

**MINUTES
PURCELLVILLE PLANNING COMMISSION REGULAR MEETING
THURSDAY, JANUARY 7, 2021, 7:00 PM
VIRTUAL MEETING**

The meeting of the Purcellville Planning Commission convened at 7:00 PM via GoTo Meeting with the following in attendance:

PRESENT VIA REMOTE PARTICIPATION:

Nedim Ogelman, Chairman, Planning Commission
Ed Neham, Vice Chair/Commissioner
Nan Forbes, Commissioner
Stanley Milan, Town Council Liaison
Stosh Kowalski, Commissioner
Chip Paciulli, Commissioner
Boo Bennett, Commissioner

STAFF PRESENT VIA REMOTE PARTICIPATION:

Dale Lehnig, Director of Engineering, Planning & Development
Sally Hankins, Town Attorney
Andrew Conlon, Senior Planner
Diana Hays, Town Clerk/Executive Assistant

CALL TO ORDER:

Chairman Ogelman called the meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

None

CITIZEN COMMENTS:

None

DISCUSSION ITEMS:

- a. Proposed Amendments to Zoning Ordinance Article 14A, Historic Overlay District**

On page 1 of the Draft Revision of Article 14A item D, the Commission agreed to strike the following: “Maintain and improve property values by providing incentives” and begin the sentence with “Promote the upkeep. . .”

Part of the ordinance should include what part of the town government is responsible for determining the list of properties to submit to DHR for their inspection, and the definition of 50 years should be clear. The Commissioners discussed how the list would be update and the frequency of updates.

Sally Hankins is to research item E about having annual public hearings for the purpose of adding new historic properties to the district. Ms. Hankins talked about elaborating on the standards evaluated by the BAR for demolition. Chairman Ogelman stated he feels those are covered under 2.5 and 2.7. Sally Hankins suggested writing the criteria for the ordinance at another meeting and to ask the BAR for a recommendation. Commissioner Paciulli suggested adding “BAR” in front of “certificate of design approval. . .”.

Chairman Ogelman stated the first step is to determine what is already registered. Commission Forbes added a concern is whether or not a property falls into this now or will in the future, which will fall under the definition. Andy Conlon stated to add a property would require a rezoning to include notice and public hearing.

Sally Hankins requested time to review section 2.5.f. before agreeing to any proposed language and comparing it to existing language. Ms. Hankins asked for guidance from the Planning Commission on whether or not to increase regulations on single family homes. Chairman Ogelman stated he believes the intention has been to expand the district to incapsulate all of the structures but to not make any of the protections more onerous on the property owners, and they do apply to single family homes that are registered. Sally Hankins feels this does not apply to demolition and just to alterations. After discussion it was agreed to leave it as is. Sally Hankins agreed on leaving all of the language and suggested remapping include structures that have been determined to be contributing. She recommended that if the goal is to keep everything the same but to enable proposed review of demolitions the ordinance language would remain the same except an amendment to the map, and review the existing text for legal sufficiency and clarity and improve it if needed. Text would need amended to describe the map. Ms. Hankins agreed with naming it a “historic overlay district” and proposed the remapping without text changes would accomplish the goal of expanding the demolition authority. Discussion took place on registered structures, protection and terminology.

Additional discussion was tabled to allow for the details to be worked through.

b. Planning Commission Preferences for Scheduling Joint PC-TC Public Hearing on Amendments to Zoning Ordinance Article 4, Section 9.8 “Height Standards” and Article 14A, Historic Overlay District

Chairman Ogelman suggested discussing the need for joint versus separate public hearings. Sally Hankins noted that Council authorized staff to move forward with this item at their last meeting including proposed public hearing dates, and proposed two months out for a public

hearing in order to draft the language and place the ad. Ms. Hankins stated she could have the language for the Planning Commission's review at the February 4 meeting with the joint public hearing scheduled for March 9 on the ordinance. The Planning Commission agreed that public outreach on the amendments is important, and staff should move forward with outreach about the March 9 public hearing.

c. Review of Letter to Owners of Historic Properties Informing Them of Proposed Amendments to Zoning Ordinance Article 14A, Historic Overlay District

Ms. Hankins stated the letter would be based off of the approved ordinance and that it is premature to review the letter unless it is informative on the process and not legal. Commissioner Forbes suggested moving the bulleted items in the draft to the beginning of the letter, which states more of the purpose for the letter. Sally Hankins talked about the different items being discussed by the Commission and proposed a Historic Overlay District containing the items and added information about the Certified Local Government status as it would pertain to the district. The Commissioners agreed they would like to know the minimum criteria for inclusion in the Certified Local Government. Council member Milan stated he would forward the CLG application to the Commissioners for review. Sally Hankins stated she would prefer to rewrite the Historic Corridor Overlay District regulations then remap the district. If only demolition is to be addressed, remapping can be done and then the notice sent.

The Commissioners agreed to discuss this at the next meeting and determine what regulations would need changed in the district in order to achieve Certified Local Government status as well as knowing the pros and cons of becoming a CLG. Chairman Ogelman requested a staff report from Mr. Conlon at the next meeting. The letter has been placed on hold.

d. Review of Proposed Changes to Town Website Page Concerning Historical Overlay Districts

Commissioner Neham suggested tabling this item until the proposed amendments are complete. The Commissioners agreed.

e. Downtown South Focus Area Zoning Districts & Uses; Applying Form-Based Coding

Commissioner Neham stated the Commissioners were going to start working on approaching how to do the zoning ordinance for downtown south. Chairman Ogelman feels the two draft resolutions have started the process and he is reviewing the zoning ordinance and taking the papers prepared by the Commissioners and redlining the differences in an effort to support the work that Commission Milan was doing for downtown south and to support staff. Chairman Ogelman added this will show whether the Commissioners have the knowledge for this work or need assistance.

PLANNING STAFF REPORT:

a. Update on Focus Area Zoning Review and Recommendations

Andy Conlon talked about the Loudoun County Board of Supervisors applications submitted for rezoning, boundary line adjustments and special use permits for transportation and recreation. These would be coming before the Planning Commission as soon as January 21 for review, public hearing on February 18 and then onto the Town Council for action.

b. Update on Acquiring Zoning Ordinance Consultant

The Planning Commission is moving forward without a consultant at this time. Mr. Conlon added that the new department director will start later this month.

c. Update on Land Development Processes Guides

No update.

d. EDAC Action Report

EDAC did not have a quorum at their meeting and could take no action. A presentation was given by VisitAble to investigate public spaces that have mobility handicaps. They will return in February for EDAC to recommend whether or not the town should fund the item.

The Purcellville Film Office is on hold due to COVID concerns.

The Town is participating in the Best of Loudoun for tourism, which begins tomorrow.

The Finance Dept. presented about a second Meals Tax vacation which staff recommended against as it was not previously successful.

VML's annual conference is scheduled for Oct. 2-5 in Leesburg and the Town is looking for ways to enhance economic development during that time.

e. BAR Action Report, Including Appeal Item

No new applications were submitted this month.

The BAR appeal has been tabled.

f. Update on Potential Comprehensive Plan Amendments

Commissioner Neham requested that Mr. Conlon keep track of any proposed amendments.

g. Other Inquiries of Interest to the Planning Commission

None

ACTION ITEMS:

- a. Vote on Resolution Initiating Amendments to Zoning Ordinance Article 14A, Historic Overlay District, Referring the amendments to Town Council for a Joint Public Hearing, and Directing Staff to Advertise a Joint Public Hearing on These Amendments**

Sally Hankins suggested waiting on voting on the resolution until additional information is received on the Certified Local Government. The Commissioners agreed that this item would be included on the next meeting agenda.

- b. Vote to Send Letter to Owners of Historic Properties, Informing Them of Proposed Changes to Zoning Ordinance Article 14A, and their Opportunities to Express Their Preferences and Opinions on the Proposal**

Item tabled until additional information has been received and added to the next agenda.

- c. Vote on Amending Town Website Page on Historical Overlay Districts**

Item tabled until additional information has been received and added to the next agenda.

INFORMATION ITEMS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Milan had no additional comments that had not been previously discussed.

CITIZEN COMMENTS:

Commissioner Kowalski read an email into the record from citizen Beverly Chiasson. The email is on file in the Clerk's office.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Neham welcomed everyone to the New Year.

Commissioner Paciulli confirmed the next meeting is scheduled for January 21.

Chairman Ogelman thanked citizens for their input, and talked about relating action items to the Comprehensive Plan.

APPROVAL OF MINUTES:

a. December 17, 2020 Regular Meeting

Council member Milan made a motion that the Planning Commission approve the minutes from the December 17, 2020 meeting and waive reading. The motion was seconded by Commissioner Bennett.

Chairman Ogelman noted a typo to be corrected.

Motion:	Council member Milan
Second:	Commissioner Bennett
Carried:	7-0

Bennett:	Aye
Milan:	Aye
Kowalski:	Aye
Forbes:	Aye
Neham:	Aye
Paciulli:	Aye
Ogelman:	Aye

ADJOURNMENT:

With no further business Commissioner Forbes made a motion to adjourn the meeting at 10:38 PM. The motion was seconded by Council member Milan and carried unanimously.


Nedim Ogelman, Chairman
Diana Hays, Town Clerk