

**MINUTES
PURCELLVILLE PLANNING COMMISSION
SPECIAL MEETING
THURSDAY, MARCH 9, 2023, 6:30 PM
TOWN HALL COUNCIL CHAMBERS**

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/210359>

COMMISSIONERS PRESENT:

Nan Forbes, Chair/Commissioner
Christopher Bertaut, Town Council Liaison
Ed Neham, Vice Chair/Commissioner (*via remote participation due to medical condition*)
Jason Dengler, Commissioner
Nedim Ogelman, Commissioner (*arriving late at 6:45pm*)

COMMISSIONERS ABSENT:

Brian Green, Commissioner (*absent due to personal conflict*); Ron Rise, Commissioner (*absent due to personal conflict*);

STAFF PRESENT: Interim Zoning Administrator, Martha Semmes, Planning Operations Coordinator, Jordan Andrews

CALL TO ORDER:

Chair Forbes called the meeting to order at 6:36 PM. The Pledge of Allegiance followed.

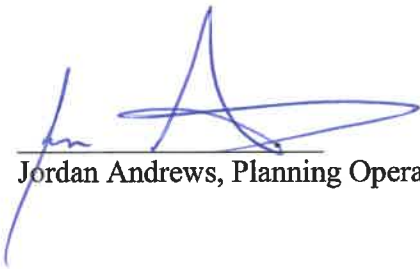
DISCUSSION/INFORMATIONAL ITEM:

**a. Review of changes to ZoneCo draft zoning ordinances Articles 1 & 2
[Commissioners]**

The Planning Commission reviewed and discussed consolidated comments in the attached matrix. The Planning Commission comments are in green capital lettering, indicating agreed upon comments for the line items prioritized as critical, substantial, or editorial(high). The attached pages of the comment matrix, pages 17-23, document the Planning Commission's consensus regarding the specified comments. A copy of the comment matrix is also on file in the Town Clerk's office.

ADJOURNMENT:

With no further business, Vice Chair Neham made the motion and the meeting was adjourned 9:32 PM.

A handwritten signature in blue ink, appearing to read 'Jordan Andrews', written over a horizontal line.

Jordan Andrews, Planning Operations Coordinator

A handwritten signature in blue ink, appearing to read 'Nan Forbes', written over a horizontal line. To the right of the signature is the date '4/20/23'.

Nan Forbes, Chair

Item	Reviewer Name	Comment Date (mm/dd/yyyy)	Document	Document Version Date (mm/dd/yyyy)	Page No.	Document Section	Reviewer Request	Comp Plan Reference	Change Type	Priority (High, Medium, Low)	Planning Commission Response	Consultant Response	Agreed Upon Action	Action Date
121	Nedim	02/12/2023	Article 2	02/01/2023	18-19 2.7.3 R3 - Development Standards		Additional form-based measures to which 95 percent of the single-family detached R3 properties comply: Floor Area Ratio (FAR) measuring square feet of floor space/square feet of lot = 0.38; Open Space Ratio (OSR) measuring amount of built/nonbuilt space in square feet = 0.23; and Impervious Surface Ratio (ISR) measuring space covered by buildings, roads, sidewalks, parking lots, rocky/entire space in square feet= 0.19. We have discussed using such measures at these as thresholds for by-right development.	NA - Planning Commission, Town Council, Town Staff discussions at public meetings regarding Form Based Zoning	Substantial	High	SEE COMMENTS FOR ITEM 87. WE NEED TO HAVE A WAY OF IDENTIFYING WHAT IS BY-RIGHT AND WHAT SHOULD BE AN SUP PROCESS. WE NEED PARAMETERS TO ACHIEVE THE SUSTAINABILITY OF "AREAS TO SUSTAIN"; I.E., USE OF OPEN SPACE RATIOS, IMPERVIOUS SURFACE RATIOS AND FLOOR AREA RATIOS.			
122	RisaSr	02/10/2023	Article 2	02/01/2023	20 2.7A		WHY IS THIS NOT 2.8 R-3 Residential Duplex District???	N/A	Administrative	Low	IT IS MISLABELED; REFERS TO RESIDENTIAL/OFFICE.			
123	Nedim	02/12/2023	Article 2	02/01/2023	20-22 2.7A		Remove 2.7A as a district	Absence of this category in the Comp Plan. Does it exist other than as single-family detached residential?	Substantial	Medium	REMOVE R-3A AS A DISTRICT IN TOWN. [EXISTING R-3A PROPERTIES WILL NEED TO BE REZONED.]			
124	RisaSr	02/10/2023	Article 2	02/01/2023	23 2.8		should be 2.9 R-8 Townhouse Residential	N/A	Administrative	Low	See All previous comments Commissioners-Discuss and resolve.			
125	Nedim	02/12/2023	Article 2	02/01/2023	23 2.8.1 R8 - Intent		2.8.1 Intent "The purpose of this district is to provide for medium-density single-family detached, attached and duplex residential development and medium-density townhouse-residential development together with those public and semi- public uses and accessory uses as may be necessary or are normally compatible with residential surroundings."	pp. 51, Definitions of single-family attached and detached, p.127	Substantial	High	AGREED.			
126	Nedim	02/12/2023	Article 2	02/01/2023	23 2.8.3 R8 - Development Standards		Additional form-based measures to which 95 percent of the single-family attached R8 properties comply: Floor Area Ratio (FAR) measuring square feet of floor space/square feet of lot = 1.22; Open Space Ratio (OSR) measuring amount of built/nonbuilt space in square feet = 0.76; and Impervious Surface Ratio (ISR) measuring space covered by buildings, roads, sidewalks, parking lots, rocky/entire space in square feet= 0.43. We have discussed using such measures at these as thresholds for by-right development.	NA - Planning Commission, Town Council, Town Staff discussions at public meetings regarding Form Based Zoning	Substantial	High	SEE COMMENTS FOR ITEM 87. WE NEED TO HAVE A WAY OF IDENTIFYING WHAT IS BY-RIGHT AND WHAT SHOULD BE AN SUP PROCESS.			

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127	Ed Neham	02/09/2023	Article 2	02/01/2023	23,24	2.8 R-3 TOWNHOUSE RESIDENTIAL DISTRICT	If we eliminate the R-3 district, this will need to be revised: "2.8.3 Development Standards: 1) Lot Size Standards. The minimum lot size standards for all single-family detached and duplex dwellings shall comply with the R-3 Residential District regulations of Article 2, Section 2.7," as will 2.9.3.	N/A	Editorial	High	MOVE THE R-3 REGULATIONS INTO HERE, SINCE R-3 IS BEING REMOVED. CHANGE TO THIS: "The minimum lot size standards for all single-family detached and duplex dwellings built in this district shall comply with the R-3 Residential District regulations of Article 2, Section 2.7." WHAT ARE WE GOING TO DO WITH THE R-3 DISTRICT? SEE ITEM 63.			
127a	Nan Forbes	03/09/2023	Article 2	02/01/2023	24	2.8 R-3 TOWNHOUSE RESIDENTIAL DISTRICT	Change TABLE B – LOT SIZE FOR DUPLEX DWELLINGS label to "LOT SIZE FOR TOWNHOUSE"	N/A	Editorial	Medium	ACHIEVED.			
128	Ed Neham	02/09/2023	Article 2	02/01/2023	25	2.8 R-3 TOWNHOUSE RESIDENTIAL DISTRICT	Define this term in the Glossary: "No accessory structure which is within ten feet of any party lot line."	N/A	Editorial	Low	OK			
129	Ed Neham	02/09/2023	Article 2	02/01/2023	25,30	2.8 R-3 TOWNHOUSE RESIDENTIAL DISTRICT	If we eliminate the R-3 district, this will need to be revised: "2) Building Bulk Standard. The minimum building bulk standards for all single-family detached and duplex dwellings shall comply with the R-3 Residential District regulations of Article 2, Section 2.7," as will should be 2.10 R-15 Apartment Residential District	N/A	Editorial	High	SEE ITEM 127.			
130	RiseSr	02/10/2023	Article 2	02/01/2023	27	2.9		N/A	Administrative	Low	See All previous comments Commissioners-Discuss and resolve.			
131	Nedim	02/12/2023	Article 2	02/01/2023	27	2.9.2 R15 - Permitted and Special Uses	Why is Dwelling, Multiple Family the only category of Dwelling in the Use Table missing for all categories of use for R15? Dwelling, Multiple Family should be the primary permitted category for R15.	pp. 52, Definition of multi-family, p.129	Critical	High	SHOULD BE PERMITTED - IT'S A TYPO.			
132	Ed Neham	02/09/2023	Article 2	02/01/2023	28	2.9 R-15 APARTMENT RESIDENTIAL DISTRICT	This label is incorrect: "2.9.3 Development Standards. 3) Lot Size Standards"; It should be "1)".	N/A	Editorial	Low	OK			
133	Nan Forbes	02/12/2023	Article 2	02/01/2023	28	2.9 R-15 APARTMENT RESIDENTIAL DISTRICT	2.9.2 Permitted and Special Uses. TABLE A – TABLE OF USES. Dwelling, multiple-family. This row in the table has no districts defined.	N/A	Editorial	Low	it's a typo.			

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134	Nedim	02/12/2023	Article 2	02/01/2023	28,42	2.9.2 R15 - Permitted and Special Uses	Keep distinction between two or three or more apartment units in R-15 Multi-Family, Purcellville distinguishes between apartment units (dwelling, apartment) and apartment buildings (dwelling, multi-family). Apartment buildings and Multi Family are equivalents in that they involve three or more apartment units (or dwelling, apartment). While apartment buildings (with three or more apartment units) is permitted in R15 multi family. Apartment units (dwelling, apartment) permitted in C4 have to be less than three units. Definitions from Zoning Ordinance: "Dwelling, apartment. A part of a building containing cooking and housekeeping facilities, consisting of a room or suite of rooms intended, designed, and used as a residence by an individual or a single family; a building is an apartment building if it contains three or more such apartment units, that are and in a townhouse.	Existing Zoning Ordinance Definitions of and apartment unit (Dwelling, Apartment) vs. Apartment Building (Dwelling, Multiple Family)	Critical	High	WE WANT TO KEEP THE DISTINCTION BETWEEN THE DWELLING/APARTMENT UNITS AND MULTI-FAMILY/APARTMENT BUILDINGS, PARTICULARLY IN C-4 DISTRICT.			
135	Nan Forbes	02/12/2023	Article 2	02/01/2023	31	2.10 OC OFFICE COMMERCIAL	Is this Commercial? Small scale? Medium scale?	Pg.71	Editorial	High	REVIEW THE LIST OF USES VIS A VIS COM.PLAN.P. 71.			
136	Nan Forbes	02/12/2023	Article 2	02/01/2023	31	2.10 OC OFFICE COMMERCIAL	2.10.2 Permitted and Special Uses. TABLE A - TABLE OF USES. Contractor's office and storage area. Please explain storage area.	N/A	Editorial	Medium	Commissioners Discuss and resolve.			
137	Nan Forbes	02/12/2023	Article 2	02/01/2023	32	2.10 OC OFFICE COMMERCIAL	2.10.2 Permitted and Special Uses. TABLE A - TABLE OF USES. Fuel pump, accessory. Why is this permitted?	N/A	Editorial	High	Commissioners-Discuss and resolve.			
138	Nan Forbes	02/12/2023	Article 2	02/01/2023	32	2.10 OC OFFICE COMMERCIAL	2.10.2 Permitted and Special Uses. TABLE A - TABLE OF USES. Hotel. Why isn't this SE or SUP?	N/A	Editorial	High	Commissioners-Discuss and resolve.			
139	Ed Neham	02/09/2023	Article 2	02/01/2023	32	2.10 OC OFFICE COMMERCIAL	This label is incorrect: "2.10.3 Development Standards. 4) Lot Size Standards"; it should be "1)".	N/A	Editorial	Low	OK			
140	B Green	02/13/2023	Article 2	02/01/2023	32, 35	2.10.2 (pg.32) 2.11.2 (pg.35-36)	Referring to item about Use categories: If there are specific details the designate a Vet clinic and a Kennel I would like to see. Vet is Permitted and Kennel is SUP. I want to analyze the difference between the two to make sure one can use the Veterinary clinic but actually have a Kennel....in short, loophole identification.	N/A	Editorial	High	IT'S IN Section 5.4 USE STANDARDS.			

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148	Nedim	02/12/2023	Article 2	02/01/2023	37, 35-40	2/11 - MC	Comp Plan envisions two distinct scales of MC - Neighborhood Scale and Medium Scale. In some Focus Areas, such as the East Main Focus Area, the Comp Plan envisions a combination of Neighborhood and Medium Scale Commercial, while the Land Uses do not diverge here, the scales to be able to distinguish these scales across and/or within Focus Areas: 609 East Main stands out as an area the Comp Plan envisions as Neighborhood Scale Commercial that presently appears much more like Medium Scale Commercial. The shops at Catocin Corner that were just build stand out for appearing much more like Neighborhood Scale Commercial, even though the Comp Plan envisions that area as Medium Scale Commercial. 85 percent of the properties the Comp Plan identifies as aspiring to Commercial Neighborhood Scale are on lots of less than 32,000 square feet. 83.3 percent of the	pp. 54-55, 77-82. Need to make sure to differentiate based on scale. Neighborhood Scale Focus Area Overlays for East Main 1, 2, 3, 4, 8, 9, & Hirst East Area 1. Medium Scale Focus Area Overlays for East Main 6, 7 and East End 1a (1b?)	Critical	High	See Item 62. NEED TO DISTINGUISH MEDIUM SCALE AND NEIGHBORHOOD SCALE COMMERCIAL EVEN WITHIN DISTRICTS. SOMETIMES THESE SEPARATE FORMS ARE WITHIN THE SAME FOCUS AREA. SEE PG.79 OF COMP PLAN. ALSO SEE ITEM 103. THE EAST MAIN FOCUS AREA MAY NEED TO HAVE TWO DISTRICTS IF THEY DIFFER IN SCALE AND FORM BUT NOT USE.			
149	Nedim	02/12/2023	Article 2	02/01/2023	37, 35-40	2/11 - MC	Additional form-based measures to which 95 percent of the Neighborhood Scale MC properties comply: Floor Area Ratio (FAR) measuring square feet of floor space/square feet of lot = 0.45; Open Space Ratio (OSR) measuring amount of built/nonbuilt space in square feet = 3.78; and Impervious Surface Ratio (ISR) measuring space covered by buildings, roads, sidewalks, parking lots, rocks/entire space in square feet= 0.9. Additional form-based measures to which 95 percent of the Medium Scale MC properties comply: Floor Area Ratio (FAR) measuring square feet of floor space/square feet of lot = 0.24; Open Space Ratio (OSR) measuring amount of built/nonbuilt space in square feet = 22.11; and Impervious Surface Ratio (ISR) measuring space covered by buildings, roads, sidewalks, parking lots, rocks/entire surface in square feet=	pp. 54-55, 77-82. Need to make sure to differentiate based on scale. Neighborhood Scale Focus Area Overlays for East Main 1, 2, 3, 4, 8, 9, & Hirst East Area 1. Medium Scale Focus Area Overlays for East Main 6, 7 and East End 1a (1b?)	Substantial	High	SEE COMMENTS FOR ITEM 67. WE NEED TO HAVE A WAY OF IDENTIFYING WHAT IS BY-RIGHT AND WHAT SHOULD BE AN SUP PROCESS. SEE THE "Ratios" TAB OF THIS SPREADSHEET, PARTICULARLY "MIXED COMMERCIAL (MC) LOT SIZE DIFFERENCE COMMERCIAL MEDIUM SCALE (CMS) VS COMMERCIAL NEIGHBORHOOD SCALE (CNS)". ZONECO NEEDS TO CREATE LANGUAGE THAT DISTINGUISHES BETWEEN THESE INSTANCES: IN THIS CASE, BETWEEN COMMERCIAL NEIGHBORHOOD AND COMMERCIAL MEDIUM SCALES.			

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150	Ed Neham	02/09/2023	Article 2	02/01/2023	38	2.11 MC MIXED COMMERCIAL	If we eliminate the R-3 district, this will need to be changed: "2.11.3 Development Standards. b) Building Bulk Standards. b) Additional height standards. i. For office buildings and financial institutions, any building or part of a building which is located within 200 feet of an R-2 40-45-2 residential district shall not exceed two stories or 30 feet in height."	N/A	Editorial	High	Commissioners Discuss and resolve.			
151	Nan Forbes	02/12/2023	Article 2	02/01/2023	41	2.12 C-4 CENTRAL COMMERCIAL	Is this small scale? Medium scale?	N/A	Editorial	High	Commissioners Discuss and resolve.			
152	Nedlin	02/12/2023	Article 2	02/01/2023	41-46	2.12.3 C-4 Development Standards	The C4 land uses, which correspond to Mixed Use Neighborhood Scale are split into three distinct forms. We need to capture these distinctions in the Development Standards Section of the C4 discussion as well as in the Focus Areas because some form-based concepts are contained in the C4 development standards.	p.15 on preserving the small town scale and character, p.133 "to preserve and manage the character of Purcellville in a way that remains compatible with the scale, architecture, and development form of the traditional rural town that is at the heart of Purcellville's identity."	Critical	High	ZONECO NEEDS TO CLEARLY ARTICULATE THE FORM DIFFERENCES AND PERHAPS CREATE ZONING DISTRICTS THAT TRACK THE COMP PLAN DISTINCTIONS AND NAMES. WE NEED "MIXED USE NEIGHBORHOOD SCALE", THE USES THAT CORRESPOND TO THE C-4 DISTRICT.			
153	Nan Forbes	02/12/2023	Article 2	02/01/2023	42	2.12 C-4 CENTRAL COMMERCIAL	2.12.2 Permitted and Special Uses. TABLE A – TABLE OF USES. Country Inn. Why isn't this SE or SUP?	N/A	Editorial	High	Commissioners Discuss and resolve.			
154	Nan Forbes	02/12/2023	Article 2	02/01/2023	42	2.12 C-4 CENTRAL COMMERCIAL	2.12.2 Permitted and Special Uses. TABLE A – TABLE OF USES. Hotel. Why isn't this SE or SUP?	N/A	Editorial	High	Commissioners Discuss and resolve.			
155	Ed Neham	02/09/2023	Article 2	02/01/2023	49	2.13 CM-1 LOCAL SERVICE INDUSTRIAL DISTRICT	This label is incorrect: "2.13.3 Development Standards. 3) Lot Size Standards"; it should be "1)".	N/A	Editorial	Low	OK			
156	Ed Neham	02/10/2023	Article 2	02/01/2023	50,54	2.13 CM-1 LOCAL SERVICE INDUSTRIAL DISTRICT 2.14 M-1 LIMITED INDUSTRIAL DISTRICT	The texts of the 2.13.4 and 2.14.4 Special Regulations sections are identical except for (1) the insertion of the phrase "to promote careful use of topography and" in the Site plan paragraph of 2.14.4; and (2) the ordering of the paragraphs. Suggest the entirety of 2.14.4 be used for 2.13.4 as well.	N/A	Editorial	Low	Commissioners Discuss and resolve.			
157	Ed Neham	02/10/2023	Article 2	02/01/2023	57	2.15 IP INSTITUTIONAL AND PUBLIC USE DISTRICT	Make this change in 2.15.3 (Development Standards. 2) Yard and Setback Standards: "c) c) Notwithstanding the above ..."	N/A	Editorial	Low	OK			
158	Nan Forbes	02/12/2023	Article 2	02/01/2023	60	2.16 IP AC AGRICULTURE TOURISM COMMERCIAL	2.12.2 Permitted and Special Uses. TABLE A – TABLE OF USES. Country Inn. Why isn't this SE or SUP?	N/A	Editorial	High	Commissioners Discuss and resolve.			

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159	Ed Nelham	02/05/2023	02/01/2023	60,68	2.16 (P AC AGRICULTURE TOURISM COMMERCIAL DISTRICT	Under 2.16.7 Additional standards for certain uses: <u>2.16.7</u> County Ltd was rejected during the Comprehensive Plan deliberations. This change should also be reflected in 2.16.2 Permitted and Special Uses. TABLE A – TABLE OF USES.	AGRICULTURE TOURISM COMMERCIAL (pg. 48) EAST END (pgs. 80-82)	Editorial	High	Commissioners Discuss and resolve			
160	Ed Nelham	02/05/2023	02/01/2023	73-74	2.18 R-T SINGLE-FAMILY RESIDENTIAL DISTRICT	3.14.3 Development Standards should be numbered 2.18.3, and 3.14.4 Generally Applicable Regulations should be numbered	N/A	Editorial	Low	OK			
161	Ed Nelham	02/10/2023	02/01/2023	74	2.18 R-T SINGLE-FAMILY RESIDENTIAL DISTRICT	Make this change in 2) Building Bulk Standards. TABLE C – BUILDING BULK STANDARDS: "Minimum Side Yard 309 feet each 25 feet total"	N/A	Editorial	Low	OK			

Change Type

Critical: of such nature that would cause rejection of the entire document without change

Substantial: of such nature that combined with other concerns might cause rejection of the entire document without change

Editorial: agree with intent of what is said but believe wording is unclear, ambiguous, erroneous, or wrong tone

Administrative: comment on layout and/or organization and other issues concerning format

Comment: no change needed

Action

Adopted

Partially Adopted

Referred to Other Board / Commission for Action

Previously Adopted

Considered and Noted for Record

