

MINUTES
PURCELLVILLE PLANNING COMMISSION MEETING
TUESDAY, SEPTEMBER 15, 2022, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/184564>

COMMISSIONERS PRESENT:

Nan Forbes, Chair/Commissioner
Boo Bennett, Vice Chair/Commissioner
Stanley Milan, Town Council Liaison
Ed Neham, Commissioner *(via remote participation due to medical condition)*
Carol Luke, Commissioner
Nedim Ogelman, Commissioner *(arriving late at 7:03pm)*

COMMISSIONERS ABSENT:

None

STAFF PRESENT: Director of Planning and Economic Development Don Dooley, Deputy Town Clerk Kimberly Bandy

CALL TO ORDER:

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

AGENDA AMENDMENTS:

Chair Forbes added a discussion item regarding the September 29th Special Meeting.

Commissioner Neham added a discussion item regarding zoning parameters and methodology.

CITIZEN/BUSINESS COMMENTS:

None

DISCUSSION/INFORMATIONAL ITEM

- a. **Recap of the Joint Planning Commission and Town Council Special Meeting of September 7, 2022, Regarding Fields Farm Project**

Commissioner Ogelman began the conversation with discussing the Town Council's initial action being solely the boundary line adjustment. In the time since that decision, the development and community of Mayfair has grown and as such the upcoming hearing would lend much needed perspective from current residents.

Chair Forbes stated that the four issues she had raised had still not been responded to with the requested materials. Mr. Dooley responded that he had reached out to the County and will do so again to request the materials before the upcoming hearing. Chair Forbes reiterated that the four items requested were: (1) traffic study information; (2) lighting information; (3) any study done

on the need for sports fields; and (4) information on the use of water relative to usage of artificial turf or actual grass.

Commissioner Ogelman stated that the deadline for submitting the Commission's questions had been adhered to, however, responses to those questions and comments have yet to be presented from the County.

Chair Forbes stated that when looking at the thirteen criteria for SUP, the Commission must look at the available facts. Further, the memo presented was lacking in factual findings and relying heavily on conclusions. Mr. Dooley added that the Commission's decision should include findings of fact and also be reserved until after hearing public comments on September 29th.

Vice Chair Bennett raised questions regarding the timeline of the start of construction at Mayfair and population in 2018 when a letter was sent to the then residents. Furthermore, in what capacity would the Commission be reviewing and addressing each of the specific thirteen parameters for a SUP? Mr. Dooley responded that the Commission would should go through the parameters as a list to address each item as necessary.

b. Zoning Ordinance Rewrite Project – Status of Review of the Second Draft of Calibration Tables

Commissioner Ogelman discussed difficulties setting up a meeting with ZoneCo's Nolan Nicaise. The steering committee had not gotten updates until today regarding a confirmed meeting date with ZoneCo representative, despite making themselves available for a wide range of dates and times. A meeting is scheduled with Mr. Nicaise for tomorrow, September 16th.

Mr. Dooley added that the meeting scheduled for tomorrow aims to conclude this stage of review so that ZoneCo may immediately begin the next steps in the process.

Liaison Milan questioned the status of the project relative to the projected timeline. Mr. Dooley explained that the project timeline would likely need to be revisited, with added considerations for recent staffing changes.

Commissioner Ogelman reiterated that himself and Commissioner Neham had been forthcoming with all requested review and made their schedules accommodating, and was concerned that the expectation was to finalize the current stage of review in just a two-hour session on the 16th.

Commissioner Luke expressed concerns that ZoneCo has not been receptive to incorporating feedback and comments from the Commission. Specifically, there are issues that have been raised in the calibration tables that continue to persist in newer updates.

Liaison Milan requested that Commissioners have the ability to coordinate directly with ZoneCo representatives in light of recent Town staffing issues to assure that the project timeline is best maintained.

Mr. Dooley responded that Liaison Milan's proposal could be forwarded to the Town Manager as well as ZoneCo representatives for consideration.

c. Special Meeting of September 29th, 2022

Chair Forbes recounted that the meeting on the 29th was initially set with the understanding that it may be canceled if deemed not necessary. Chair Forbes raised the question of whether the Commission would be able to hold deliberation immediately after the public hearing on the 22nd, thus eliminating the need for the meeting on the 29th.

Mr. Dooley explained that Town Manager Mekarski recommended the meeting on the 29th be postponed until the October 6th meeting due to staffing shortages.

Chair Forbes directed that a work session be advertised for immediately following the public hearing on the 22nd.

Liaison Milan moved that a work session be held on September 22nd immediately after the Fields Farm public hearing to deliberate on the materials and comments presented, with a friendly amendment from Commissioner Neham that the work session would be conducted if time permitted. The motion was seconded by Commissioner Bennett and carried unanimously 6-0.

d. Zoning Parameters

Commissioner Neham made a presentation regarding the utilization of data driven analysis in establishing both by right and SE/SUP for the ongoing ZoneCo zoning project that is reflective of the aims of the Comprehensive Plan.

Chair Forbes thanked Commissioner Neham and Ogelman for their work to produce and present the data. A straw vote was held with unanimous support for Commissioners Neham and Ogelman to continue to pursue analytical methods to better inform the zoning rewrite project.

PLANNING STAFF REPORT

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

Director Dooley shared that a zoning permit has been issued for the Montessori School. Ace Hardware will go to the Board of Architectural Review for a six-foot vinyl fence to enclose an outdoor storage area. The demolition on Hatcher Ave. has secured a contractor and the owners are seeking county approval to proceed in the near future with the demolition.

Liaison Milan questioned whether there were plans submitted for the lot after the demolition was completed, to which Mr. Dooley responded that there had not yet been any submissions.

COUNCIL REPRESENTATIVE'S REPORT:

Liaison Milan discussed his desire to hear updates at the September 22nd Special Meeting from the Town Attorney relative to the process involved with disclosure to Mayfair residents of the Fields Farm project, specifically the letter sent in 2018.

CITIZEN/BUSINESS COMMENTS(second opportunity):

Casey Chapman, 205 Hirst Rd. spoke regarding the steering committee's meetings with ZoneCo and requested that those meetings and interactions be recorded for public dissemination. Mr. Chapman also stated his concerns for public opposition to O Street by Commissioner Bennett.

COMMISSIONER COMMENTS:

Chair Forbes stated that the Comprehensive Plan distinguishes between scale and that those differences must be defined in some fashion.

Commissioner Ogelman responded to Mr. Chapmans comments, that his term usage of health, safety and welfare are not buzz words, rather objectives and guiding principles.

Commissioner Luke shared that in her recent door to door interactions with citizens her notions that people stay in the Town for it's feel and appearance were reinforced. She added that the work of Commissioners Neham and Ogelman is very pertinent in helping to identify and maintain the charming qualities present in the Town.

NEXT STEPS AND SUMMARY

Chair Forbes stated she was looking forward to the meeting on the 22nd and the opportunity to have deliberation following the public hearing.

NEXT MEETINGS

**Planning Commission Special Meeting (Fields Farm Project Public Hearing)
Thursday, September 22, 2022**

**Planning Commission Special Meeting (Fields Farm Project) Thursday, September
29, 2022**

Planning Commission Regular Meeting Thursday, October 6, 2022

ADJOURNMENT:

With no further business, Council Liaison Milan made a motion to adjourn the meeting at 9:17 PM. The motion was seconded by Commissioner Ogelman and carried 6-0.


Nan Forbes, Chair 12/21/22


Jordan Andrews, Planning Operations Coordinator

