

MINUTES
PURCELLVILLE PLANNING COMMISSION MEETING
THURSDAY, JANUARY 19, 2023, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/206063>

COMMISSIONERS PRESENT:

Christopher Bertaut, Town Council Liaison (*via remote participation at 7:30pm, in person at 9:28pm due to Town business*)

Ed Neham, Vice Chair/Commissioner (*via remote participation due to medical condition*)

Jason Dengler, Commissioner

Ron Rise, Commissioner

Brian Green, Commissioner

Nedim Ogleman, Commissioner

COMMISSIONERS ABSENT:

Nan Forbes, Chair/Commissioner (*absent due to personal travel*)

STAFF PRESENT: Town Manager, David Mekarski, Town Attorney, Sally Hankins (*attending remotely*), Director of Engineering, Planning and Development, Dale Lehnig, 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:

Vice Chair Neham submitted an agenda amendment as discussion item 8.c: Accommodating Technical Aspects of FOIA Requirements.

COMMISSIONER DISCLOSURES:

None.

CITIZEN COMMENTS:

The following emails pertaining to 7a. Fields Farm Recommendations were read into the record and are on file at the Town Clerk's office:

Ashley Pantelakis, 825 Pencoast Dr., opposed, stating concerns for lighting/noise, and emergency access to Mayfair Crown Dr.

Pauline Shams, 401 Miles Hawk Terr., opposed, stating concerns for lights/noise and traffic, requests no through road to Mayfair Crown Dr.

Kirk and Karina Balthazar, 221 Upper Heyford Pl., opposed, stating concerns for need of complex, lighting, noise, smells, traffic. Supporting second entrance access for Woodgrove HS.

Laura Ours, 105 G St. E., supporting, stating benefits of fields and need for park and ride.

Sharon and Chuck Hoffman, 821 Pencoast Dr., opposed, stating concerns for lighting and County pressures

ACTION ITEMS:

a. Draft Resolution for Meeting Time Change

Commissioner Rise motioned to approve Resolution 23-01-03, amending Planning Commission Regular meeting start time to 6:30pm, with end time of 9:30pm unless extended by vote of Commissioners. Commissioner Green seconded, the **motion carried 5-0-2 absent**. A copy of Resolution 23-01-03 is attached to these minutes.

b. Fields Farm Project Recommendations to Town Council

RZ20-01

Commissioner Green made the following motion:

“I move that the Planning Commission rescind the vote it took on Sunday, January 15, 2023 concerning zoning map amendment application RZ20-01 “Fields Farm Park Projects,” and replace that vote with a vote at tonight’s meeting of January 19, 2023.” Commissioner Rise seconded and the **motion carried 6-0-1 absent**.

Commissioner Green made the following motion:

“Based upon the Planning Commission’s findings and conclusions as set forth in its Evaluation Report dated January 19, 2023, I move that the Planning Commission recommend disapproval of the request to rezone the property from X Transitional, to IP Institutional and Public Use.” Commissioner Dengler seconded and the **motion carried 6-0-1 absent**.

SUP20-01

Commissioner Rise made the following motion:

“Based upon the findings of fact and conclusions contained in the Planning Commission’s Evaluation Report dated January 19, 2023, I move that the Planning Commission recommend to the Town Council that it deny SUP20-01 for the Park & Ride Commuter Parking Facility.” Commissioner Ogelman seconded and the **motion carried 6-0-1 absent**.

SUP20-02

Vice Chair Neham made the following motion:

“Based upon the findings and conclusions contained in the Planning Commission’s Evaluation Report dated January 19, 2023, I move that the Planning Commission recommend to the Town Council that the Council either deny the proposed SUP20-02, or condition its approval in a manner that fully addresses the issues raised in the Planning Commission’s Report dated January 19, 2023 and documented separately in the Commission’s report titled ‘Staff Report Sports Field Conditions Modified’.” Commissioner Rise seconded and the **motion carried 6-0-1 absent**.

CP20-01

Commissioner Dengler made the following motion:

“Based upon the Planning Commission’s findings of fact contained in its Evaluation Report dated January 19, 2023, I move that the Planning Commission deny CP20-01, “Park & Ride Commuter Parking Facility” because the proposed public facility is not substantially in accord with the Town’s Comprehensive Plan.” Commissioner Green seconded and the **motion carried 6-0-1 absent.**

CP20-02

Commissioner Dengler made the following motion:

“Based upon the Planning Commission’s findings of fact contained in its Evaluation Report dated January 19, 2023, I move that the Planning Commission deny CP20-02, “Fields Farm Recreational Park” because the public facility, as proposed, is not substantially in accord with the Town’s Comprehensive Plan. Commissioner Green seconded and the **motion carried 6-0-1 absent.**

DISCUSSION/INFORMATIONAL ITEMS:

a. Review of ZoneCo Deliverables Schedule

Vice Chair Neham gave updates on the ZoneCo schedule to include expected deliveries of the entire code draft in three parts on or before February 28th, 2023. The Planning Commission will then have until April 5th, 2023 to provide detailed comments on the deliverables.

b. Update on Rt. 7/690 Timeline

Vice Chair Neham stated that the previously scheduled public information meeting for January 18th, 2023 was postponed until January 25th, 2023. As such Planning Commission would likely need to table discussion of such matters until the public information meeting. Town Manager Merkarski commented that the postponement was due to the notice period required for the public information meeting after confirmation of necessary documents delivered to the Catoctin Meadows HOA.

c. Accommodating Technical Aspects of FOIA Requirements

Vice Chair Neham reviewed the technical requirements and implications of doing Town work on personal devices. Vice Chair Neham shared that he had discussed some options for file sharing and partitioning with Town Director of Information Technology, Shannon Bohince. Commissioner Ogelman expressed concerns regarding financial impacts of additional software, specifically Office 365. Town Manager stated that we would discuss the matter with Director Bohince and possibly have him present for the next Planning Commission meeting to discuss further.

PLANNING STAFF REPORT:

Director Lehnig gave a summary of ongoing projects including site plan submittals for a medical office building at the Shoppes and Main and Maple, as well as an SUP for a drive through for a free standing restaurant. Additionally, site plans are under review for “Moto Member” at Mayfair Industrial, “Woodlands” off Hirst, and “Trails End”, a mixed commercial and residential site plan located on Hatcher Ave. Vice Chair Neham inquired regarding the signage issue at Ace Hardware and BFC. Director Lehnig stated that there had been no recent responses or actions by either regarding sign compliance.

Commissioner Ogelman inquired about a recently modified sign at the Purcellville Shopping Center. Director Lehnig responded she would follow up with Town Code Enforcement as to the permitting for any renovations.

Commissioner Dengler raised concerns regarding trash and debris in the area of Caliber Collision off Hirst Rd., relative to impacts and runoff into Catoctin Creek. Director Lehnig responded that she would look into the appropriate contact at Virginia Department of Environmental Quality.

COUNCIL REPRESENTATIVE’S REPORT:

Council Liaison Bertaut thanked the Planning Commission on behalf of the Town Council for their work on the Fields Farm application review.

COMMISSIONER COMMENTS:

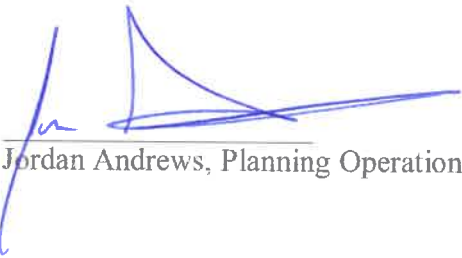
Commissioner Rise thanked the Commissioners for their work and contributions. Commissioner Ogelman, Green, and Dengler expressed thanks to fellow Commissioners and Town Staff for their work. Vice Chair Neham reiterated appreciation for the Commission’s expeditious and quality work on the Fields Farm review.

NEXT MEETINGS:

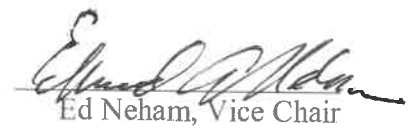
Planning Commission regular meeting of Thursday, February 2, 2023, February 16, 2023
and March 2, 2023

ADJOURNMENT:

With no further business, Commissioner Ogelman made the motion and the meeting was adjourned
9:38 PM.



Jordan Andrews, Planning Operations Coordinator


Ed Neham, Vice Chair

Mayor

Stanley J. Milan, Sr.

Town Manager

David A. Mekarski

Council

Mary F. "Boo" Bennett
Christopher Bertaut
Carol Luke
Erin Rayner
Ronald B. Rise Jr.
Mary Jane Williams



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**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

RESOLUTION NO. 23-01-03

PRESENTED:

JANUARY 19, 2023

ADOPTED:

JANUARY 19, 2023

A RESOLUTION: PRESCRIBING: (1) THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF THE TOWN OF PURCELLVILLE PLANNING COMMISSION; AND (2) THE PROCESS TO CONTINUE A REGULAR MEETING FOR UNFINISHED BUSINESS OR HAZARDOUS CONDITIONS.

BE IT RESOLVED that the regular meetings of the Town of Purcellville Planning Commission shall be held on the first and third Thursday of each month at 6:30 pm at Town Hall, located at 221 South Nursery Avenue, in Purcellville, Virginia, in the Town Council Chambers; and

BE IT FURTHER RESOLVED that all regular meetings of the Planning Commission shall end no later than 9:30 pm unless the meeting is otherwise extended for a time certain by a majority vote of the Commissioners present, recognizing that the completion of an agenda item commencing prior to the designated ending time may be finished; and

BE IT FURTHER RESOLVED that should a regular meeting of the Planning Commission: (i) need to be continued to complete unfinished business; or (ii) need to be rescheduled due to hazardous conditions, then such meeting shall automatically be held on the Thursday immediately following such regular meeting. All hearings and other matters previously advertised for the regular meeting shall be conducted at the continued or rescheduled meeting without further advertisement; however, notice shall be given as provided in subsection D of § 2.2-3707 of the Code of Virginia; and

BE IT FURTHER RESOLVED that in order to reschedule a regular meeting due to "hazardous conditions," the Chair, or the Vice-Chair if the Chair is unable to act, shall: (i) make a written finding that weather or other conditions are such that it is hazardous for members to attend

**A RESOLUTION: PRESCRIBING THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF
THE TOWN OF PURCELLVILLE PLANNING COMMISSION; PRESCRIBING
PROCESS TO CONTINUE A REGULAR MEETING FOR HAZARDOUS
CONDITIONS AND UNFINISHED BUSINESS**

the regular meeting; and (ii) declare as promptly as possible to all members of Planning Commission and the press that the regular meeting must be continued to the Thursday immediately following the regular meeting. All hearings and other matters previously advertised shall be conducted at the rescheduled meeting without further advertisement; however, notice shall be given as provided in subsection D of § 2.2-3707 of the Code of Virginia; and


BE IT FURTHER RESOLVED that all prior rules governing the date, time and place of regular meetings of the Town of Purcellville Planning Commission are hereby replaced; and

BE IT FURTHER RESOLVED that this Resolution shall be published in a newspaper of general circulation in the Town of Purcellville after its adoption.

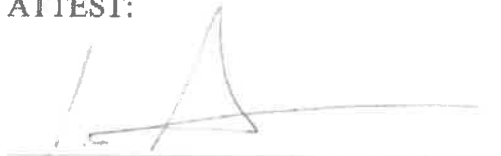
Cross References

Code of Va. § 15.2-2214. Meetings.

PASSED THIS 19th DAY OF JANUARY, 2023.


Ed Neham, Vice Chair
Town of Purcellville Planning Commission

ATTEST:


Jordan Andrews, Commission Clerk