

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

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/191373>

COMMISSIONERS PRESENT:

Boo Bennett, Vice Chair/Commissioner
Stanley Milan, Town Council Liaison (*Arriving late at 7:12pm via remote participation*)
Ed Neham, Commissioner (*via remote participation due to medical condition*)
Nedim Ogelman, Commissioner
Carol Luke, Commissioner

COMMISSIONERS ABSENT:

Nan Forbes, Chair/Commissioner

STAFF PRESENT: Director of Planning and Economic Development Don Dooley, Planning Operations Coordinator Jordan Andrews

CALL TO ORDER:

Vice Chair Neham called the meeting to order at 7:04 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None.

COMMISSIONER DISCLOSURES:

None.

CITIZEN COMMENTS:

None.

APPROVAL OF MINUTES:

- a. September 1, 2022 Meeting Minutes**
- b. September 15, 2022 Meeting Minutes**
- c. September 30, 2022 Meeting Minutes**
- d. November 17, 2022 Meeting Minutes**

Commissioner Luke made a motion that the Planning Commission approve the minutes from the September 1, 2022, September 15, 2022, September 30, 2022, and November 17, 2022 meetings and waive reading. The motion was seconded by Commissioner Bennett and carried 4-0-2 absent.

DISCUSSION/INFORMATIONAL ITEM:

a. Revised ZoneCo. Project Schedule for Zoning Code Update (D.Dooley)

Director Dooley presented the proposed updated ZoneCo project timeline. The updated timeline suggested an approximate readjustment of 4 months to the previously approved timeline. In response to Commissioner Bennett's inquiry regarding the 4 months, Director Dooley expanded that many items led to falling behind on the original timeline, including the nature of the large project, small delays compounding, and lag time in correspondence.

Commissioner Ogelman stated that he did not support the request for an updated timeline and did not believe ZoneCo could unilaterally adjust the timeline without approval. Furthermore, Commissioner Ogelman did not find the provided justifications for the timeline adjustments sufficient and cautioned that the delays could continue if the causes were not properly addressed.

b. Discussion of Potential Zoning and District Standards for Zoning Code Update (N. Ogelman)

Vice Chair Neham presented the various data charts provided depicting the current zoning designations, focus areas, and planned uses. Commissioner Ogelman expanded that the intention of identifying and utilizing the data analysis methods was to better support zoning designations and future considerations.

Vice Chair Neham additionally identified the differences in adjacent areas of the Downtown South Focus area, as an example, showing some areas with large impervious surfaces and others areas with more greenery.

Commissioner Ogelman presented the data charts regarding the ranges and ratios of lot sizes, impervious surfaces, floor area ratios, and opens space ratios.

c. Work Priorities and Scheduling

Vice Chair Neham began discussion by reviewing the Fields Farm timeline that was directed to the Planning Commission at the most recent Town Council Meeting. The Planning Commissioner was directed to complete analysis of the Fields Farm materials by January 19th, to provide to the Town Council.

Vice Chair Neham proposed that additional Special Meetings could be scheduled before the end of 2022 in addition to individual Commissioners reviewing the materials in advance of the January meetings. Commissioner Ogelman replied that he would prefer the opportunity to fully review all of the Fields Farm materials rather than making any determinations before the end of the year. Commissioner Bennett also expressed hesitations regarding Planning Commission review or Special Meetings before the end of the year.

Commissioners agreed in their prioritization of projects as: (1) ZoneCo Project, (2) 7/690 Interchange, (3) Fields Farm. However, being that there were clear timelines set for Fields Farm (January 19th), it would be the first actionable project.

PLANNING STAFF REPORT:

Director Dooley gave updates regarding the recent construction work at the IHOP building in Catoctin Corner, Dominion Water's upcoming BAR review, a revision submittal for an industrial lot located at Shepherdstown Ct., a SUP application for a drive thru at Main and Maple, and the site plan submittal for a medical office building at Main and Maple. Lastly, an appeal is being coordinated to get scheduled before the BZA.

Liaison Milan inquired regarding the status of the signage at BFC and Ace Hardware. Director Dooley responded that recent attempts to contact the owners of BFC were unsuccessful, and that Ace Hardware's temporary signs would expire in January. Liaison Milan requested that Planning Staff Reports be given in writing in the future, to which Director Dooley responded that they could be included in the Town Manager's reports or distributed via emails as needed.

COUNCIL REPRESENTATIVE'S REPORT:

Liaison Milan recounted the previously discussed matters and the January 3rd, 2023 Special Town Council Meeting to appoint the new Planning Commissioners.

COMMISSIONER COMMENTS:

Liaison Milan, Vice Chair Neham and Commissioner Ogelman expressed thanks to Commissioners Bennett and Luke for their time and service to the Planning Commission, and congratulations for their recent election to Town Council.

NEXT STEPS AND SUMMARY:

Vice Chair Neham reviewed the upcoming meeting schedule.

NEXT MEETINGS:

Planning Commission regular meeting of Thursday, January 5, 2022, January 19, 2022 and February 3, 2022.

ADJOURNMENT:

With no further business, Liaison Milan made a motion to adjourn the meeting at 8:55 PM.



Ed Neham, Vice Chair



Jordan Andrews, Planning Operations Coordinator

