

**MEETING MINUTES  
PURCELLVILLE PLANNING COMMISSION REGULAR MEETING  
THURSDAY, FEBRUARY 4, 2021, 7:00 PM**

**PRESENT VIA REMOTE PARTICIPATION:**

Nedim Ogelman, Chair, Planning Commission  
Boo Bennett, Commissioner (arrived 7:03 PM)  
Nan Forbes, Commissioner (arrived 8:50 PM)  
Stosh Kowalski, Commissioner  
Stanley Milan, Town Council Liaison  
Ed Neham, Vice Chair/Commissioner  
Chip Paciulli, Commissioner

**ABSENT:**

None

**STAFF PRESENT VIA REMOTE PARTICIPATION:**

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

**CALL TO ORDER:**

Chair Ogelman called the meeting to order at 7:01 PM and Commissioner Milan led the Pledge of Allegiance.

**AGENDA AMENDMENTS:**

None

**INFORMATION ITEMS:**

**a. Introducing Don Dooley, Director of Planning and Economic Development**

Chair Ogelman welcomed Mr. Dooley, and Mr. Dooley provided his background.

**b. Planning Commission “Playbook”**

Commissioner Neham introduced the playbook as a reference for the Commissioners.

**c. Engineering, Planning and Development Department Organization Chart with Names**

Dale Lehnig provided an overview of the department and will forward a copy of her organizational chart to the Commissioners. Chair Ogelman talked about contracting out the mapping due to staffing concerns. Commissioner Neham stated he would have the final spreadsheet to Dale Lehnig as soon as possible and then she could direct the work to begin.

**COMMISSIONER DISCLOSURES:**

None

**CITIZEN COMMENTS, (first opportunity):**

None

**ACTION ITEMS:**

**a. Amending the Building Height Ordinance in the C-4 District**

The Commissioners discussed having the joint public hearing with the Town Council on March 9, 2021 or March 4, 2021.

Sally Hankins stated the ordinance changes slightly the height methodology used and the draft ordinance matches what other jurisdictions use and wanted to get an opinion from an architect if the methodology works. Ms. Hankins reviewed the proposed changes as noted on the draft ordinance. Dan Piper, architect and Board of Architectural Review member, stated if the change is made to two stories above grade, a beginning point would need established – the grade would need defined.

Discussion took place about a corner structure. Ms. Hankins stated the current ordinance takes the average grade of the two facades. Chair Ogelman suggested measuring from the façade associated with the address rather than the average of both facades. If there are two facades the ordinance would note using the front facing façade. Chair Ogelman confirmed that the language would read for corner lots that if there are two front facades, by ordinance definition, shall use the front façade facing the street from which the property is addressed. Ms. Hankins added that almost no jurisdiction measures to the tallest peak of the building, and requested that Mr. Dooley provide the ordinance from his prior jurisdiction that measures the height of the roof from the lowest portion of the grade vertically up to 35 feet.

The Commissioners agreed to remove “chimneys and flues” from Section 9.3 third bullet and reword it as “the shortest chimney/flue you can construct while still complying with the building code”.

Church spires and belfries to be limited to 50% of the height of the building and 10 feet above the building for cupolas. In addition, any architectural feature placed on top of the structure would require a special use permit with a recommendation to the Town Council from the Board of Architectural Review.

Chair Ogelman made a motion that the Planning Commission direct staff to advertise a joint public hearing for March 9, 2021 pending Council concurrence. Without Council concurrence, the Planning Commission will hold a public hearing to occur March 18, 2021. The motion was seconded by Commissioner Bennett.

Motion: Chair Ogelman  
Second: Commissioner Bennett  
Carried: 6-1

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

**b. Direct Staff to Initiate Mapping Work**

No vote needed as this will be initiated once Dale Lehnig receives the spreadsheet from Commissioner Neham, as previously discussed.

**DISCUSSION ITEMS:**

**a. Update on Project Plan**

Chair Ogelman reviewed the project plan and noted the Commission has been following the plan, which was presented at the last Town Council Meeting. Chair Ogelman will work with Commissioner Milan to have information on Downtown South at the next meeting.

**b. Update on Proposed Rewrite of Zoning Ordinance Article 14A, Historic Overlay District**

Sally Hankins continues to work on this item and it will be advertised for a public hearing after the mapping is complete, potentially March 4.

**c. Corrections to the Land Use Table on Page 43 of the Comprehensive Plan and Their Implications**

Andy Conlon recommended page 43 be deleted and replaced with words “intentionally blank” as the table is confusing and contradictory. No action was taken.

**d. Progress Report: Review of Existing Zoning Ordinance**

This item was not discussed.

**e. Public Outreach for Zoning Ordinance Changes. Approving the “one-pager” Insert for Next Water Bill Statement (i.e., April 1st)**

This item was not discussed.

**f. 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; tabled from January 21<sup>st</sup> Meeting**

This item was not discussed.

**g. Updating the Town’s Website Page on Historical Overlay Districts; tabled from January 21<sup>st</sup> Meeting**

This item was not discussed.

**PLANNING STAFF REPORT:**

- a. Update on Focus Area Zoning Reviews and Recommendations**
- b. Update on Potential Comprehensive Plan Amendments**
- c. Update on Land Development Processes Guides**
- d. Other Inquiries of Interest to the Planning Commission**

None of the items were discussed due to time constraint.

**COUNCIL REPRESENTATIVE'S REPORT:**

None

**CITIZEN COMMENTS (second opportunity):**

None

**PLANNING COMMISSIONERS' COMMENTS:**

Commissioner Paciulli recognized the time allocated on the building height item and asked about using a consultant for the zoning ordinance. Chair Ogelman noted a consultant would be used, as needed.

**APPROVAL OF MINUTES:**

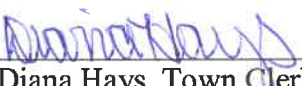
**a. January 21, 2021 Regular Meeting**

Commissioner Forbes made a motion that the Planning Commission approve the minutes from the January 21, 2021 meeting and waive reading. The motion was seconded by Commissioner Milan and carried unanimously.

**ADJOURNMENT:**

With no further business, Commissioner Kowalski made a motion to adjourn the meeting at 9:30 PM. The motion was seconded by Commissioner Milan and carried unanimously.

  
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Nedim Ogelman, Chair

  
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Diana Hays, Town Clerk

