

**MEETING MINUTES
PURCELLVILLE PLANNING COMMISSION MEETING
THURSDAY, NOVEMBER 4, 2021, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

Meeting recording can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/147412>

PRESENT:

Nedim Ogelman, Chair/Commissioner
Mary Frances Bennett, Commissioner
Stanley Milan, Town Council Liaison
Chip Paciulli, Commissioner
Nan Forbes, Commissioner
Ed Neham, Vice Chair/Commissioner (Participated remotely from residence due to medical disability)

STAFF PRESENT:

Don Dooley, Director of Planning and Economic Development
Sally Hankins, Town Attorney (via remote participation)
Kimberly Bandy, Deputy Town Clerk

CALL TO ORDER:

Chair Ogelman called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

AGENDA AMENDMENTS:

Vice Chair Neham added review of the newspaper ad to Discussion item 9a. Review of the letter to Historic Preservation Overlay Zone (HPOZ) property owners.

COMMISSIONER DISCLOSURES:

Vice Chair Neham disclosed he and Commissioner Forbes met with David Lohmann, property owner, on issues regarding the processes with the town and starting a business in town.

CITIZEN COMMENTS (first opportunity):

None

APPROVAL OF MINUTES:

a. October 7, 2021 Meeting

Commissioner Forbes made a motion that the Planning Commission approve the minutes from the October 7, 2021 Special Meeting that were included in the November 4, 2021 agenda packet and waive reading. The motion was seconded by Commissioner Bennett and carried 6-0-0 absent.

DISCUSSION/INFORMATIONAL ITEM(S):

a. Review of letter to Historic Preservation Overlay Zone(HPOZ) property owners and newspaper ad

Commissioners reviewed and discussed the draft letter with suggested changes and the newspaper ad for the public hearing. The errors in the public hearing ad that were incorrect would stand corrected in the second run of the newspaper.

b. Comments on HPOZ map

Staff has no comment other than the changes have been made based on the Commissioners input.

c. Plans for HPOZ public hearing

Vice Chair commented to lead off the public hearing with a power point presentation of information and explanation to share with the citizens and consider a Town Hall after the public hearing. Council member Milan requested a map be displayed in the room during the public hearing. Mr. Dooley will provide a staff report on a brief history of the process.

d. Project Plan Update

Chair Ogelman shared the timeline from the last meeting was on track and he would provide an update next week to this document.

ACTION ITEMS:

a. Vote on approval of letter to HPOZ property owners

Commissioner Forbes made a motion that the Planning Commissioners approve the letter provided with the following edits: 1) First paragraph, second sentence, the sixth word be inserted as "proposed" 2) Second paragraph, line five and six, first word in line be "overlay" 3) Take the sentence in proposed fourth paragraph that reads "If the proposed demolition or relocation is denied by the Town, the property owner would have the rights described in Sections 4 and 6 of Article 14c (attached)." and make it the third sentence in the prior paragraph, and 4) Remove the sentence in next paragraph that reads "Please note that the Planning Commission is a recommending body only." Additional corrections would be made that the Town Attorney noted in the newspaper ad. Council member Milan made a friendly amendment to include BAR. Sally Hankins, Town Attorney, shared that the statement "denied by the Board of Architectural Review (BAR)" should also be added.

Commissioner Forbes accepted the friendly amendments. Commissioner Bennett seconded the motion carried 6-0-0 absent.

Ms. Hankins also added, if need in her realm as Town Attorney, that she would make a change to the letter without having to go back to the Planning Commission and the letter remains amendable even after this vote.

b. Election of Officers

Vice Chair Neham nominated Commissioner Nan Forbes for Chair of the Planning Commission. Council member Stan Milan second the nomination. This was a unanimous vote in favor carried 6-0-0 absent.

Vice Chair nominated Commissioner Boo Bennett for Vice Chair of Planning Commission. Commissioner Forbes second the nomination. This was a unanimous vote in favor carried 6-0-0 absent.

PLANNING STAFF REPORT:

a. Status of Zoning Ordinance Consultant Selection

Mr. Dooley has received favorable feedback from other communities on the use of one of the candidates for a Zoning Ordinance Consultant and will be compiling a report.

b. Inquiries of Interest to the Planning Commission

Mr. Dooley gave the report. He shared Bia Kitchen Board of Architectural Review approval with conditions and the owner made an appeal to Town Council particularly on the paint of the exterior. He shared that the Board of Zoning Appeals is scheduled to meet, November 15th, to hear a variance on Maple Ave of a 6 foot fence.

Chair Ogelman requested an update on the demolition of a building on a County owned parcel near 14th and E Street in which was brought forth at the last meeting and Mr. Dooley did not provide an update.

Council member Milan requested more information on what would be going into the old Kentucky Fried/Taco Bell location and Mr. Dooley had only hearsay on what would be established in that location.

INFORMATION ITEMS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Council member Milan shared that Town Council would be meeting on Budget FY23 and there would be a swearing-in of newly elected Council member.

CITIZEN COMMENTS (second opportunity):

None

PLANNING COMMISSIONERS' COMMENTS:

Chair Ogelman thanked Planning Commission and Vice Chair for all their support over the last year as he served as Chair. Council member Milan shared his appreciation of all the work that had been done by Chair Ogelman and Vice Chair Neham in support of the Comprehensive Plan. Commissioner Bennett suggested that Mr. Dooley follow up with Mr. David Lohmann.

SUMMARY OF SIGNIFICANT DISCUSSION WITH NEXT STEPS:

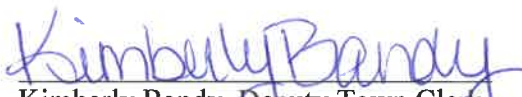
Chair Ogelman summarized the meeting: 1) Discussed edits would be made to the letter and the public notice for the newspaper, 2) Project Plan will be updated, 3) Intention to share a power point at the public hearing and make time for Q&A session at the end of the meeting , 4) Chair and Vice Chair were appointed.

Commissioner Forbes asked what the status of appointing a replacement for the vacancy on the Planning Commission. Council member Milan answered that Town Council is in the process of setting interviews.

ADJOURNMENT:

With no further business, Commissioner Forbes made a motion to adjourn the meeting at 8:01 PM. The motion was seconded by Commissioner Bennett and carried 6-0-0.


Nedim Ogelman, Chair/Commissioner


Kimberly Bandy, Deputy Town Clerk