.3.F.** Support and incentivize reforestation for degraded forested areas in upper stream reaches that do not include Major Floodplain and promote natural regeneration within the limits of the Major Floodplain to mitigate the loss of native canopy coverage as a result of construction.	County Government, Building & Development
~~**2.3.G.** Develop and maintain standards for activities that propose pollution sources such as the storing and dispensing of fossil fuels, chemical storage, and sale or transfer of potential contaminants.~~	~~County Government, Building & Development~~
NEHR **2.4.D.** Prepare and implement TMDL Action Plans, as necessary to meet TMDL requirements. The Action Plans, designed to improve the County's surface water quality may include working with other entities, such as the Loudoun Soil and Water Conservation District (LSWCD) and Virginia Cooperative Extension-Loudoun (VCE-Loudoun).	County Government, Building & Development, General Services
NEHR **2.5.C.** Develop and implement a watershed overlay district for all public water supply reservoir watersheds, establishing more stringent development guidelines and performance standards to protect water quality. Implemented with FSM 5.230(B)(4)	County Government, Building & Development, Planning & Zoning

NEHR 2.5.D. Develop and implement a Potomac River shoreline management plan and seek to coordinate this effort with adjacent jurisdictions (local, state, and regional organizations, advisory boards, and citizen groups). This plan should include: i. The boundaries of the study area, ii. A comprehensive natural resources inventory, iii. Existing and proposed private/public water access entry points, iv. Policy recommendations for river corridor management and protection, v. A process for integrating the participating groups, and vi. A plan for acquiring and managing open space corridors along the Potomac River.	County Government, Building & Development
NEHR 2.5.E. Establish appropriate standards and land uses in consultation with Loudoun Water and/or incorporated towns to protect drinking water supplies.	County Government, ~~Building & Development~~Loudoun Water
NEHR 2.5.F. Develop a community-based Source Water Protection Plan in cooperation with Loudoun Water and other agencies and organizations. Implemented in partnership with Loudoun Water, the Potomac River Basin Drinking Water Source Protection Partnership, which includes a strategic plan for source water protection.	County Government, Building & Development
NEHR 2.6.A. Develop and implement a comprehensive groundwater protection strategy to ensure adequate and sustainable water supply.	County Government
NEHR 2.6.B. Develop and implement a comprehensive pollution management program to monitor and protect groundwater resources.	County Government, Building & Development, General Services
NEHR 2.6.F. Assess the recharge and consumption rates for groundwater in each watershed by analyzing data from groundwater level monitoring and stream flow measurements. If negative impacts are detected, the information will be presented to the Board of Supervisors for appropriate action.	County Government
NEHR 2.6.G. Develop standards for uses that consume and/or require the usage of large quantities of water in those areas that could affect neighboring wells and aquifers.	County Government
NEHR 2.6.I. Study best practices/guidelines to reduce impervious surfaces and minimize increases in post-development runoff peak rate, frequency, volume.	County Government

Soils and Geological Resources	
Action	**Responsibility (Loudoun County Department or Agency)**
NEHR **3.1.E.** Identify pollution sources and establish appropriate standards for reducing pollution in areas underlain by limestone. Implemented with ZOAM-2020-0001, 5.05	County Government, Building & Development, Planning & Zoning
NEHR **3.2.A.** Develop a public education program that will focus on communicating advantages associated with private protection of Prime Agricultural Soils.	County Government, Building & Development, Planning & Zoning
NEHR **3.3.H.** Review and amend zoning regulations and development standards to ensure consistency with the mountainside area policies. Implemented with ZOAM-2020-0001, 5.05	County Government, Building & Development, Planning & Zoning
NEHR **3.3.I.** Establish performance standards for unavoidable development on questionable soils as defined by the International Building Code. Implemented with ZOAM-2020-0001, 5.04	County Government, Building & Development, Planning & Zoning

Forests, Trees, and Vegetation	
Action	**Responsibility (Loudoun County Department or Agency)**
NEHR **4.1.B.** Incentivize and encourage the preservation of existing trees within required landscape buffer areas and for screening of uses. Implemented with ZOAM-2020-0001, 7.02 and 7.03	County Government, Building & Development, Planning & Zoning
NEHR **4.1.C.** Require the removal of invasive plant species during the development process. Implemented with ZOAM-2020-0001, 7.04.01	County Government, Building & Development, Planning & Zoning
~~**4.1.D.** Develop and adopt a Tree Preservation Ordinance.~~	~~County Government, Building & Development, Planning & Zoning~~

NEHR **4.1.E.** Inventory and map trees and native vegetative resources to be preserved or managed in accordance with County standards and create and maintain a database of these resources to include, but not be limited to, old growth forests, significant tree stands, specimen trees, heritage trees, and State or National Champion trees.	Building & Development and Mapping & Geographic Information
NEHR **4.2.A.** Prioritize the planting of native vegetation, specifically along those corridors that provide connections to other natural, environmental, and heritage resources.	County Government, Building & Development, Planning & Zoning
NEHR **4.2.B.** Develop Countywide goals and objectives for the creation, maintenance, and preservation of the County's tree canopy. (In progress)	County Government, Building & Development, Planning & Zoning, General Services

Historic, Archaeological, and Scenic Resources

Action	**Responsibility (Loudoun County Department or Agency)**
NEHR **5.1.B.** Evaluate the *Heritage Preservation Plan* every five years and update if necessary.	Planning & Zoning, HDRC, Heritage Commission
NEHR **5.1.C.** Require an archaeological and historic resources survey for all development applications. This survey must include a plan for recordation of identified resources and measures for preservation, mitigation, and adaptive reuse. The County will maintain a repository for artifacts recovered from required surveys; such artifacts will be used for research and public education purposes.	County Government, HDRC, Heritage Commission
NEHR **5.1.D.** The County will update its cultural resource inventory through the land development process and County- sponsored historic surveys.	County Government, HDRC, Heritage Commission
NEHR **5.1.E.** Evaluate the historic or archaeological value of inventoried resources based on criteria set forth in the Secretary of the Interior's Standards for Archaeology and Historic Preservation, which include historic context and site integrity. The County will evaluate resources for consideration for state and National Registers. Identify, through survey and community outreach, locally important historic and archaeological resources that meet criteria for listing on the County Heritage Register as outlined in the Heritage Preservation Plan.	County Government, HDRC, Heritage Commission
NEHR **5.1.F.** Identify, delineate, and map historic cemeteries, burial grounds, and graves to ensure they are protected from destruction or neglect. Ensure that adequate buffers are provided around these sites to protect them during the development process.	Mapping & Geographic Information, HDRC, Heritage Commission

NEHR 5.1.G. Identify African American and Native American cultural resources, document them in the County's database of heritage resources, and create policies and programs that protect, preserve, and interpret these resources for the benefit of County residents.	Planning & Zoning, HDRC, Heritage Commission
NEHR 5.1.I. Conduct a staff assessment to determine historic significance prior to issuing a demolition permit for a structure that is 50 years old or older.	Planning & Zoning, HDRC, Heritage Commission
NEHR 5.1.M. Prioritize the adaptive reuse of historic structures that are of local, regional, or national significance as the primary method of preserving the County's diverse collection of historic architecture within the framework of sustainable development.	Planning & Zoning, HDRC, Heritage Commission
NEHR 5.1.N. Amend zoning regulations and development standards to ensure the viability of adaptive reuse, particularly in the County's villages where the ability to reuse historic structures is vital to the historic character and vitality of these communities.	Planning & Zoning, HDRC, Heritage Commission
NEHR 5.1.O. Prepare and implement corridor management plans, including identifying and defining viewsheds for the County's Scenic Rivers in order to protect their natural and scenic quality.	Mapping & Geographic Information, Planning & Zoning, HDRC, Heritage Commission
Natural Heritage Resources	
Action	**Responsibility (Loudoun County Department or Agency)**
NEHR 6.2.B. Identify essential wildlife corridors and encourage protection of these areas through conservation easements acquired by the County or others, participation in the Open Space Preservation Program, development design, and other means.	County Government

Complementary Elements	
Action	**Responsibility (Loudoun County Department or Agency)**
NEHR **7.1.B.** Evaluate and implement methods to reduce emissions of airborne pollutants including particulates, greenhouse gases, ozone precursors, and other gases known to adversely affect human and environmental health.	County Government, Planning & Zoning, ~~Building & Development~~General Services
NEHR **7.2.D.** Continue to enforce and update with the most current information, as appropriate, the Airport Impact Overlay District included as part of the Loudoun County Zoning Ordinance.	County Government
NEHR **7.2.F.** Consider replacing the existing noise contours for Washington Dulles International Airport to reflect the noise contours in the 2019 Washington Dulles International Noise Contour Map Update. **[Implemented with CPAM-2021-0001, ZMAP-2021-0011, and ZOAM-2021-0002, Airport Impact Overlay District Update. However, the Ldn 65 or higher aircraft noise impact area is revised to exclude areas already approved for residential development through proffered rezoning.]**	County Government
NEHR **7.3.A.** Update lighting standards. (*See Chapter 3 for more information*) Implemented with ZOAM-2020-0001 Section 7.05.02	County Government, Building & Development

Sustainability	
Action	**Responsibility (Loudoun County Department or Agency)**
NEHR **8.1.A.** ~~Update and~~Continue to implement the County Energy Strategy (CES) ~~to account for rapid growth in population and high energy demand uses, technological changes allowing improved energy storage, changing renewable energy markets, and the impacts of climate change.~~	General Services, Transportation & Capital Infrastructure, Planning & Zoning
NEHR **8.1.D.** Use the data from benchmarking the energy use to set policy and regulations in the County.	General Services
NEHR **8.1.E.** Whenever feasible, build County-constructed facilities to LEED Silver, or equivalent, standards.	General Services, Building & Development
NEHR **8.1.G.** Monitor and partner in regional efforts with MWCOG including regional housing production goals and regional funding opportunities that further General Plan goals~~Continue to monitor the efforts of MWCOG.~~	County Government

NEHR 8.1 H. Work to create and implement a Natural Resources Strategy.	General Services, Building and Development, Planning & Zoning, Parks & Recreation
NEHR 8.1.I. Incorporate natural, environmental, and heritage resources and BMPs into the 2023 ~~County~~ Energy Strategy.	General Services, Planning & Zoning

NEHR 8.1.L. Develop a Sustainability Plan for the County that provides the framework to balance economic development, social well-being, and environmental health and accounts for other programs and plans such as the Energy Strategy and Natural Resources Strategy..	County Government, General Services, Planning & Zoning
NEHR 8.1 M. Provide electric vehicle charging stations at County-facilities for residents and government vehicles.	General Services
NEHR 8.2.B. Research and support opportunities for micro-grid energy and district energy systems.	General Services
NEHR 8.2.D. Prioritize public investment in energy efficient, clean products, and infrastructure.	General Services
NEHR 8.3.A. Create partnerships with universities and private sector companies to foster growth of a sustainable economy that supports workers and students in the advanced technology and science industries.	County Government LCPS, Local Sustainability Organizations, Public-Private Partnership
NEHR 9.1.B. Establish incentives for incorporating sustainable development practices into proposals..	Planning & Zoning, Building & Development
NEHR 9.1 C. Work with new and existing developments to incorporate water conservation measures.	General Services, Building and Development
NEHR 9.4 A. Explore incentives and policies to support developers and residents to implement green building measures and more sustainable site design.	Planning & Zoning, Building and Development
NEHR 9.5.A. Adopt solar zoning and permitting best practices for accessory use solar development.	Planning & Zoning, Building & Development
NEHR 9.5.B. Become certified as a higher level "solar-ready" community under the Department of Energy's SolSmart program.	General Services
NEHR 9.5 E. Support the installation of new electric vehicle charging infrastructure in accordance with the 2023 Energy Strategy.	General Services, Planning & Zoning
Chapter 4	
Housing	
Action	**Responsibility (Loudoun County Department or Agency)**

Housing **1.1.B.** Amend zoning regulations to accommodate more innovative and flexible density, building height, lot size, lot line, parking, setback, and design standards through the implementation of a planned unit development (PUD) ordinance. Implemented with ZOAM-2020-0001, Chapter 2, 2.07	County Government, Planning & Zoning, ~~Family Services~~Housing and Community Development
Housing **1.1.D.** Develop zoning regulations and design standards that facilitate innovative, lower cost, compact residential and mixed-use development that emphasizes the physical form and the character of the built environment and seamlessly integrates uses.	County Government, Planning & Zoning, Housing and Community Development ~~Family Services~~, Building & Development

Housing **1.1.E.** Amend zoning regulations and design standards to permit accessory housing product types (e.g., carriage houses, accessory apartments, and cottages) in residential and mixed use zoning districts and incentivize the integration of universal design features in accessory units.	County Government, Planning & Zoning, ~~Family Services~~Housing and Community Development, Building & Development
Housing **1.1.F.** Amend zoning regulations to expand the number of districts where manufactured housing, accessory units, and alternative housing types are allowed (e.g., small lot, zero lot-line, micro-units, maximum unit sizes, and innovative housing types).	County Government, Planning & Zoning, Housing and Community Development~~Family Services,~~ Building & Development
Housing 1.1. G. Collaborate with DHCD to establish a technical assistance program to design a funding program to support the development of accessory housing units.	County Government, Planning & Zoning, Housing and Community Development
Housing **1.1.H~~G~~.** Develop regulations and standards by which affordable housing development can be approved as a by-right use.	County Government, Planning & Zoning, Housing and Community Development~~Family Services,~~ Building & Development
Housing **1.2.A.** Amend zoning regulations and design standards to incorporate density bonuses and other incentives into appropriate zoning districts to encourage the provision of housing to address the County's unmet housing needs in areas currently served by or planned for mass transit.	County Government, Housing and Community Development~~Family Services,~~ Planning & Zoning
Housing **1.3.A.** Identify alternatives in calculating the costs of development for the impact on capital facilities (such as a rating system) to reduce costs and to encourage diversity in unit types produced. Explore the use of square footage and/or number of bedrooms to assess capital facility costs associated with a broad range of unit types to encourage the development of needed unit types (for example, studio and one bedroom apartments, smaller homes). Accomplished with the adoption of the By-Size Differential Capital Intensity Factor (CIF) option on April 16, 2024, effective July 1, 2024.	County Government, Housing and Community Development~~Family Services,~~ Planning & Zoning

Housing **1.4.A.** Amend zoning regulations and design standards to incentivize the integration of universal design elements in residential units and in the design of neighborhoods.	County Government, Housing and Community Development~~Family Services,~~ Planning & Zoning
Housing **1.5.B.** Incentivize the provision of age-restricted housing units for residential or mixed-use development proposals in transit centers and other areas planned for an integrated mix of uses to support older adults' option to live in close proximity to transit, retail, service, and entertainment uses.	County Government, ~~Family Services,~~Housing and Community Development, Planning & Zoning
Housing **1.6.A.** Provide incentives to encourage zoning map amendments or zoning concept plan amendments on previously entitled properties that increase the provision of a mix of smaller housing types and affordably priced housing.	County Government, ~~Family Services,~~Housing and Community Development, Planning & Zoning ~~County Government, Family Services, Planning & Zoning~~

Housing **1.6.B.** Research and implement effective incentives, such as appropriate density increases for the provision of housing focused on the County's unmet housing need proximate to major employment centers and public transit such as Silver Line Metrorail stations, as well as the offset of capital facilities contributions to reduce housing development costs to foster a continuum of housing affordability for workers in Loudoun. Accomplished with April 2024 Board adopted interim policy for the County absorb all capital facilities and road impacts from new attainable housing units. By-Size Differential CIF option, 2023 CIF, Effective July 1, 2024.	County Government, ~~Family Services~~Housing and Community Development, Planning & Zoning
Housing **1.7.A.** Develop zoning regulations and design standards to implement form-based approaches for infill and redevelopment areas that facilitate the development of "missing middle" housing product types and affordable prices.	County Government, ~~Family Services~~Housing and Community Development, Planning & Zoning
Housing **2.2.A.** Create an inventory of housing stock including attainable housing using County assessment data that identifies the type of unit, its location within the County, and general characteristics of the units.	County Government, ~~Family Services,~~Housing and Community Development, Planning & Zoning
Housing **3.1.A.** Develop an Unmet Housing Needs Strategic Plan, consistent with the adopted *Loudoun County 2019 Comprehensive Plan,* that specifically identifies strategies, actions, programs, and best practices to address the County's current and future unmet housing needs. Such plan should include, but is not limited to, down-payment assistance programs, utilization of housing trust funds, and home purchase programs, and should be developed prior to the approval of any zoning map amendments requesting higher densities planned in the Urban Policy Area outside the Metrorail Service Districts, Suburban Policy Area, and the Transition Policy Area. The plan would include estimates on unmet housing needs, establish development targets, and evaluate how housing programs address those needs every five years. . Implemented with the adoption of the Unmet Housing Needs Strategic Plan in September 2021.	County Government, ~~Family Services,~~Housing and Community Development Planning & Zoning
Housing 3.1 B. With the adoption of the UHNSP, incorporate appropriate goals, strategies and actions as part of the implementation of the General Plan.	County Government, Housing and Community Development, Planning & Zoning

Housing **3.1.C.** Develop zoning regulations and design standards that remove barriers and incentivize the development of housing affordable to households at or below 100 percent AMI in all residential and mixed-use development.	County Government, ~~Family Services,~~Housing and Community Development, Planning & Zoning
Housing **3.1.D.** Reduce capital facilities proffer expectations as a means of incentivizing the provision of housing affordable to households earning less than 100 percent AMI in new transit-oriented development. The CIF has been reduced for multifamily attached units adjacent to the Ashburn Metrorail Station, specifically in the inner core of the Transit Related Center (TRC) zoning district. This Urban MFA CIF was adopted on April 16, 2024 and effective July 1, 2024. Additionally, the By-Size Differential CIF option (same dates) enables reductions to the standard and age-restricted CIF when applicants proffer to reduced unit sizes.	County Government, ~~Family Services,~~Housing and Community Development, Planning & Zoning ~~County Government, Family Services, Planning & Zoning~~
Housing **3.1.E.** Create an expedited permit process to fast-track applications for developers who commit to providing additional units affordable to households earning less than 100 percent AMI.	County Government, ~~Family Services,~~Housing and Community Development Planning & Zoning
Housing **3.1.F.** Provide incentives such as those included in the Affordable Dwelling Unit regulations of the Zoning Ordinance to support Low Income Housing Tax Credit projects to encourage zoning map amendments or zoning concept plan amendments for properties subject to previous legislative zoning approvals when they increase the provision of housing affordable to households earning less than 100 percent AMI. Loudoun County has a building permit fee waiver program for affordable housing.	County Government, ~~Family Services,~~Housing and community Development, Planning & Zoning, Building and Development

Housing **3.1.G.** Strengthen Affordable Dwelling Unit regulations in the Loudoun County Zoning Ordinance and the County Codified Ordinances, to the greatest extent that the Code of Virginia allows, to increase the development of housing that helps address the County's unmet housing needs in all residential and mixed-use development.	County Government, ~~Family Services~~Housing and Community Development, Planning & Zoning
Housing **3.1.I.** Develop effective incentives that enable development to meet unmet housing needs to include housing for households with incomes at or below 30 percent AMI and 50 percent AMI, which is the area of greatest need.	County Government, Housing and Community Development, ~~Family Services,~~ Planning & Zoning
Housing **3.2.A.** Identify and designate dedicated local funding sources to support the County's plan to provide a continuum of housing.	County Government, Housing and Community Development, ~~Family Services~~, Planning & Zoning
Housing 3.3. B. Collaborate with DHCD and seek dedications of land for attainable housing when reviewing rezoning proposals within the authority provided for under Virginia Code and the Zoning Ordinance.	Housing and Community Development, Planning & Zoning
Housing 3.3. C. Explore the establishment of a community land trust/land bank in partnership with DHCD that includes a process for and criteria to guide property purchases (such as zoning, density, property value, location, proximity to employment centers, and transit) and use such process and criteria to assemble properties, including tax sale properties, for the construction of housing that addresses the County's unmet housing needs.	Housing and Community Development, Planning & Zoning
Housing **3.4.A.** Expand and increase the funding for the Down Payment and Closing Cost Assistance and Public Employee Grant programs to help households earning up to 100% AMI purchase a home.	County Government, Housing and Community Development, ~~Family Services,~~ Planning & Zoning
Housing **3.4.B.** Create and implement home buyer readiness financial literacy classes to help educate first-time home buyers.	County Government, Housing and Community Development, ~~Family Services,~~ Planning & Zoning
Housing **3.4.D.** Work with employers located in the County to develop workforce housing financial assistance programs such as direct loans, gap financing, revolving loans, credits, and grants.	County Government, Housing and Community Development, ~~Family Services,~~ Planning &

	Zoning
Housing **3.5.B.** Develop a housing ambassador program to Loudoun's incorporated towns to raise awareness and provide technical assistance to assist them in establishing and maintaining programs that address their unmet housing needs.	County Government, Housing and Community Development, ~~Family Services,~~ Planning & Zoning
Housing **3.5.C.** Conduct regular focus groups with the building industry, the CEO Cabinet, and major employers.	County Government, ~~Family Services~~Housing and Community Development, Planning & Zoning
Housing **3.5.D.** Convene an Annual Housing Summit to check in with stakeholders on issues and successes.	County Government, ~~Family Services,~~Housing and Community Development, Planning & Zoning
Housing **3.5.F.** Implement a robust community outreach plan to promote the importance of housing to Loudoun's quality of life and the economy.	County Government, F~~amily Services,~~Housing and Community Development, Planning & Zoning

Chapter 5
Economic Development

Action	Responsibility (Loudoun County Department or Agency)
ED 1.5.A. Embed staffing resources in each cluster/overlay to attract or expand businesses using industry expertise, relationships, and earned reputation.	County Government, Economic Development, Planning & Zoning
ED 1.5.D. Create mechanisms for the rural economy to maintain its status as a regional agricultural leader and local advantage.	County Government, Economic Development
ED 1.5.G. Strategically use economic incentives as needed for attraction and retention.	County Government, Economic Development, Planning & Zoning
ED 2.6.A. Establish "Technology Zones" for the encouragement of new and expanding technology businesses.	County Government, Economic Development, Planning & Zoning
ED 2.6.C. Periodically update the County's zoning regulations and design standards to keep pace with innovation in the marketplace.	County Government, Economic Development, Planning & Zoning
ED 3.4.C. Develop programs to incentivize construction of attainable workforce housing serving households up to 100 % AMI.	County Government, Economic Development, Planning & Zoning
ED 3.4.D. Consider using the Economic Development Authority for property acquisition to bank land for public-private partnerships on workforce housing projects.	County Government, Economic Development, Planning & Zoning
ED 5.2.A. Establish "Tourism Zones" that would enable the County to provide tax incentives and regulatory, and would provide a mechanism to assist developers of authorized tourism projects to obtain gap financing and make payments thereon.	County Government, Economic Development

Chapter 6
Fiscal Management and Public Infrastructure

Action	Responsibility (Loudoun County Department or Agency)
FM 1.1.B. Co-locate public safety and other public facilities or uses like attainable housing whenever co-locationit will improve service efficiencies.	Board of Supervisors, Transportation & Capital Infrastructure
FM 1.1.G. Establish an expansion plan for the ~~Fire and Rescue Training~~LCFR Academy based on a needs assessment of the existing campus as the needs of LCFR and the County increase. Ensure the requirements of Fire and Rescue training remain a priority during the development of surrounding areas.	County Government, Transportation & Capital Infrastructure, Fire and Rescue
FM 1.3.J. The County will acquire school sites in advance of LCPS~~B~~'s recognized short and long-term future needs to minimize school transportation costs and to structure future planned growth.	Transportation & Capital Infrastructure, Loudoun County School Board
FM 1.4.B. Support the acquisition of land and development of facilities such as the Potomac Heritage National Scenic Trail.	Board of Supervisors
FM 1.4.C. Work with the United States Department of the Interior, the Virginia Tech Conservation Management Institute, the Virginia Department of Historic Resources, NOVA Parks, and other local, regional, and state organizations and the incorporated Towns to define and recommend areas for open space preservation and development of a trail network that links the County's natural, historic, and recreational resources.	County Government
FM 1.4.H. Identify opportunities, such as public/private partnerships and co-location, to work with the private sector to provide public facilities.	Public –Private partnerships
FM 2.1.A. Create and maintain development regulations that require an adequate water supply, such as dry hydrants or tanks, for new residential subdivisions of more than five dwelling units when an alternative water source is not available on site.	County Government, Fire and Rescue
FM 2.1.B. Encourage and offer incentives to voluntarily provide sprinklers in new residential construction.	County Government, Fire and Rescue

FM **2.2.C.** Establish a program that retrofits existing traffic signals, subject to VDOT approval, with signal preemption equipment to provide priority access to emergency vehicles responding to a call.	County Government, Fire and Rescue
FM **2.2.E.** Ensure that development regulations address the installation and maintenance of emergency apparatus access roads for fire and rescue resources.	County Government, Fire and Rescue
FM **3.1.B.** Establish programs and regulatory mechanisms to increase publicly accessible open space through easements, land dedications, and purchase; ensure that such programs and mechanisms are consistent with County facilities plans.	Parks, Recreation & Community Services
FM **3.1.H.** Seek through public purchase, proffer, donation, or third-party easement, the preservation of natural areas and the development of linear parks, recreation space, and trails.	Parks, Recreation & Community Services
FM **3.1.I.** Continue the Open Space Preservation Program, to the extent permitted by Code of Virginia ~~Code~~ Section 15.2- 2303.4, linking the loss of open space associated directly with low-density land use to the provision of open space or funds towards the purchase of open space that provides publicly accessible and usable open space. (See more information in Chapter 6)	Board of Supervisors
FM **3.1.J.** Institute a program whereby the County facilitates acquisition of conservation easements by others by providing assistance such as a revolving loan program to reduce or defer the landowner cost of establishing conservation easements. The program should emphasize protecting the priority open space areas that are identified in this Plan that are not otherwise protected.	Planning & Zoning, Building & Development
FM **3.1.K.** Encourage protection of the following priority open space areas through open space ~~conservation~~ easements acquired by the County or conservation easements acquired by others, participation in the Open Space Preservation Program, development design, and other means.	Board of Supervisors, Planning Commission, Planning & Zoning
FM **3.1.L.** Amend the zoning ordinance and development regulations as needed to permit a percentage of the open space required on an individual site to be met through off-site permanent open space that creates a more usable, desirable, or environmentally significant open space (see 3.1.J, above) located in the same planning subarea identified in the latest ~~Capital Needs Assessment.~~CNA.	Board of Supervisors, Planning Commission, Planning & Zoning
FM **4.1.A.** Pursue funding sources to rehabilitate homes that currently lack adequate sewer and water systems.	Board of Supervisors
FM **4.2.B.** Prohibit connection to water distribution and wastewater collection systems when such requires crossing land outside a defined water or sewer service area, except as allowed herein.	Board of Supervisors
FM **4.4.C.** Expand the use of Loudoun Water's reclaimed water network.	Board of Supervisors, Loudoun Water

FM 4.4.G. Construct new central wastewater and water lines and facilities in a manner that causes the least environmental risk and visual disruption.	Board of Supervisors, Health Department
FM 4.5.A. Prohibit extension of central water and wastewater service into the Rural Policy Area, except to address a public health threat to an existing rural community or to serve public facilities on contiguous parcels immediately adjacent to the western boundary of the Transition Policy Area.	Board of Supervisors
FM 4.5.B. Institute a wellhead protection program in all areas not served by central system facilities to ensure adequate water quality.	County Government
FM 4.5.F. Implement an inspection and maintenance program for conventional on-site sewage disposal systems and provide homeowner educational materials on this and related well and septic safety for residents in the Rural Policy Area, particularly in the Limestone Overlay District.	County Government
FM 4.6.A. Implement water and wastewater treatment and disposal standards for alternative systems that protect water quality.	County Government
FM 4.6.D. Require Loudoun Water to own and operate all public community water and wastewater systems with more than 15 connections.	General Services, Loudoun Water
FM 5.1.C. Develop a hazardous waste education program and increase residential access to the safe disposal of hazardous waste to protect groundwater resources.	County Government
FM 6.1.A. Establish zoning regulations and design standards that permit alternative electrical generation such as wind and solar generation by and for individual users.	Planning & Zoning
FM 6.1.C. Work with electrical providers to identify potential high voltage distribution lines and substation locations that minimize impacts on key travel corridors, sensitive cultural and historic resources, and existing residential communities or to place high voltage distribution lines underground when approaching such areas; and where possible, use existing transmission corridors and substation sites to expand capacity.	Planning & Zoning, Building & Development
FM 7.1.A. Review and update the County's *Strategic Land Use Plan for Telecommunication Facilities* to facilitate the expansion of fiber and broadband service throughout the County.	Planning & Zoning
FM 7.1.B. Adopt zoning regulations and design standards requiring open access conduit to all development projects to facilitate future broadband extensions.	Planning & Zoning

FM 7.1.C. Establish performance standards for wireless communication facilities to minimize the need for legislative action.	Planning & Zoning
FM 8.1.B. Direct the majority of public investments into currently developed communities, Towns and non-residential areas of the County where development is planned according to the Comprehensive Plan and give priority to the redevelopment and enhancement of existing infrastructure, capital facilities, and services.	Board of Supervisors
FM 8.1.C. Where permitted, continue to seek private sector support for improvements or provision of current and future public facilities and sites, including proposals of cash and in-kind assistance for public facilities in addition to the timely provision of dedicated sites.	Board of Supervisors
FM 8.1.D. Seek authority from the state legislature to establish impact fees and a reasonable implementation process applicable in areas of the County where rezonings are not anticipated or where the provision of improvements and facilities through proffers associated with rezonings for new residential development is restricted by State ~~legislation.~~law.	County Administration
FM 8.2.C. Develop demographic, economic, and financial data that are used as inputs to demographic forecasts and for fiscal impact modeling.	Management & Budget, Planning & Zoning
FM 8.2.D. Develop and regularly update the CIF – the dollar amount of the capital facilities impact measured by unit type or unit characteristics and geographic location that is calculated using ~~County~~ the CFS and demographic inputs. The County uses the CIF to assess the capital facilities impacts of new residential development and provide a guideline to evaluate and consider residential rezoning applications and proposed proffers.	Management & Budget, ~~Planning & Zoning~~
FM 8.2.G. Where permitted, seek to ensure that an equitable and proportionate share of public capital facility and infrastructure development costs that are directly attributable to a particular development project will be financed by the users or beneficiaries.	Board of Supervisors, Planning Commission, Planning & Zoning
FM 8.2.H. Evaluate, consistent with the Code of Virginia ~~Code~~ Sec. 15.2-2283 and 15.2-2284 and other applicable law, the adequacy of existing and planned public facilities and services when assessing impacts of any legislative application for more intensive use or density. *(See Chapter 6 for more information)*	Board of Supervisors, Planning Commission, Planning & Zoning
FM 8.3.A. Consider proposals of the timely dedication of land, cash, and in-kind assistance from a landowner through proffered conditions submitted in accord with Code of Virginia ~~Code~~ Sections 15.2-2303 and 15.2-2297, as applicable, in the provision of public facilities identified in the CIP or CNA. *(See Chapter 6 for more information)*	Board of Supervisors, Planning Commission, Planning & Zoning
~~8.3.B. Ensure that an equitable and a proportionate share of public capital facility and infrastructure development costs that are directly attributable to a particular development project are financed by the users or beneficiaries.~~	~~Board of Supervisors, Office of the County Attorney, Planning Commission, Planning & Zoning~~

FM 8.3.C. Apply all of the proffer policies and actions and guidelines set forth in this document subject to and in compliance with the applicable limitations established by Code of Virginia ~~Code~~ Section 15.2-2303.4 ~~as applicable.~~ In its consideration and acceptance of all proffers, the County will apply the standards of Code of Virginia ~~Code~~ Sections 15.2-2297, 15.2-2303, and 15.2-2303.4, as applicable, to evaluate the reasonableness of proffered conditions.	Board of Supervisors, Office of the County Attorney, Planning Commission, Planning & Zoning
FM 8.3.F. To assist the County in an equitable and uniform evaluation of developer proffers and other proposals, for proposed densities above the specified base density for each planning policy area, which otherwise conform with the policies of this Plan, the County anticipates developer assistance valued at 100 percent of capital facility costs associated with such increased densities.	Planning & Zoning
FM 8.3.I. Consider developing capital standards for roads to incorporate into the CIF o~~r providing credit against the anticipated capital facilities proffers for transportation proffers that exceed the anticipated transportation impact mitigation of the proposed development.~~ Accomplished by establishing a Roads CIF adopted on April 16, 2024, and effective July 1, 2024.	Management & Budget
FM 8.3.J. Establish the boundaries for Small Area Plans, authorized under Code of Virginia Section 15.2-2303.4, encompassing the Urban Policy Area, Suburban Policy Area, Transition Policy Area, and Leesburg JLMA, and the three Silver Line Metrorail Stations within the County. The planned land use within these Small Area Plan boundaries will reflect the land uses developed in the *Loudoun County 2019 Comprehensive Plan* for each policy area until such time as the Board adopts more detailed plans.	Planning & Zoning

Chapter 7
Implementation Strategy

Action	Responsibility (Loudoun County Department or Agency)
Staff is to provide for regular updates on the various elements of the *Loudoun County 2019 Comprehensive Plan*- which will allow the Board to direct a comprehensive review of the Plan at least every five years to ensure that the Plan is kept current. The order and sequence of the review of the chapters and policy area sections of the *Loudoun County 2019 General Plan* will be determined by the Board of Supervisors. Focus areas can be identified and prioritized by the Board annually during its strategic planning sessions.	Planning & Zoning, County Government
Conduct a comprehensive review of the County Zoning Ordinance and prepare a Zoning Ordinance consistent with the Plan's policies, strategies, and actions. Accomplished by establishing a Roads CIF adopted on April 16, 2024, and effective July 1, 2024.	Planning & Zoning

Reconvene the Fiscal Impact Committee to evaluate standards relative to the new place type service demands and specifically address the demand for public infrastructure in the Urban Policy Area.	Management and Budget~~County Government~~

Update the Land Subdivision and Development Ordinance and Facility Standards Manual to align with the policies, strategies, and actions of this Plan.	County Government
Develop a strategy to facilitate the development of high-speed wired and wireless telecommunication networks, including broadband technology, in the RPA.	
Deployment of implementation strategies set forth in the ~~*Loudoun County 2019 Countywide Transportation Plan.*~~*2019 CTP.*	Planning & Zoning, Transportation & Capital Infrastructure

Initial Board-Directed Amendments to the Zoning Ordinance

Action	**Responsibility (Loudoun County Department or Agency)**
Provide a resolution of intent to amend the Zoning Ordinance to the Board to consider replacing the existing noise contours for Washington Dulles International Airport and consider adopting the noise contours in the 2019 Washington Dulles International Noise Contour Map Update. **[Implemented with CPAM-2021-0001, ZMAP-2021-0011, and ZOAM-2021-0002, Airport Impact Overlay District Update]**	
Develop performance standards for data centers to address design, landscaping, and compatibility that could eliminate the need for a special exception.	County Government, Planning & Zoning
Consider reducing the maximum allowable accessory dwelling unit square footage to the lesser of 1,200 square feet or 70 percent of the principle structure gross square footage and ground floor footprint for applicable zoning districts in the Suburban Policy Area, subject to performance standards.	County Government, Planning & Zoning
Develop performance standards to address design, landscaping, and compatibility for industrial uses in the Suburban Industrial and Mineral Extraction adjacent to residences and primary roads.	County Government, Planning & Zoning

Glossary

Affordable Dwelling Unit (ADU): A dwelling unit for rent or for sale that is locally restricted for occupancy by households whose income falls between 30 and 70 percent of the Area Median Income (AMI). ~~Typically ADUs are offered at a below-market rate.~~

Attainable Housing: Any housing for sale or rent entering the marketplace in a given year affordable to families with incomes at or below 100 percent AMI.

Community Solar: Local solar facilities shared by multiple community subscribers (homeowners, renters, businesses) who receive credit on their electricity bills for their share of the power produced without having to install their own solar panels.

Equity: The process of identifying and removing barriers that create disparities in the access to resources and means, and the achievement of fair treatment and equal opportunities to thrive promoted through the formation of priorities, policies and programs.

Open Space: Any essentially unimproved parcel or area of land or water that is designated for public or private use or enjoyment. Open space is not intended to be leftover or unplanned space like buffers. See also, ***Community Uses***. Developments are expected to provide all three of the following types of open space: ~~There are three types of open space defined in this plan, as follows:~~

> ***Open Space, Active Recreation:*** Areas dedicated to leisure-time activities, usually of a formal nature and often performed with others, requiring equipment and taking place at prescribed sites or fields. Examples include ballfields, tennis or basketball courts, swimming pools, tot lots, golf courses, dog parks, and other areas for recreational sports and games. See also, ***Recreation, Active***
>
> ***Open Space, Natural:*** Land left in a mostly undeveloped state. Examples include forests, meadows, hedgerows, pollinator gardens and meadows, and wetlands.
>
> ***Open Space, Passive Recreation:*** Areas for activities that involve less energetic activities such as walking, sitting, picnicking, card games or table games. Examples include trails (hiking, biking, walking, or equestrian), picnic, community gardens, camping, hunting, or fishing areas. Passive recreation uses have fewer potential impacts on the site and on surrounding land uses. See also, ***Recreation, Passive***

Size of a development or parcel will be considered if not all three types are able to be provided e.g. some flexibility for small parcels may be provided.

Public Facilities: Public works supplied, owned, managed, and/or maintained generally by a government organization or public authority. Examples include public roads, schools, water and sewer facilities, community centers, fire and rescue stations, public parks and recreation facilities, public utility service centers, and libraries.

~~***Reinvestment:*** Reestablishing the economic and social vitality of an area through a combination of targeted efforts and investments that may be coordinated with redevelopment, infill, and adaptive reuse projects.~~

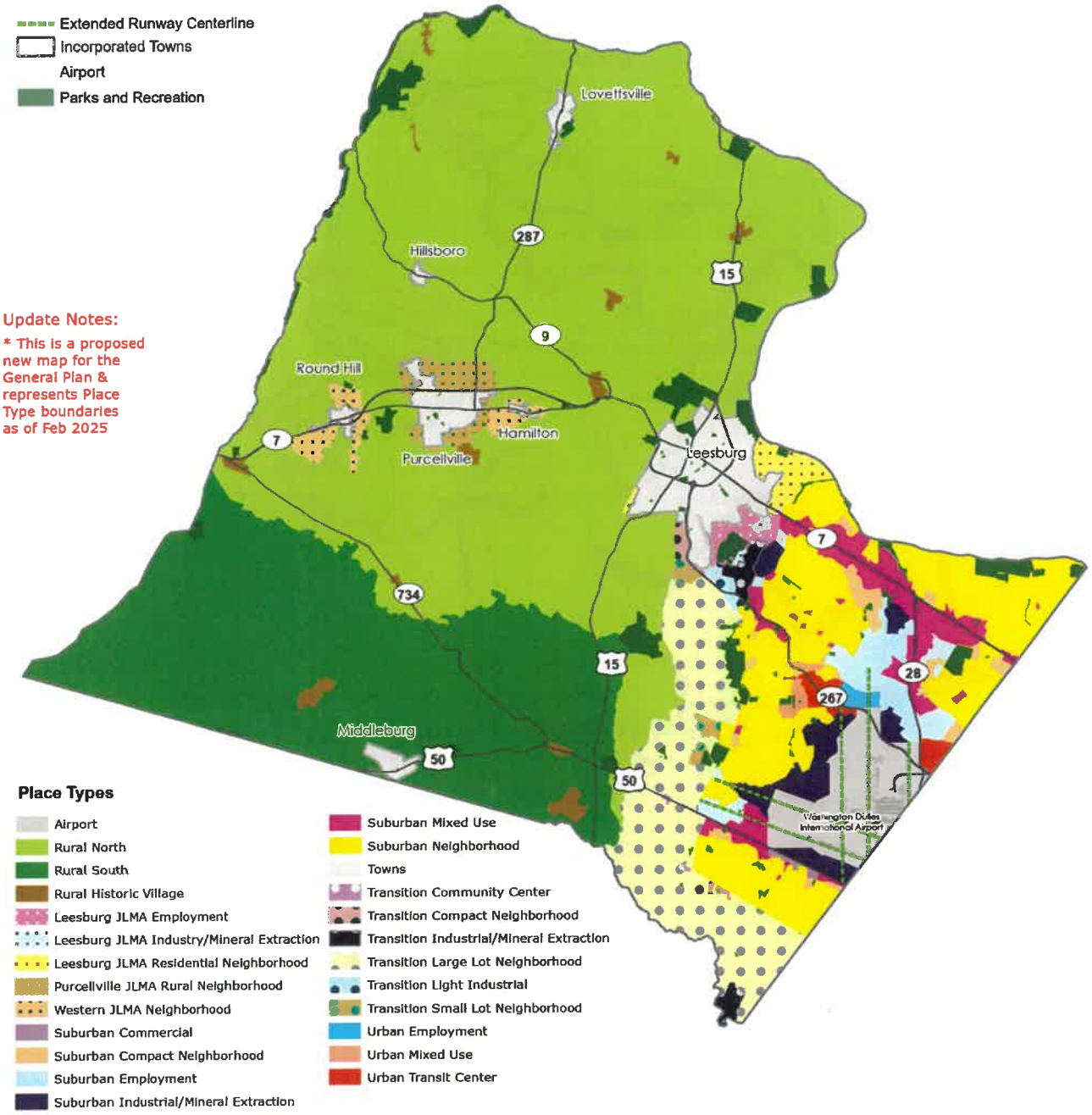
Sustainability: Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable development: Practices that are cost-effective, enhance human health and well-being, and protect and restore the environment

Loudoun County

Place Types

2019 General Plan



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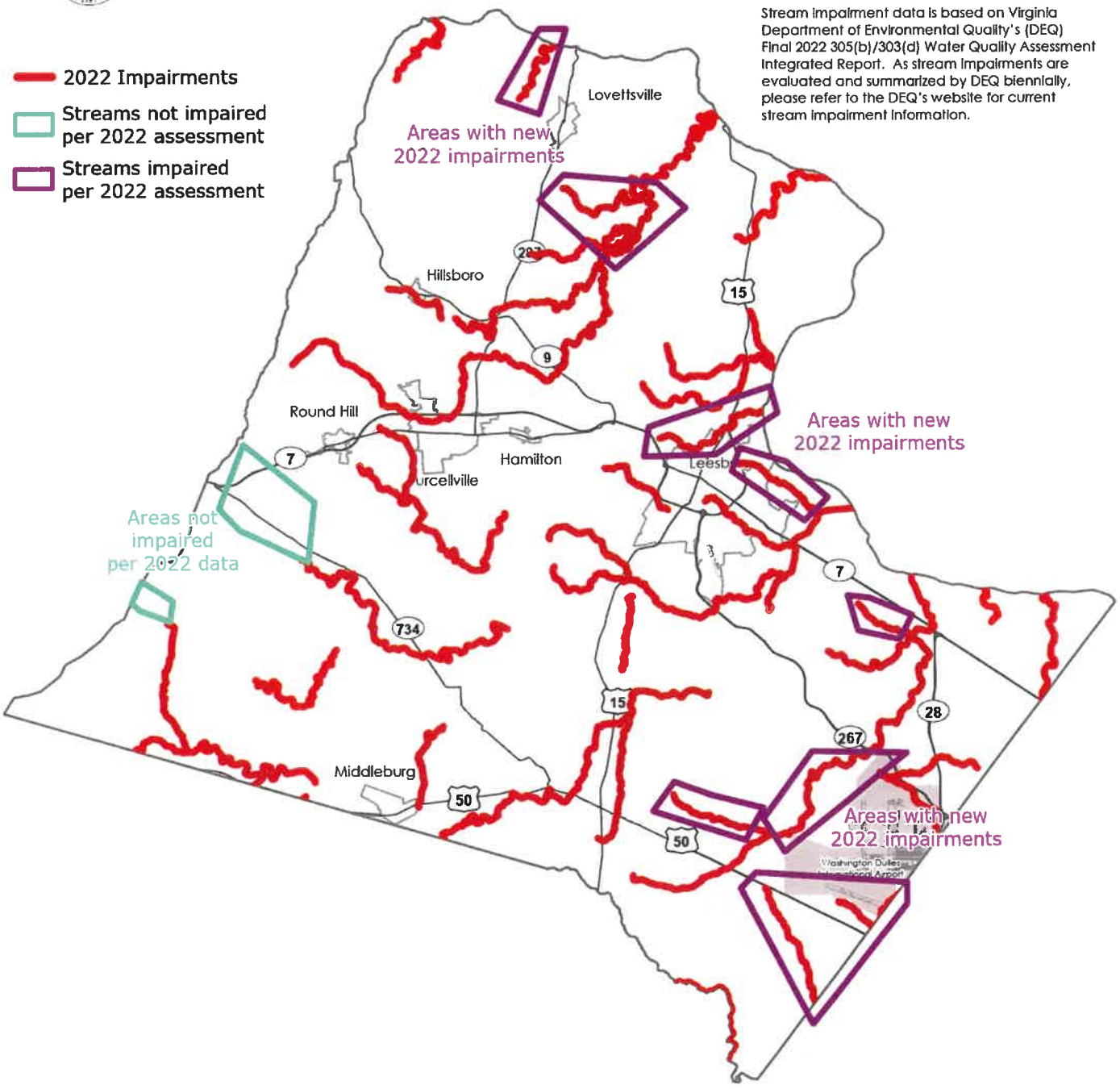
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Attachment 2

Loudoun County

Impaired Streams

2019 General Plan



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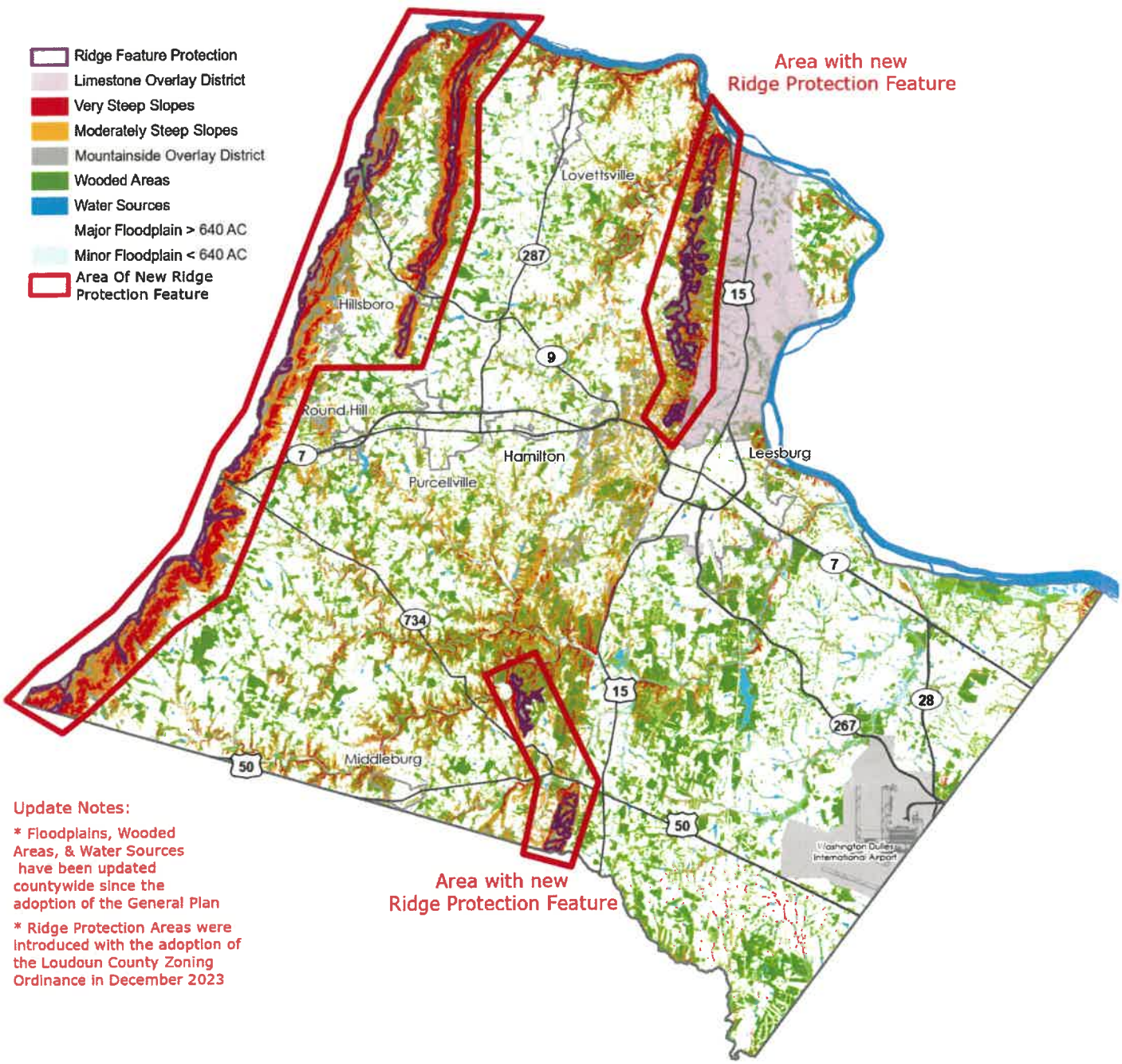
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Loudoun County

Natural & Environmental Resources

2019 General Plan



Update Notes:

* Floodplains, Wooded Areas, & Water Sources have been updated countywide since the adoption of the General Plan

* Ridge Protection Areas were introduced with the adoption of the Loudoun County Zoning Ordinance in December 2023

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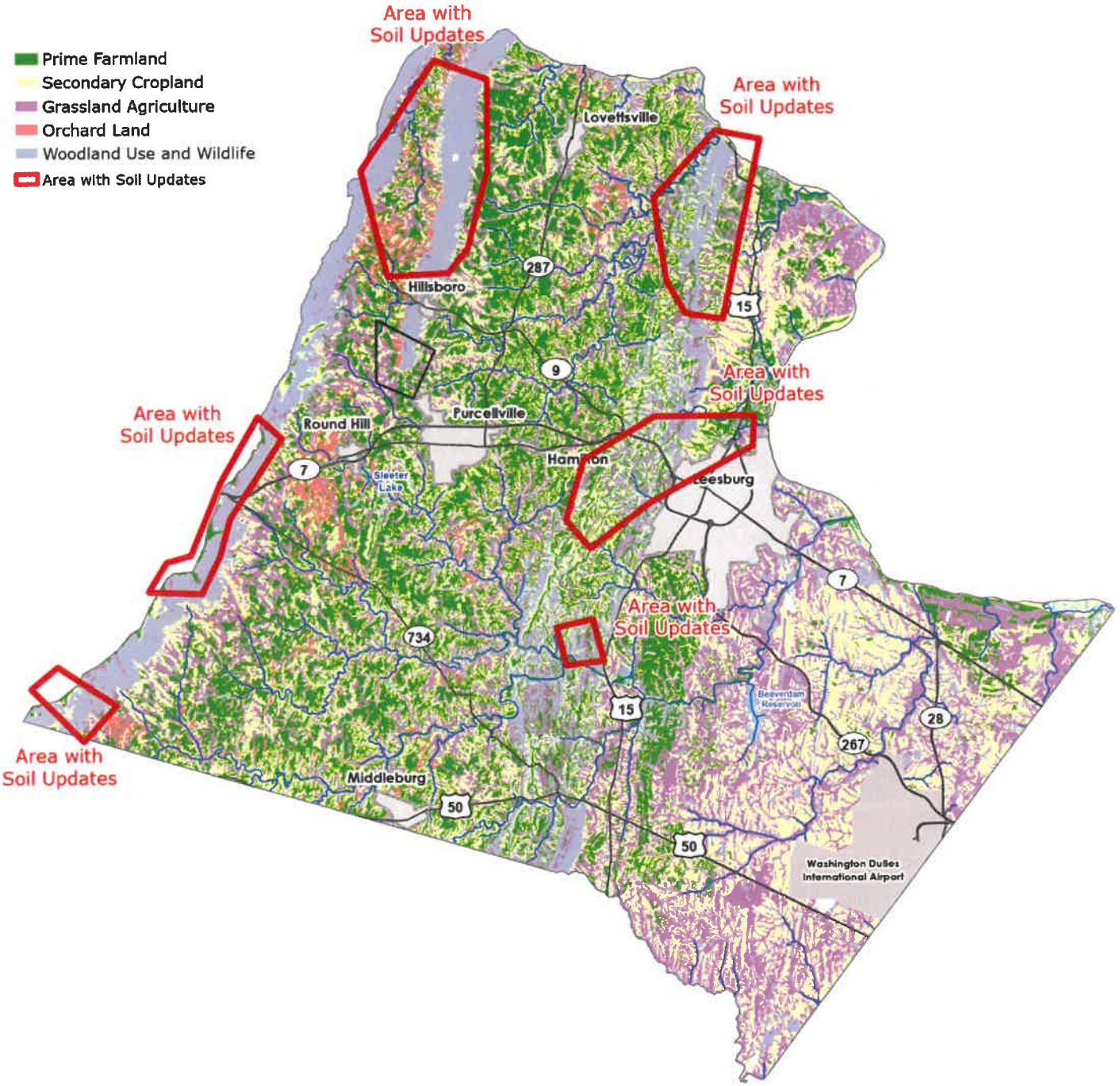
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Loudoun County

Prime Agricultural Soils

2019 General Plan



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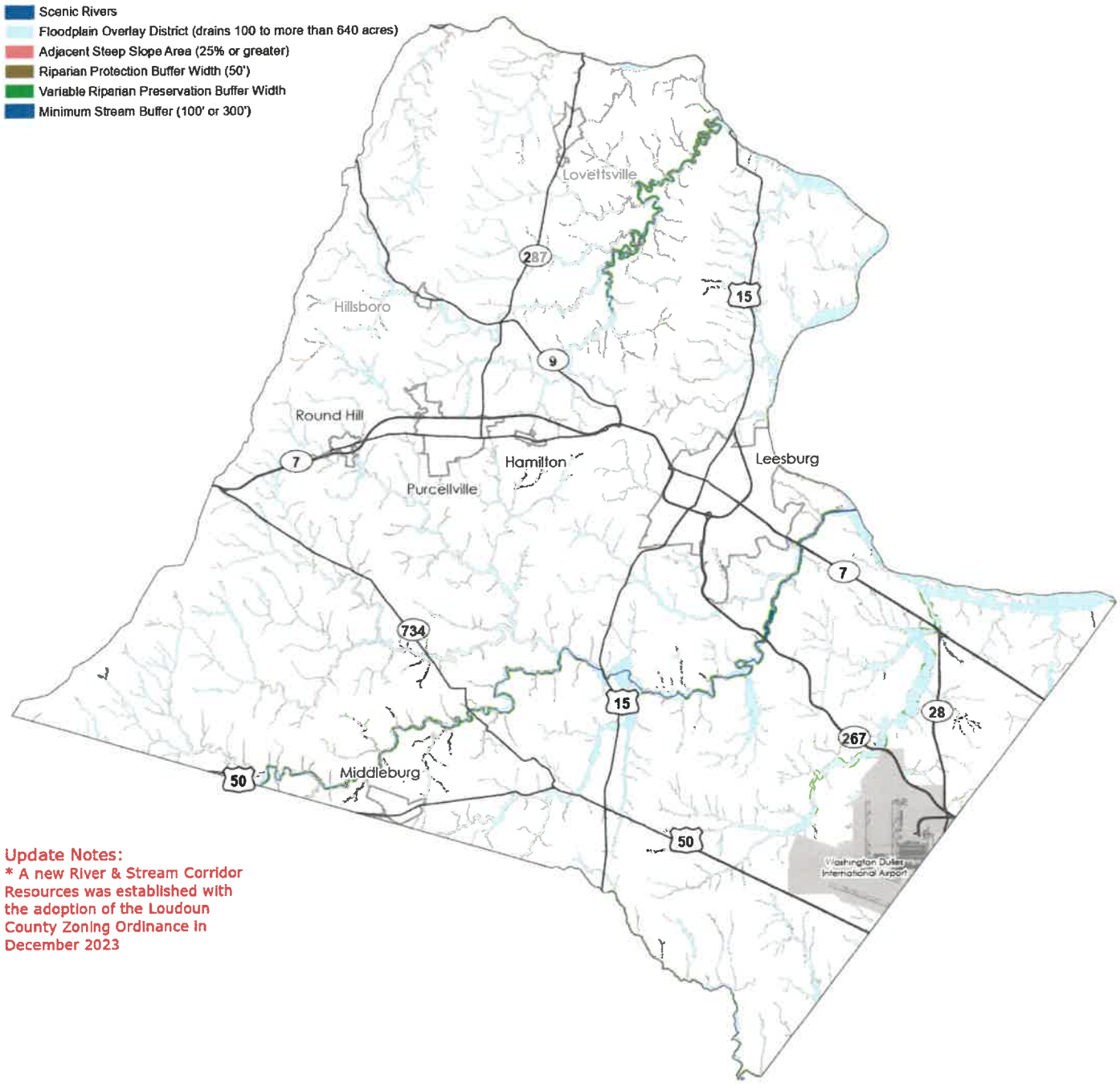
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Loudoun County

River and Stream Corridor Resources

2019 General Plan



Update Notes:
* A new River & Stream Corridor Resources was established with the adoption of the Loudoun County Zoning Ordinance in December 2023

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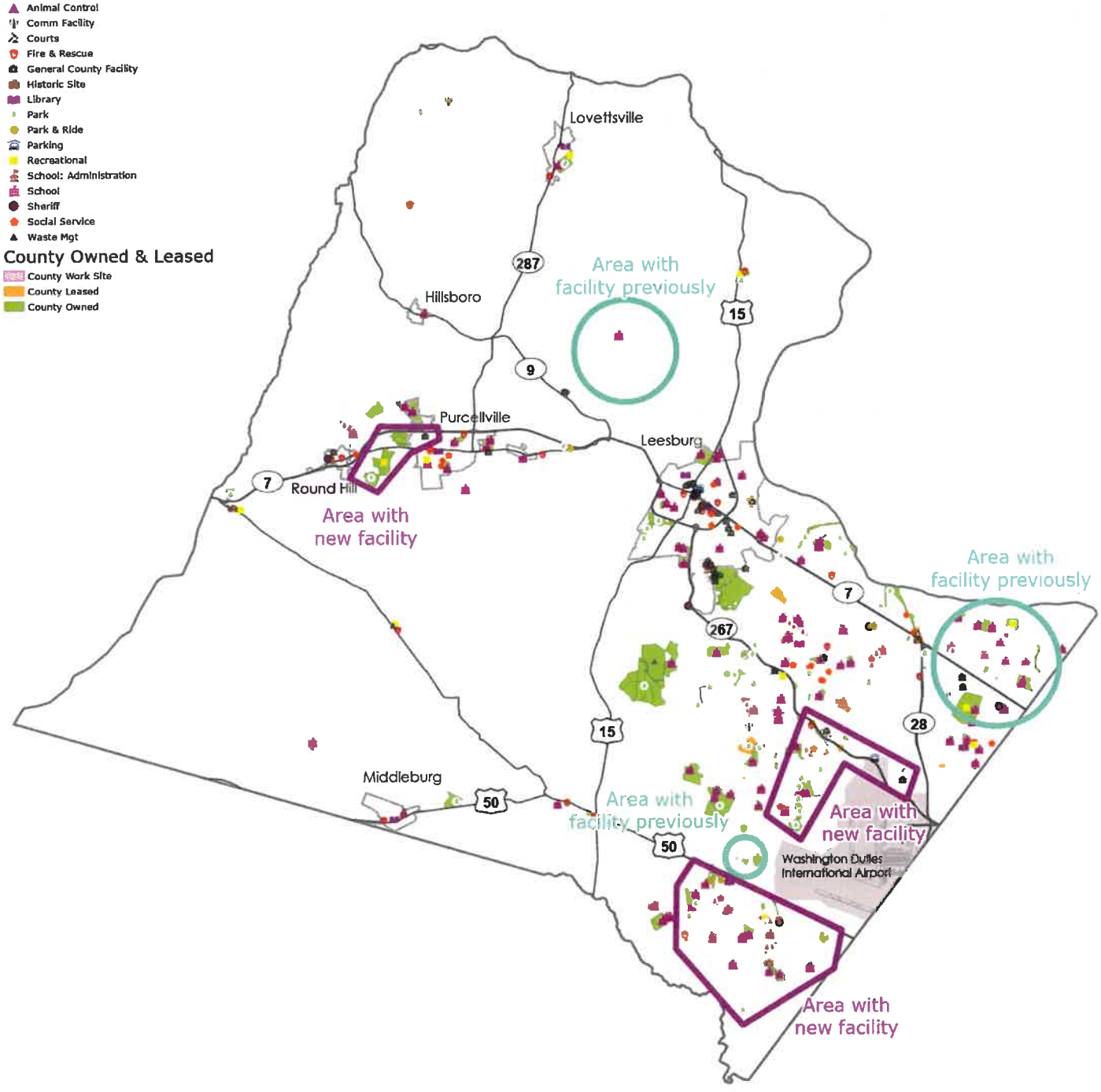
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Loudoun County

Existing and Planned Facilities

2019 General Plan



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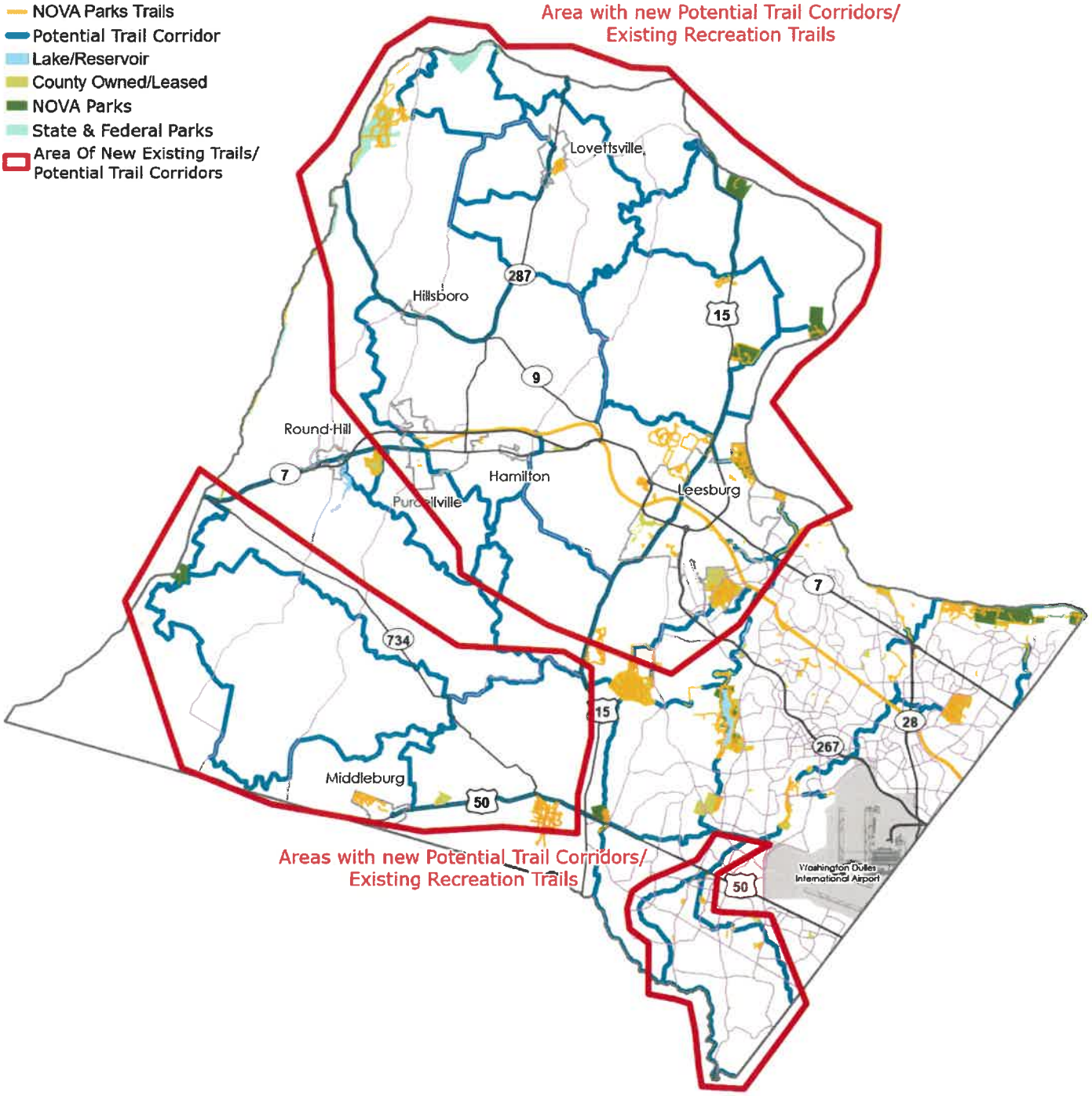
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Loudoun County

Trails and Parks

2019 General Plan



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Map Number 2025-062

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