

**MEETING MINUTES  
PURCELLVILLE PLANNING COMMISSION MEETING  
THURSDAY, MARCH 17, 2022, 7:00 PM  
TOWN HALL**

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Meeting recording can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/156877>

**PRESENT:**

Nan Forbes, Chair/Commissioner  
Mary Frances Bennett, Vice Chair/Commissioner  
Stanley Milan, Town Council Liaison  
Ed Neham, Commissioner (remote participation)  
Nedim Ogelman, Commissioner  
Carol Luke, Commissioner

**ABSENT:**

Chip Paciulli, Commissioner

**STAFF PRESENT:**

Don Dooley, Director of Planning and Community Development  
Kimberly Bandy, Deputy Town Clerk  
Heather Spadaccini, Planning Operations Coordinator

**CALL TO ORDER:**

Chair Forbes called the meeting to order at 7:06 PM and led the Pledge of Allegiance.

**COMMISSIONER DISCLOSURES:**

None

**AMENDMENTS:**

None

**CITIZEN COMMENTS (first opportunity):**

Casey Chapman, CaseCo 205 Hirst Rd, took this opportunity to encourage community engagement in the zoning code rewrite process as well as inquiring if the Zoning Code Rewrite subcommittee meetings are recorded and available for public consumption.

**APPROVAL OF MINUTES:**

- a. Approval of Minutes – February 3, 2022 and March 3, 2022

Commissioner Ogelman made a motion that the Planning Commission approve the minutes from the February 3, 2022 minutes and waive reading. The motion was seconded by Commissioner Luke and carried 6-0.

- b. Approval of Minutes – March 3, 2022

Commissioner Ogelman made a motion that the Planning Commission approve the minutes from the March 3, 2022 minutes and waive reading. The motion was seconded by Commissioner Luke and carried 6-0.

**DISCUSSION/INFORMATIONAL ITEM(S):**

**a. Discussion with regard to communication between Planning Commission, Staff and Town Council**

Chair Forbes discussed the upcoming March 18, 2022 meeting with herself, Council Members Milan and Grewe, Town Manager Mekarski and Mayor Fraser regarding improving communication between the Committees, Commissions and Boards (CCB's), Town Council and Town Staff. Mr. Chapman, CaseCo 205 Hirst Rd., was allowed to speak during this period and concurred with the need for better, positive communication and interaction.

**b. Questions or issues to be discussed with ZoneCo; we would like ZoneCo to specifically address including: small lots; R-3 designations in any districts; and affordable housing (Attachment can be viewed online only, NOT printable from Agenda)**

The Committee discussed specific aspects of the ZoneCo. Draft and took various straw polls to decide what issues should be brought forward to ZoneCo during a future Zoning Ordinance rewrite special meeting to be potentially held on Tuesday, March 29<sup>th</sup>. The Straw Polls conducted were as follows:

**Item 2-** In regards to diverse housing types and areas to sustain, Planning Commission asks ZoneCo to clarify how and why they didn't focus their recommendations on the focus areas deemed of importance to the citizens of Purcellville. For example, ZoneCo's proposal of various housing in R-2 districts which contradicts what the citizenry requested. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 27-** The Planning Commission asks ZoneCo to address potential conflict with the Comp Plan. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 5-** The Planning Commission asks ZoneCo to address why transportation wasn't included in the Zoning Code rewrite DRAFT. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 9-** The Planning Commission asks ZoneCo to address concerns they have regarding regulations surrounding Home-Based businesses and that said regulations will be consistent with the Comp Plan. For example, some concerns were: the number of employees, nature of the business, potential changes in character of the neighborhood, potential inconsistency with the Comp Plan. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 12-** The Planning Commission stated that the Purpose and Intent Statements submitted by ZoneCo lack teeth and need to be backed up with zoning regulations that fulfill the intent. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 14-** The Planning Commission asks ZoneCo to address element #1 of ARTICLE 3. – GENERAL PROVISIONS, Section 8 regarding Home occupations and the number of employees allowed to work on site and parking spots permitted as PC believes a number of additional

persons, according to parking spaces available, should be allowed in Areas to Sustain.  
**COMMISSIONERS AGREED UNANIMOUSLY**

**Item 19-** The Planning Commission submits to ZoneCo that small home-based businesses should be consistent with their neighbors. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 20-** The Planning Commission asks ZoneCo to adopt a zero rise floodplain order consistent with Town and County regulations. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 21-** The Planning Commission submits to ZoneCo that no development should occur in a floodplain. **COMMISSIONERS AGREE UNANIMOUSLY**

**Item 22-** The Planning Commission submits the question to ZoneCo how Objective D (regarding multi-family dwellings) promotes a small town charming picture. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 26-** The Planning Commission asks ZoneCo to clarify its statement in Objective D as it seems counterintuitive. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 29-** The Planning Commission asks ZoneCo how and why this recommendation would apply to the CM-1 district & stated that Objective F needs to be approached with some caution. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 33-** The Planning Commission wishes to submit a statement to ZoneCo that the Town needs a manageability code that's constructed in a way that facilitate updating. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 38-** The Planning Commission asks ZoneCo why they included "remove content-based regulations on signs", explain where this came from and then run by the Town Attorney who will then let the Commission know ZoneCo's answer is. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 44-** This was addressed during discussion of Item 9 and will be addressed by ZoneCo.

**Item 1-** The Planning Commission asks ZoneCo to explain "Police Power" in everyday language. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 3-** The Planning Commission asks that ZoneCo define the words Evaluation and Provision upfront so as to provide clarity throughout the document. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 8-** No Comments

**Item 10-** No Comments

**Item 11-** The Planning Commission asks ZoneCo to consider updating parking ordinance to address design. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 13-** The Planning Commission advised ZoneCo as to which Virginia Code sections to look at (not provided during meeting) in relation to whether variance regulations track with Virginia Commonwealth code. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 15-** Inform ZoneCo about a typo in the last paragraph of page 7 of the Zoning Code Rewrite DRAFT. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 25-** Inform ZoneCo that the word “City” needs to be replaced with the word “Town”. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 31-** The Planning Commission asks ZoneCo to explain why they made the recommendation they did regarding the CM-1 district **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 32-** This was addressed as part of the conversations regarding Item 31.

**Item 34-** Inform ZoneCo that the word “poorly” should be removed from the sentence “Lastly, Objective G is poorly the most addressed but least supported by the zoning ordinance.” **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 37-** No Comments

**Item 39-** The Planning Commission would like to present to ZoneCo the concept that the Town would prefer to be a destination similar to Middleburg where patrons shop, eat, then go home to other locales. This would allow Town businesses to be more successful without the burdens of a greater population and is consistent with the Comp Plan. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 40-** The Planning Commissions asks ZoneCo whether Objective E, reducing lot size for multi-family dwellings, is consistent with the Comp Plan. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 41-** The Planning Commission asks ZoneCo why the word “family” was replaced by the politically neutral word “household” in the Zoning Ordinance Rewrite DRAFT. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 42-**The Planning Commission asks ZoneCo why gendered pronouns were replaced with “the landowner” or “the Town”. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 45-** The Planning Commission asks ZoneCo if they meant the Transition-X district when mentioning the “R-T single-family residential district” in Article 2 Section 6 Objective G. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 4-** The Planning Commission asks ZoneCo for feedback on how to correctly interpret the scoring matrix on page 2 of the Zoning Ordinance Rewrite DRAFT. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 6-** The Planning Commission asks ZoneCo how does descriptive space compare with importance on page 2 of the Zoning Ordinance Rewrite DRAFT. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 7-** The Planning Commission asks ZoneCo how Purcellville's scorings compare with other localities they've evaluated. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 16-** The Planning Commission asks ZoneCo whether there are any metrics on shared parking by business type or use. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 17-** The Planning Commission agreed that comments/observations made regarding RESULTS-Objective C: Promote The Viability of Small Businesses be presented to ZoneCo. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 18-** The Planning Commission asks ZoneCo to define specifically what ways the ordinance could improve sustainability in the section of the Zoning Ordinance Rewrite DRAFT on page 8 that states "...However, the ordinance could improve sustainability in several key ways." **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 23-** The Planning Commission asks ZoneCo to review Article 14A Section 4 and whether the protections included should be considered in all districts, not just the Historic Corridor Overlay District. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 24-** The Planning Commission agreed to send comments regarding their short discussion of Objective D: Promote Environmental Sustainability, (for example: community gardens, which is a small-town and environmentally friendly activity) to ZoneCo.. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 35-** The Planning Commission asks ZoneCo to consider separating the editorial comments from the substantive comments. **COMMISSIONERS AGREED UNANIMOUSLY**

**Item 43-** The Planning Commission asks ZoneCo when the Gap Analysis will be available. **COMMISSIONERS AGREE UNANIMOUSLY**

There were also conversations regarding content-based regulations for signage and whether or not gendered and/or familial terms could be kept in their current iteration or if they have to be updated per ZoneCo's recommendation. As these are legal questions, they have been forwarded to Town Attorney Hankins per Director Dooley's recommendation.

**c. Review of draft 2021 Annual Report**

Given the late hour of the meeting, it was suggested that the review of the Draft of the 2021 Annual Report be deferred to the April 7, 2022 meeting. The motion was made by Council member Milan, seconded by Commissioner Luke and passed unanimously 6-0.

**d. Reports on any Commission work program items**

None.

**e. Project Plan update**

None.

**ACTION ITEM(S):**

None

**PLANNING STAFF REPORT:**

**a. Zoning Ordinance Rewrite Project**

Mr. Dooley relayed to the Commission that he was in the process of finalizing a joint ZoneCo/Planning Commission/Town Council special meeting to discuss the Zoning Ordinance Rewrite Draft for Tuesday, March 29<sup>th</sup>.

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

Mr. Dooley took this opportunity to update the Commission of potential new businesses as well as a status update on the Patrick Henry College new dormitories and a potential soft open for Bia Kitchen on 21<sup>st</sup> St.

**COUNCIL REPRESENTATIVE REPORT:**

None

**CITIZEN COMMENTS (second opportunity):**

Casey Chapman, CaseCo 205 Hirst Rd., took this opportunity to discuss his concerns with the Zoning Ordinance rewrite and how it may pertain to home-based businesses as well as his thoughts on various zoning opinions/issues broached during the earlier ZoneCo Draft discussion portion of the meeting.

Brian Ducharme, 141 S. 29<sup>th</sup> St. Purcellville (attended the meeting virtually), took the opportunity to express his appreciation for the Planning Commission's hard work as well as to voice his concern as to how the Zoning Ordinance rewrite may affect R-2 (Single family residential) housing and property owner rights in the Town.

**PLANNING COMMISSIONERS' COMMENTS:**

The Commissioners discussed the upcoming Planning Commission/Town Council/Staff meeting on March 18<sup>th</sup>, 2022 and that the attendees would do their best to speak for the entire Planning Commission.

**SUMMARY AND NEXT STEPS/NEXT MEETING:**

Chair Forbes omitted to summarize the meeting given the late hour.

The next Planning Commission meeting will be held on April 7, 2022.

**ADJOURNMENT:**

With no further business, Commissioner Ogelman made a motion to adjourn the meeting at 10:39 PM. The motion was seconded by Town Council Liaison Milan and carried 6-0.

  
Nan Forbes, Chair/Commissioner

  
Heather Spadaccini, Planning Operations Coordinator

