

**MEETING MINUTES  
PURCELLVILLE PLANNING COMMISSION MEETING  
THURSDAY, MAY 6, 2021, 7:00 PM**

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*This meeting of the Purcellville Planning Commission convened at 7:00 PM electronically as pursuant to Virginia Code Section 2.2-3708.2, and in accordance with town Ordinance 20-03-01 Establishing Laws Governing Operation of the Town for the Purpose of Continuing Government Functions During and After a Disaster, as adopted by the Town Council on April 8, 2020.*

**PRESENT VIA REMOTE PARTICIPATION:**

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

**ABSENT:**

Chip Paciulli, Commissioner

**STAFF PRESENT VIA REMOTE PARTICIPATION:**

Andrea Broshkevitch, GIS Coordinator  
Andrew Conlon, Senior Planner  
Don Dooley, Director of Planning and Economic Development  
Sally Hankins, Town Attorney  
Dale Lehnig, Director of Engineering, Planning & Development

**CALL TO ORDER:**

Chair Ogelman called the meeting to order at 7:00 PM and Commissioner Milan the Pledge of Allegiance. Vice Chair Neham reviewed edits to the Speaking Guide, and Commissioners had the opportunity to provide comments.

**AGENDA AMENDMENTS:**

None

**COMMISSIONER DISCLOSURES:**

None

**CITIZEN COMMENTS (first opportunity):**

Chair Ogelman referenced emails received from Shalene and Keith Bachman (301 E. Main Street) and Elizabeth Dyer (461 S. Maple Ave.) in response to the water bill insert, and read them into the record.

**APPROVAL OF MINUTES:**

**a. April 15, 2021 Regular Meeting**

Commissioner Forbes made a motion that the Planning Commission approve the minutes from the April 15, 2021 meeting and waive reading. The motion was seconded by Commissioner Bennett and carried 6-0-1 absent.

**ACTION ITEM(S):**

None

**DISCUSSION ITEM(S):**

**a. C-4 Zoning District Text Amendments**

On a 3-3-0 vote, the Town Council remanded the height amendment back to the Planning Commission because the Town Council believed its handling of Special Use/Special Exception processes would extend the time and increase the cost of issuing those permits for building height adjustments. Discussion took place on who would hear and who can file appeals, as well as the process moving forward with the ordinance.

Commissioner Kowalski made a motion that the Planning Commission return Ordinance 21-02-01 to the Town Council with the request that it reconsider its vote on April 27, 2021, based on additional information provided by the Planning Commission concerning processes of other jurisdictions, and that the Town Council further provide direction concerning how to amend the ordinance so that it can be adopted. Further, if needed, schedule a joint meeting of the Town Council and Planning Commission to discuss how the draft ordinance can be amended so it can be adopted. The motion was seconded by Commissioner Milan.

(Carried: 6-0-1 absent, Milan: Aye, Kowalski: Aye, Neham: Aye, Bennett: Aye, Forbes: Aye, Ogelman: Aye, Paciulli: Absent)

**b. Project Plan Review**

The Commission reviewed and discussed with the staff the project plan and updated where needed.

## **PLANNING STAFF REPORT**

### **a. Update on RFP**

Final adjustments to the RFP are being made by staff, and options for getting the RFP out to local companies and planning associations were discussed. The RFP was expected to be released next week, after Town Attorney review. Discussion took place about the changes submitted by the Commissioners and what would be released as well as the evaluation, interview and contract processes. The Planning Commission's expressed desire was to be included in the review of the RFP before its public release.

### **b. Update on Mapping of Properties with Historic Assets**

The mapping of the properties with historic structures or significance, and the draft zoning ordinance article is expected for review and discussion at the June 3 meeting. The ad for the public hearing is scheduled to run June 18 and 25 with the public hearing scheduled for July 1.

### **c. Inquiries of Interest to the Planning Commission**

The Commissioners discussed live and online meetings starting in June with the reopening of Town Hall, and the preference of the Commission was to continue meeting remotely.

## **COUNCIL REPRESENTATIVE'S REPORT:**

Council member Milan noted the Town Council had remanded the C-4 Building Heights ordinance to the Planning Commission, and that the Mayor had held his State of the Town Address.

## **CITIZEN COMMENTS (second opportunity):**

Casey Chapman noted in the chat box notes about issues not being addressed for building heights, which would require a new public hearing. Mr. Chapman noted he felt the ordinance was being rushed.

## **PLANNING COMMISSIONERS' COMMENTS:**

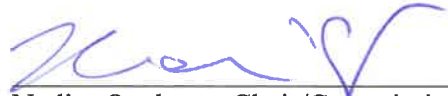
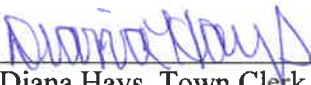
Commissioner Bennett referenced a realtor reaching out regarding the sale of the old Town Hall. The Director had reached out to the realtor and received no response from the realtor.

Commissioner Forbes stated she may not be able to attend the next meeting.

Commissioner Bennett agreed to assist Commissioner Milan with amendments to the height ordinance.

**ADJOURNMENT:**

With no further business, Commissioner Milan made a motion to adjourn the meeting at 9:58 PM. The motion was seconded by Commissioner Forbes and carried 6-0-1 absent.

  
Nedim Ogelman, Chair/Commissioner  
Diana Hays, Town Clerk