

**MINUTES**  
**PURCELLVILLE PLANNING COMMISSION MEETING**  
**THURSDAY, FEBRUARY 02, 2023, 6:30 PM**  
**TOWN HALL COUNCIL CHAMBERS**

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Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/206867>

**COMMISSIONERS PRESENT:**

Nan Forbes, Chair/Commissioner  
Christopher Bertaut, Town Council Liaison (*arriving late at 8:56pm, due to work related emergency*)  
Ed Neham, Vice Chair/Commissioner (*via remote participation due to medical condition*)  
Ron Rise, Commissioner  
Brian Green, Commissioner  
Nedim Ogleman, Commissioner  
Jason Dengler, Commissioner

**COMMISSIONERS ABSENT:**

None.

**STAFF PRESENT:** Director of Administration, Hooper McCann, Town Attorney, Sally Hankins, Director of Engineering, Planning and Development, Dale Lehnig, Acting Zoning Administrator, Marth Semmes, Planning Operations Coordinator, Jordan Andrews, Director of IT, Shannon Bohince (*arriving at 7:46pm*)

**CALL TO ORDER:**

Chair Forbes called the meeting to order at 6:30 PM. The Pledge of Allegiance followed.

**AGENDA AMENDMENTS:**

None.

**COMMISSIONER DISCLOSURES:**

Commissioner Rise made the following disclosure regarding item 7.a *Purcellville Traffic Analysis*: “Before I start, the Town Attorney advised that I make a conflict of interest statement. The essence of that statement is that I live within the Catoctin Meadows HOA, and I serve on the HOA Board of Directors. I will not let HOA interests influence my responsibilities as a Commissioner on the Town Planning Commission. I serve all residents of the Town. “

**CITIZEN COMMENTS:**

None.

## **PRESENTATIONS:**

### **a. Special Use Permit for drive-thru at Shoppes at Main and Maple [SRB Enterprises]**

Matthew Leslie, representing the applicant, gave a brief slide show presentation depicting the proposed drive-thru for a not yet constructed free standing restaurant at the Shoppes and Main and Maple. The Public Hearing for the drive-thru will be held at the following Planning Commission meeting on February 16, 2023.

### **b. Purcellville Traffic Analysis [R. Rise Sr.]**

In response to Commissioner Rise's disclosure, Town Attorney Hankins commented that the disclosure should include an additional statement, indicating that the Catoctin Meadows HOA owns a parcel, "Parcel A", that is a subject of the application before the Planning Commission and Town Council.

Commissioner Rise responded that the County, having ownership of a lot within Catoctin Meadows, has equal position. Town Attorney Hankins elaborated that Commissioner Rise's position on the Board of Directors merited the additional disclosure.

Commissioner Rise gave a presentation regarding the traffic impacts at various intersections within Town limits, reflecting both the "build" and "no-build" effects of the construction of the Route 7/690 interchange. Commissioner Rise, citing County data, concluded that the Level of Service (LOS) grade at various intersections throughout Town, would show no significant improvement in the "build" scenario. A copy of the presentation "PC General Observations Rt 7-690 Impacts" is on file at the Town Clerk's office.

## **APPROVAL OF MINUTES:**

### **a. January 05, 2023 Meeting Minutes**

Commissioner Ogelman made a motion that the Planning Commission approve the minutes with noted attachments from the January 05, 2023 meeting and waive reading. The motion was seconded by Commissioner Rise and carried 6-0-1 absent.

### **b. January 12, 2023 Meeting Minutes**

Commissioner Ogelman made a motion that the Planning Commission approve the minutes with noted attachments from the January 15, 2023 special meeting and waive reading. The motion was seconded by Commissioner Dengler and carried 6-0-1 absent.

### **c. January 15, 2023 Meeting Minutes**

Commissioner Rise made a motion that the Planning Commission approve the minutes from the January 15, 2023 special meeting and waive reading. The motion was seconded by Commissioner Ogelman and carried 6-0-1 absent.

**DISCUSSION/INFORMATIONAL ITEM:**

**a. Doing Town Work on personal devices [S. Bohince, Commissioners]**

Vice Chair Neham briefly reviewed the various options available to the Planning Commission regarding the ability for Commissioners to better comply with FOIA standards in relation to having Town work on accessible/searchable servers or devices.

Commissioner Ogelman expressed concerns regarding the inconvenience and costs of facilitating additional software or subscriptions specifically for the Planning Commission.

Director Bohince elaborated that the additional costs of software would largely be offset by the reduction in need of physical hardware needed to otherwise store data and documents.

Specifically, Office 365 would enable the Town to transition into largely cloud based servers, in addition to having dedicated virtual work spaces for Planning Commissioners.

Director McCann added that all records, including written memos and notes are subject to FOIA requests and should be maintained by the Town and Commissioners for the required statutory durations. Chair Forbes clarified as to whether Commissioners are expected to store notes and to what extent they are responsible for filing those materials. Director McCann responded that such notes would be considered working papers. Once submitted to the Town, staff would properly store and maintain as necessary.

**b. Update on ZoneCo deliverables [E. Neham, N. Ogelman]**

Vice Chair Neham reviewed the recent ZoneCo deliverable of draft Articles 1 & 2. Vice Chair Neham requested that Commissioners review the documents and forward comments to himself by February 13<sup>th</sup>, 2023 for consolidation, with a target review and response by the Planning Commission meeting of February 16<sup>th</sup>, 2023.

**c. Route 7/690 interchange [Commissioners]**

Chair Forbes re-opened discussion on the item earlier addressed as part of the presentation by Commissioner Rise. Commissioner Rise suggested that the Planning Commission should specifically evaluate the environment impacts of the proposed project, including the flood plain.

Chair Forbes inquired as to what additional information the Planning Commission would require to make any recommendation on the matter. Commissioner Rise requested that staff prepare a brief/report on the issue for the Planning Commission. Chair Forbes also asked that the Staff help identify the relevant components for which Commissioners should consider. Director Lehnig responded that Staff would prepare a report and consult with County officials to address questions and concerns identified by the Planning Commission.

Commissioner Ogelman also expressed concerns that any impacts associated with the project should be examined at both the immediate and higher levels relative to flood plain issues. Specifically, Commissioner Ogelman inquired as to any potential downstream effects resulting from the 6/790 interchange project, giving the example of past flooding on 12<sup>th</sup> Street. Director Lehnig responded that the Town's contracted flood plain consultant could likely be present at a subsequent meeting to address those specific concerns.

Commissioner Dengler raised questions of impacts to the flood plain relative to the larger area including the Fields Farm property and potential for alterations from the proposed park and ride. Director Lehnig responded that the flood plain engineers could help respond to those concerns at subsequent meetings.

Commissioner Ogelman raised questions as to the assumptions of traffic projection associated with the 7/690 build vs no build modeling. Commissioner Green commented that it seemed to be a projection of approximately 9% growth averaged. Commissioner Rise responded that the methodology behind the growth projections could be found in the IJR.

Vice Chair Neham inquired as to whether it was appropriate to issue a news release for the next Planning Commission meeting in which Commissioners would re-visit the issue. Acting Zoning Administrator Martha Semmes suggested that the February 16<sup>th</sup>, 2023 meeting could serve as an opportunity for Commissioners to better define and identify the necessary information, allowing for more succinct review at the following meeting. Commissioners were in general agreement with the proposed timeline of review.

**d. Possible Comprehensive Plan amendment to add a Focus Area [E. Neham]**

Vice Chair Neham shared an observation regarding the industrial area north of Rt. 7 identified as Mayfair Industrial. He noted that the area may benefit from a Comprehensive Plan amendment to include as a focus area. Vice Chair Neham stated he could add the item to a list of potential Comprehensive Plan amendments to review at the appropriate time.

Commissioner Ogelman stated that he did not believe this specific issue justified a Comprehensive Plan amendment, but that other amendments arising through the zoning ordinance re-write, could merit review in the near future.

Vice Chair Neham concluded that the draft list of potential Comprehensive Plan amendments were not urgent, but that he would continue to keep record of those items discussed to be re-visited in whole at the appropriate time.

**e. Planning Commission members' compensation [E. Neham]**

Vice Chair Neham discussed the possibility of Planning Commissioners waiving their stipends to help offset any costs for future software or other expenses associated with Planning Commission business. Commissioner Rise stated that he has elected to donate his stipend to charity. Liaison Bertaut expanded that the cumulative stipends may not fully offset the cost of any additional software. Vice Chair Neham concluded that without unanimous consent from the Commission, the proposal would not need to be considered any further.

**PLANNING STAFF REPORT:**

Planning Staff gave a brief overview of ongoing projects including: the upcoming Public Hearing for the drive-thru SUP, BAR submissions for a lot in Mayfair Industrial, site plan review for a medical office building at the Shoppes at Main and Maple.

**COUNCIL REPRESENTATIVE'S REPORT:**

Liaison Bertaut thanked Commissioners for their service and emphasized their roles and responsibilities in evaluating matters such as the upcoming SUP and ongoing 7/690 project.

**COMMISSIONER COMMENTS:**

None.

**NEXT MEETINGS:**

Planning Commission regular meeting of Thursday, February 16, 2023, March 2, 2023 and March 16<sup>th</sup>, 2023.

**ADJOURNMENT:**

With no further business, Commissioner Ogelman made the motion and the meeting was adjourned 9:27 PM.



Jordan Andrews, Planning Operations Coordinator



Nan Forbes, Chair

March 16, 2023