

**MEETING MINUTES
PURCELLVILLE PLANNING COMMISSION MEETING
THURSDAY, FEBRUARY 3, 2022, 7:00 PM
VIRTUAL**

This meeting was held virtually by the use of GoTo Meeting with no in-person participants due to the Town Council's Declaration of a State of Emergency associated with the COVID pandemic from the January 25, 2022 Town Council Meeting.

Meeting recording can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/154451>

PRESENT REMOTELY:

Nan Forbes, Chair/Commissioner
Mary Frances Bennett, Vice Chair/Commissioner
Stanley Milan, Town Council Liaison
Ed Neham, Commissioner
Nedim Ogelman, Commissioner (present by phone)
Chip Paciulli, Commissioner
Carol Luke, Commissioner

STAFF PRESENT REMOTELY:

Don Dooley, Director of Planning and Economic Development
Diana Hays, Executive Assistant/Town Clerk
Kimberly Bandy, Deputy Town Clerk

CALL TO ORDER:

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

COMMISSIONER DISCLOSURES:

None

CITIZEN COMMENTS (first opportunity):

Casey Chapman shared being thankful to be able to meet and he would reserve comments to the second opportunity.

APPROVAL OF MINUTES:

a. Edited October 21, 2021 Meeting

Vice Chair Commissioner Bennett made a motion that the Planning Commission approve the minutes from the October 21, 2021 minutes and waive reading. The motion was seconded by Council member Milan and carried 7-0.

b. January 6, 2022 Meeting

Vice Chair Commissioner Bennett made a motion that the Planning Commission approve the minutes from the October 21, 2021 minutes and waive reading. The motion was seconded by Council member Milan and carried 7-0.

DISCUSSION/INFORMATIONAL ITEM(S):

a. Report from Zoning Ordinance subcommittee

ZoneCo. provided a draft Zoning Ordinance Process chart which Commissioner Neham showed to the Commission on screen. He reviewed the flow chart and answered questions. They anticipate a 16 month timeline to completion. This includes the expectation of a diagnostic from ZoneCo by the beginning of March that will be presented to both Town Council and the Planning Commission.

b. Project Plan Update

Commissioner Neham updated the Commission that they should have an update to the physical project plan by the next meeting on March 3, 2022. There were a few concerns voiced by some Commissioners regarding the update. Commissioner Ogelman volunteered to reach out to ZoneCo via email to address those concerns.

c. Report on 17110 Purcellville Road proposed annexation community briefing

Council Liaison Milan and Commissioner Luke attended the community briefing at Patrick Henry College regarding the potential annexation and what could conceivably be built on the site. Town Council has not approved the potential annexation. Councilman Milan expressed concern over the potential fiscal liability the Town would be responsible for in terms of infrastructure. According to Commissioner Luke, there were numerous citizen concerns presented at this meeting.

d. Idea re: Grant Opportunities from the Bipartisan Infrastructure Law

Per an email from Mayor Fraser dated 1.24.22 regarding grant money availability through the Bipartisan Infrastructure Law, it was requested by the Mayor that the Planning Commission create strategies to receive grant money to the Town. Commissioner Neham discussed the potential for the Town to receive grant money for a new traffic impact study, as the latest one is approximately 13 years old. Commissioner Ogelman stated that he was willing to help with this project as he has past experience with infrastructure projects in Town. The need for a grant writer was expressed as well as how to go about finding one. The merits of pursuing the grant money, what the Bipartisan Infrastructure Law includes as infrastructure, the potential scope of the project and whether or not Town Council would support this endeavor was discussed. It was decided that the Planning Commission would discuss this in more detail in the future.

e. Status: Maintaining the Historic Properties List

Commissioner Neham gave the status update. He is expecting a data update from Zoe Irwin, the manager at Loudoun County Office of Mapping, within the next few weeks. This data will allow the Town to update the historical database and would include locations of homes that have already qualified for historic designation. The updated dataset would also include homes that are over 50 years old and are therefore eligible for historic designation consideration.

f. Status: Becoming a Certified Local Government

Commissioner Neham gave the status update. He emailed Aubrey Von Lindern at the Department of Historical Resources what would amount to the core of the Town's Certified Local Government (CLG) application just to see whether it was feasible for the Town to proceed with the application. Commissioner Neham's contact at Department of Historic Resource (DHR) stated that they are behind with requests due to the holidays and will hopefully get back with an assessment by the end of the month. Council member Milan stated that the Town had briefly considered becoming a CLG back in 2020, but that nothing came of it, as there were many things that had to fall into place before the Town could qualify. He then asked if there might be any archived information divulging why CLG wasn't pursued and if there might be some work already done in the past that the Town could still use. Commissioner Neham shared that according to the Town Attorney, Sally Hankins, they were not able to find any paperwork regarding previous CLG applications, nor could DHR when asked. The Commissioners then discussed the potential pros of becoming a CLG, such as being eligible to apply for special historic preservation grants, as well as the cons.

g. Work Program for coming year

Commissioner Neham went over a list of potential priorities for the next work year, including applying for infrastructure grant money, the need to collaborate and coordinate with ZoneCo, using existing subsections of the Zoning Ordinance to use as a model for processes and steps across all permit applications, whether or not to pursue becoming a Certified Local Government (CLG) and the pros and cons of doing so, writing an affordable housing section in the Town Comprehensive Plan as required by State code, working on R3 duplex and small parcel issues and the need to do an annual Comprehensive Plan review in order to coordinate with the Zoning Ordinance rewrite more closely. In terms of grants, it was discussed whether or not the Planning Commission has the authority to pursue traffic-related grants without Town Council permission via the creation of a Street, Traffic and Parking subcommittee. Council Member Milan said that he will speak to Mayor Fraser to confirm or deny the Planning Commission's authority to independently pursue grant opportunities. There was also conversation surrounding the topic of affordable housing within the Comprehensive Plan, what that potentially looks like, and the Commonwealth's requirements for this type of housing for the Town.

ACTION ITEM:**a. Straw Poll re: Full Backing of Commission before presenting ideas to subcommittees**

A straw poll was taken to confirm agreement that any issue should have the full backing of the Planning Commission before presenting ideas to any subcommittee and was agreed upon unanimously by a show of hands and oral agreement, 7-0.

PLANNING STAFF REPORT:

a. Zoning Ordinance Rewrite Project

Don Dooley stated that he had no additional input as the topic was covered under **Discussion Items letter g: Work Program for Coming Year**

b. Inquiries of interest to the Planning Commission (upcoming presentations, applications, permits, etc.)

Don Dooley, Director of Planning and Economic Development, updated the Commission on the progress of the potential five new Patrick Henry College dormitories application and the Town Council meeting on February 22, 2022 including on the agenda the public hearing regarding the proposed changes to Historic Preservation Overlay Zone (HPOZ) articles 14a, 14b, and 14c. When asked, Mr. Dooley stated that he would be happy to have members of the Planning Commission supplement his and Town Attorney's staff report during the public hearing for the HPOZ. Councilman Milan stated that he would broach the subject of Planning Commission members speaking at the Town Council's HPOZ meeting with the Mayor and Council. Mr. Dooley also fielded questions from various Commissioners about potential traffic and parking issues resulting from the new Patrick Henry dorms being built as well as whether or not there was a limit to how much the college can actually expand on their number of students and number of buildings, to which Mr. Dooley responded that he wasn't aware of any restrictions on that aspect. Mr. Dooley also spoke about a potential Montessori School at the former Dragon Hops brewery location on Main Street and a potential new axe-throwing business to be located above Monk's BBQ. Mr. Dooley relayed that he had recently had a conversation with the owner of the shopping center at the corner of Main St. and Maple Ave. in regards to a concept plan for the expansion of said center.

COUNCIL REPRESENTATIVE REPORT:

Council member Milan had nothing to report.

CITIZEN COMMENTS (second opportunity):

Casey Chapman, owner of CaseCo 205 E. Hirst Rd, took the opportunity to compliment the hard work that the Planning Commission is undertaking and questioned whether the Zoning Ordinance rewrite meetings with ZoneCo were being recorded and available for the public to hear as well as his curiosity over what he considered to be a very short, 16 month timeline for the rewrite. Mr. Milan answered the timeline question by relaying that ZoneCo stated that they could get the Zoning Ordinance rewrite done within a 16 month timeframe. He also provided input regarding other Planning Commission topics covered earlier in the meeting.

PLANNING COMMISSIONERS' COMMENTS:

None

SUMMARY AND NEXT STEPS/NEXT MEETING:

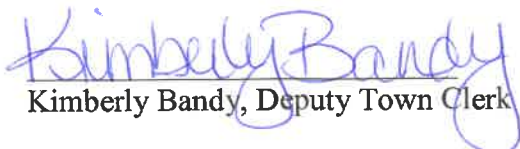
Chair Forbes summarized the meeting as follows:

After the call to order, the approval of minutes was discussed and voted on. The Planning Commission discussed items in regard to the Zoning Ordinance subcommittee, to which Commissioners Neham and Ogelman indicated that they're working with ZoneCo on various modules and can anticipate a 16 month process which, while aggressive, can be met. The expectation is that there should be a snapshot diagnostic from ZoneCo around March 1st 2022 and that it would take 2-3 weeks thereafter to have a deliverable schedule on each module. This diagnostic will then be presented to Town Council and Planning Commission. It was decided that follow up conversations would be email and phone conversation-based. Commissioner Luke and Council Liaison Milan reported on the community briefing that took place at Patrick Henry College regarding the potential request for annexation of 17110 Purcellville Rd. by Mr. Chuck Kuhn and the attendee's concerns surrounding the potential development. There was a conversation surrounding an email from Mayor Fraser regarding potential grant opportunities through the Bipartisan Infrastructure Law, which could hopefully be used for a prospective traffic study as the current one is outdated. Council Liaison Milan stated that he would speak to the Mayor to determine whether or not Town Council would support the Planning Commission pursuing this grant opportunity. Commissioner Neham spoke in regards to maintaining and updating the historic properties list. He is waiting to hear back from Zoe Irwin of the Loudoun County Office of Mapping with the updated dataset and should be received by the first week of March. The status of the Department of Historic Resources (DHR) response to Commissioner Neham's request to look over submitted information for a potential Certified Local Government (CLG) application submittal was discussed. Aubrey Von Lindern, the DHR contact, replied to Commissioner Neham's email that a response should be expected by the end of February. There was also discussion regarding the pros and cons of becoming a CLG, to which Council Liaison Milan provided a previously sent email list. Commissioner Neham led the discussion regarding the Work Plan for 2022. It was decided that Vice Chair Bennett and Chair Forbes would do the annual review of the Comprehensive Plan with the assistance of Council Liaison Milan and that Commissioners Luke and Pacculi would, with the input of Town Attorney, work on the R3 duplex and small parcels issue. Mr. Dooley spoke about the Patrick Henry College new dormitories and other potential new businesses which tied into the earlier conversation about the need for a new traffic study. There were upcoming Town Council and Board of Architectural Review Meetings. The next Planning Commission meeting will be held on February 17th, 2022.

ADJOURNMENT:

With no further business, Council member Milan made a motion to adjourn the meeting at 9:55 PM. The motion was seconded by Commissioner Luke and carried 7-0.


Nan Forbes, Chair/Commissioner


Kimberly Bandy, Deputy Town Clerk

