

**MINUTES  
PURCELLVILLE TOWN COUNCIL MEETING  
TUESDAY, JUNE 13, 2023, 6:00 PM  
TOWN HALL COUNCIL CHAMBERS**

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Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/237330>

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**COUNCIL MEMBERS PRESENT:** Mayor Stanley Milan, Mary Jane Williams, Carol Luke, Mary Bennett, Erin Rayner, Ron Rise Jr., Vice Mayor Christopher Bertaut

**STAFF PRESENT:** Town Attorney John Cafferky, Director of Administration Hooper McCann, Director of Engineering, Planning & Economic Development Dale Lehnig, Director of Public Works Jason Didawick, Police Department Chief Cynthia McAlister, Deputy Chief Dave Dailey, Director of IT Shannon Bohince, Parks and Recreation Division Manager Amie Ware, Executive Assistant/Town Clerk, Capital Projects Coordinator Jessica Keller, Planning Manager Boyd Lawrence, Diana Hays, Deputy Town Clerk, Deputy Town Clerk Kimberly Bandy

**CALL TO ORDER:**

Mayor Milan called the meeting to order at 6:00 PM. The Pledge of Allegiance followed.

**AGENDA AMENDMENTS/APPROVAL**

Council member Bennett requested discussion item *10b. Update on Pullen House* be removed. Council member Rayner shared that there was new information that needed to be discussed. Mayor Milan did not have the item removed.

**CONSENT AGENDA**

- a. **Approval of Meeting Minutes-May 19, 2023 Special**
- b. **Approval of Meeting Minutes-May 22, 2023 Special**
- c. **Approval of Meeting Minutes-May 23, 2023**
- d. **Approval of Meeting Minutes-June 2, 2023 Special**
- e. **Approval of Meeting Minutes- June 5, 2023 Special**
- f. **Approval of Meeting Minutes-June 6, 2023 Special**
- g. **Adoption of Resolution 23-06-01 Prescribing the Meeting Schedule of the Train Station Advisory Board (Resolution attached)**
- h. **Appointment/Reappointments of Train Station Advisory Board Members**

*Town Council reappointed/appointed the following members to serve a one-year term on the Train Station Advisory Board from July 1, 2023 through June 30, 2024:*

*Ed Neham as Vice Chair of the Planning Commission  
Cliff Robinson from the Economic Development Advisory Committee  
Kacey Young from the Purcellville Historic Society  
Chip Paciulli as the citizen appointee*

Vice Mayor Bertaut moved that the Town Council approve the consent agenda for June 13, 2023.

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

**PRESENTATION:**

**a. Pedestrian Study by Kimley Horn *(attached)***

Dale Lehnig, Director of Engineering, Planning & Development, introduced Mark Phillips from Kimley Horn. Ms. Lehnig added that last year Council approved to move forward with the pedestrian prioritization project study and shared that this was analogous to the town pavement management plan where all the missing links for sidewalks in town are prioritized based on a set of criteria. Mr. Phillips presented the power point. Council discussed the presentation of projects and staff sought input from Council to move forward on prioritization and planning.

**CITIZEN COMMENTS:**

Ron Rise Sr., 401 Rockburn Court, presented information to Council regarding the eastbound ramp, street widening area, floodplain area, Catoctin Creek, and the relevance to the staff report for item 10f. *Update on Rt. 7/690 Ordinance of Vacation.*

Jason Dengler, 411 S 32<sup>nd</sup> Street/200 E Main Street, echoed Ron Rise, Sr. comments and shared with Council to not vacate the easement.

Casey Chapman, 125 Hirst Road CaseCo LLC., commented on the Kimley Horn presentation Project 1 to be transparent that he either owns/manages approximately 60-70% of the length of the sidewalk and shared that connectivity of sidewalks being ADA compliant. He referred to the Chapman DeMary Trail could be friendlier and getting in town from point A to B to be a straight, safe line. He thanked certain Council members for their transparency regarding property owned in town regarding sidewalks. Mr. Chapman offered comment on the 7/690 Interchange to vacating the easement and let the County and HOA work out the rest.

Christy Morgan, 608 Greysands Lane, disagrees with the sale of the Pullen House and this would not make a significant impact on town debt. She suggested to demo the property with the new bid and see what the citizens would like to do with the space or save it for future plans. Ms. Morgan also commented on the sidewalk study regarding Hirst Road and asked Council to be looking to the future. She also commented on being in favour of the 7/690 Interchange and to go forward with the project and have the County pay for it to relieve traffic within town.

Tip Stinnette, 309 Oakleigh Court, made comment on the east bound exit ramp associated with Route 7/690 and shared an analogy of the project with Catoctin Meadows/Town/County and Comcast/Verizon. Mr. Stinnette shared that a request to the County has not been fulfilled to provide the 74 separate, sealed term's proposals for each property owner that would indicate preferences on the project. He suggested to not move forward with the public hearing.

Brian Green, 229 Upper Heyford Place, commented on easements at the end of Mayfair Crown Drive (Fields Farm Park Road Easement) and not to be in favour. This would not be beneficial to Mayfair or the entire town.

**MAYOR AND COUNCIL COMMENTS:**

Council member Williams shared gratitude to Glen Adams, referred to disagreeing with the discussion item on personal cell phones not in a closed session and would rather have cell phones be set to silence with no attempts at recording the meeting, thanked Dale Lehnig on providing information on several items on the agenda, apologized treatment of staff and she was in favour of 5% COLA.

Council member Luke had no comment.

Council member Rise had no comment.

Council member Rayner echoed Council member Williams comments.

Council member Bennett had no comment.

Vice Mayor Bertaut shared comment on events in town and his experience; Loudoun Vally Highschool graduation, sombre Memorial Day Ceremony, meeting a ninety-three year old movie star, and meeting a former marine who lost their legs, but participated in 31 marathons in 31 days. He thanked staff for all their hard work.

Mayor Milan thanked staff for all their hard work during budget sessions and providing updates on agenda items, and shared a novice employee was able to provide several updates on projects. He mentioned the County and HOA relationships. There is a Town Council Handbook in process, existence of leaks from council to the newspaper and concern for having cell phones in closed sessions, and there are rules to be followed.

**ACTION:**

**a. Village Case Revocable Lease**

John Cafferky, Town Attorney, gave the report. He explained the Village Case HOA requested the Town to enter into a revocable, non-exclusive license agreement to enable the association to plant and maintain landscaping on the interior of the circular traffic island serving the neighborhood which this area had been dedicated to the town when the area was constructed.

Vice Mayor Bertaut moved that the Council approve the proposed non-exclusive, revocable license agreement to Village Case Homeowners' Association to allow it to undertake landscaping of the interior of the traffic island on Stephen Mace Court in the Village Case neighborhood, and authorize the Town Manager or designee to execute it on behalf of the Town.

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

**DISCUSSION/INFORMATIONAL ITEM(S):**

**a. Virginia Department of Transportation (VDOT) Revenue Sharing and Transportation Alternatives Pre-Applications**

Jessica Keller, Capital Projects Coordinator, gave the report.

Vice Mayor Bertaut moved to suspend the rule of voting on a topic introduced in the same meeting.

Council member Williams moved that the Town Council approve staff to move forward with the pre-application process to request VDOT Transportation Alternatives funding for G Street Sidewalk Improvements and moved that the Town Council approve staff to move forward with the pre-application process to request VDOT Revenue Sharing funding for Maple Avenue Widening, Bike Park Frontage.

(Carried: 7-0, Rayner: Aye, Bennett: Aye, Bertaut: Aye, Rise: Aye, Luke: Aye, Williams: Aye; Milan: Aye)

**b. Update on Pullen House**

Dale Lehnig, Director of Engineering, Planning & Economic Development, gave the report and shared a lower bid had been submitted to demo the building. She requested that Council revisit their decision on selling the Pullen House property to construct additional parking for that area. Council member Williams is in favor of keeping the property. Council member Luke stated to sell the property. Council member Rise asked questions on the idea of the parking lot and not to remove the tree. Council member Rayner would like to keep the property. Council member Bennett said to sell the property with no restrictions on the tree. Vice Mayor Bertaut said to sell the property with no restrictions after the property being owned for years and no development has been done. Mayor Milan echoed Vice Mayor comments and said to sell the property. Mayor Milan was looking for a report on obtaining a real estate agent to handle the sale. Ms. Lehnig shared that Kathy Elgin, Procurement Specialist, would need to procure a realtor for this property.

**c. Bush Tabernacle RFP Process Update**

Amie Ware gave the report. She shared that the RFP will be issued by July and parameters of the RFP will be emailed to Council by June 15<sup>th</sup>.

**d. Update on Fields Farm Park Road Easements**

Dale Lehnig, Director of Engineering, Planning & Economic Development, gave the report. This item was tabled at the May 23<sup>rd</sup> meeting and Council member Luke and Council member Bennett met with staff to better understand the location of the requests for the easements. Ms. Lehnig reviewed the initial legislative process that placed this road into the plan and it also being in the Comp Plan with it noted as the town does not approve of the northern collector road, but this portion of the road was not taken out. She shared the Mayfair annexation, the rezoning and the proffers all indicate that this was to be a through road as a second entrance confirmed by VDOT and the County Fire Protection Officer. The staff was told to stop reviewing the deeds/easements on September 7, 2022 and no formal action was made by Council to put administrative process on hold. Council member Rayner is in favor of an emergency entrance/exit and stated that this process is at step one. Ms. Lehnig confirmed these easements are for drainage. Vice Mayor Bertaut cited the northern collector road was requested to be removed from the County plans and that has not happened and therefore it does remain noted in the Comp Plan. The second entrance is recommended, not required and the HOA was given an alternate plan and the HOA responded with the suggested need for a unanimous consent on this alternative. He is not in favor of the extension of Mayfair Crown Drive. Mayor Milan echoed Vice Mayor comments. Ms. Lehnig

asked if this should be brought back to Town Council and when. Mayor Milan responded it will be brought back and he will seek legal advice on the matter.

**e. Update on Water Tower**

Dale Lehnig, Director of Engineering, Planning & Economic Development, gave the report. She shared there was a September 4, 2023 deadline for ARAP funding for this project and the need for access by a temporary road would need to be constructed with hopes that the County would make a permanent road in the future. The road is needed to be able to construct the Water Tower. John Cafferky shared that the Land Lease Agreement with the County might possibly be ready by July. Vice Mayor Bertaut asked when the 5 acre parcel from the County would be resolved. He also requested a visual map of the suggested two access roads and where they connect.

**f. Update on Rt. 7/690 Interchange Project Deed of Conveyance**

Dale Lehnig, Director of Engineering, Planning & Economic Development, gave the report. It was suggested to resolve issues with Catoctin HOA before the public hearing is scheduled. Mayor conducted a straw poll to choose in moving forward with the public hearing.

Straw poll results: (Williams: Yes, Luke: No, Rise: Abstain, Rayner: Yes, Bennett: No, Bertaut: No, and Mayor: No) 4 opposed, 2 in favor, 1 abstention

**g. Update on Google**

Shannon Bohince gave the report. Marty Kloeden, Assistant Town attorney, requested to stop work on the project and the contract is being reviewed by John Cafferky in hopes to continue with the project in a few weeks.

**h. Update on Trails End (Boyd Lawrence, Dale Lehnig) pg. 204**

Dale Lehnig, Director of Engineering, Planning & Economic Development took this opportunity to introduce Boyd Lawrence as the new Planning Manager. Ms Lehnig reminded Council of the Zoning Administrators being part of the Planning Manager responsibility and Ms. Semmes will no longer be the Zoning Administrator after July 31, 2023 and a new Zoning Administrator would need to be appointed.

Boyd Lawrence gave the report and referenced the Trails End Site Plan being made up of 151 and 161 Hatcher Avenue as proposed to be redeveloped with construction of two mix used buildings. He also shared that new site plans have been submitted for review. The Board of Architectural Review has not yet been involved in this by-right use.

**i. Update on Hirst Road Development**

Boyd Lawrence, Planning Manager, gave the report and referenced the Woodlands Site Plan being a proposal to construct three commercial buildings. The site plan proposes possible plans for a church, now retail, daycare, restaurant and office building. An updated site plan has been submitted for review.

**j. Update on Patrick Henry College Dormitories**

Boyd Lawrence, Planning Manager, gave the report and referenced the Patrick Henry Student Residential Village Site Plan being proposed to construct student residential

dormitories and a commons area within the campus. This project has begun and looking for the first dormitory to be completed early next year.

**k. Update on Drive-Thru Building Location at Catoctin Corner**

Boyd Lawrence, Planning Manager, gave the report and recommends additional time be granted to review and research this item. He was able to share three drive-thru facilities were approved by Town Council by Resolution 10-08-06 (2010) and were to be a pharmacy, bank and restaurant. In 2016 a final site plan was approved with reference to 2010 and in December 2017 the first drive through facility was constructed known as Dunkin Donuts. Since 2010 there have been zoning determinations completed at the request of the developer to modify the plan to adjust to changing market conditions. No recent site plans have been submitted.

**l. Standing Rule that Council members May Not Take Cell Phones Into Closed Meetings**

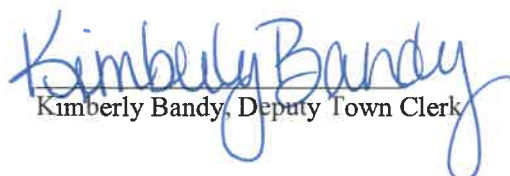
John Cafferky, Town Attorney, gave the report. He shared there is nothing in Virginia Code which speaks to this. He contacted VML and they said it would be a rule made by Council. He shared there was a January 27, 2015 set of procedures that does not speak to cell phones, but to Council members must keep confidential the contents of closed meetings, but there is nothing that addresses the possession of cell phones in closed sessions. Mayor Milan confirmed with Mr. Cafferky to have a policy that can be adopted by a vote. Council discussed their individual views on this item.


**m. Future Town Council Meetings and Agenda Topics**

Diana Hays, Town Clerk/Executive Assistant, gave the report in the absence of the Town Manager. The public hearing noted would not occur on June 27, 2023. Mayor Milan requested to add to the June 27<sup>th</sup> meeting a discussion with Chuck Kuhn and his projects surrounding the town. Mayor suggested to have a joint special meeting with Planning Commission. Ms. Hays would reach out to Mr. Kuhn's office to schedule. Mayor Milan questioned the status of the Virginia Dominion Power Franchise item being included in July with Marty Kloeden and John Cafferky. The RFP for the Tabernacle would be included in July during a closed session. Ms. Hays shared she added an action item to appoint a new Zoning Administrator and Mayor Milan shared that Sharon Rauch, Director of Human Resources, has been looking for a Zoning Administrator and he was unsure where it was in the process of hiring someone.

**ADJOURNMENT:**

With no further business, Vice Mayor Bertaut made a motion to adjourn the meeting at 9:01 PM.

  
Kimberly Bandy, Deputy Town Clerk

  
Stanley J. Milan Sr., Mayor

**Mayor**  
Stanley J. Milan, Sr.

**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. 23-06-01**

**PRESENTED: JUNE 13, 2023  
ADOPTED: JUNE 13, 2023**

**A RESOLUTION: PRESCRIBING THE DATE, TIME, AND PLACE OF REGULAR MEETINGS OF THE PURCELLVILLE TRAIN STATION ADVISORY BOARD; PRESCRIBING CANCELLATION OF REGULAR MEETINGS THAT FALL ON A LEGAL HOLIDAY; PRESCRIBING THE CONTINUATION OF REGULAR MEETINGS FOR HAZARDOUS CONDITIONS; PRESCRIBING THE PROCESS FOR ADJOURNED MEETINGS**

**BE IT RESOLVED** that, unless (a) a regular meeting falls on a legal holiday as described herein, (b) a regular meeting is continued for reasons of hazardous conditions as described herein, or (c) a regular meeting is adjourned to another date, time, and place as described herein, the regular meetings of the Purcellville Train Station Advisory Board will take place the second Thursday of each month at 5:30 p.m. at the Purcellville Train Station located at 200 N. 21st Street, Purcellville, VA 20132, unless said date, time, or place is otherwise posted in accordance with §2.2-3707 of the Code of Virginia; and

**BE IT FURTHER RESOLVED** that should a day established by the Purcellville Train Station Advisory Board as a regular meeting day fall on any legal holiday, the meeting shall be canceled; and

**BE IT FURTHER RESOLVED** that if the Chair or the Vice-Chair is unable to act, finds that weather or other conditions are such that it is hazardous for members to attend a regular

**A RESOLUTION:**

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meeting, the Chair or the Vice-Chair shall declare such finding to all members of the Purcellville Train Station Advisory Board and the press as promptly as possible, and the regular meeting; and

**BE IT FURTHER RESOLVED** that regular meetings of the Purcellville Train Station Advisory Board may be adjourned from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business before the governing body is completed. Notice of any regular meeting continued under this section shall be reasonable under the circumstances and 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 Purcellville Train Station Advisory Board are hereby replaced.


**Cross References**

Code of Va. § 15.2-1416. Regular meetings.

**PASSED THIS 13th DAY OF JUNE, 2023.**

  
Stanley J. Milan, Sr, Mayor  
Town of Purcellville


**ATTEST:**

  
Diana Hays, Town Clerk





## Town of Purcellville Pedestrian Prioritization Project Study

**TOWN COUNCIL MEETING  
JUNE 13, 2023**




### Town of Purcellville Pedestrian Prioritization Project


Prepared for:  


Prepared by:  


## Town of Purcellville Pedestrian Prioritization Project Study

- Background
- Goal and Purpose
- Prioritization Effort
  - Identification of Missing Links
  - Prioritization Criteria
  - Analyze Missing Links
  - Identify Top Ranked Projects for Implementation
- Next Steps
- Questions





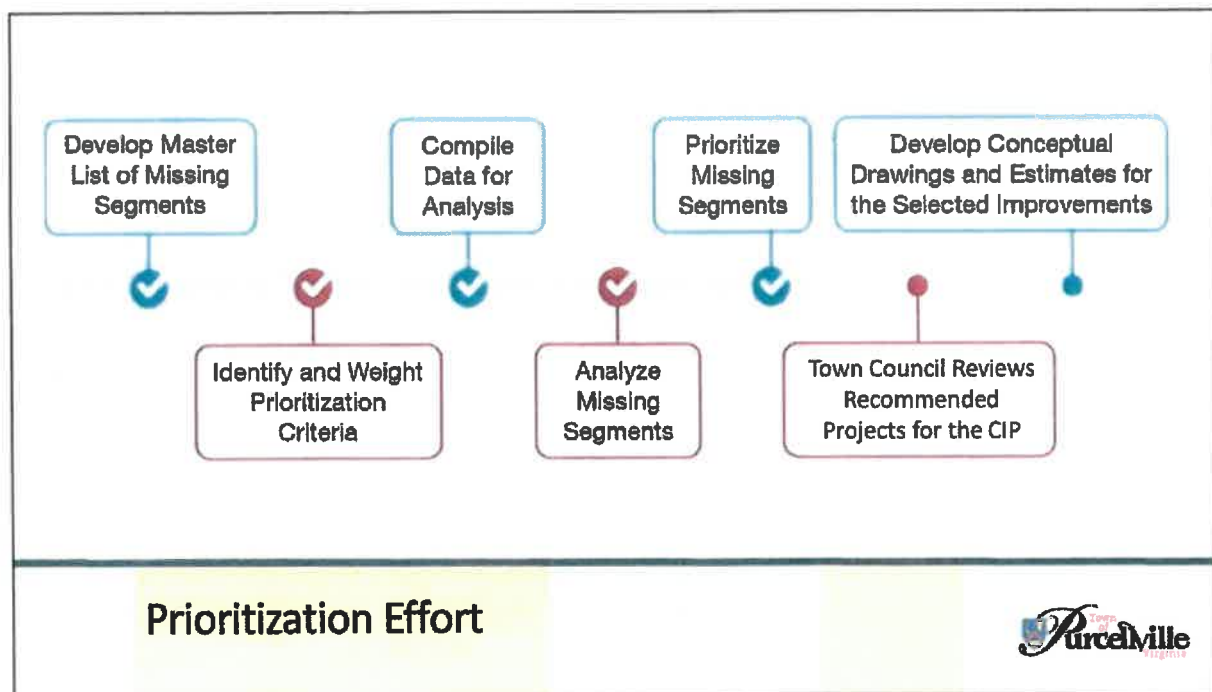
**Town of Purcellville  
Pedestrian Network Map**

— Existing Pedestrian Link  
— Proposed Pedestrian Link  
— Missing Pedestrian Link

— WMOO Trail  
— Town of Purcellville Boundary

- Pre-Townwide Transportation Plan (TTP):
  - Approved development was not required to incorporate pedestrian and bicycle facilities
- Post Adoption of the TTP:
  - New development required to include/accommodate pedestrian and bicycle facilities along roadways
  - Missing links addressed on an ad-hoc basis through CIP Initiatives, Town Council input, and Staff recommendations.
- Goal:
  - To achieve a safe and efficient multi-modal transportation system Town-wide
- Purpose:
  - To ensure adequate resources and programmatic methodology to efficiently and proactively implement missing sidewalk and trail segments

## Background



## Prioritization Effort



**Reviewed the following:**

1. Townwide Transportation Plan Bicycle and Pedestrian Network
2. Existing Infrastructure
3. FY 2023 Capital Improvement Program Projects

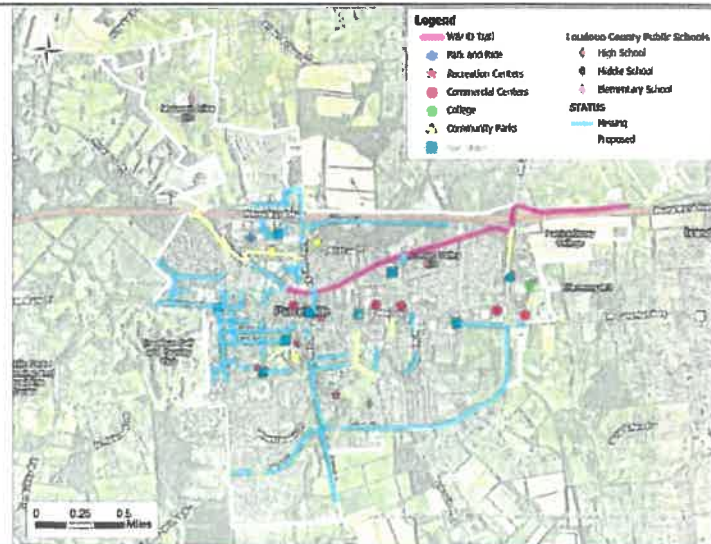
**81% of Town Network Complete**

**Summary of Missing Segments (mi)**

Existing	Total Planned by the TTP	Total Missing Segments	Programmed in CIPs	Missing Segments (Unfunded)
54.9	67.2	12.3	2.5	9.9

**Identification of Missing Links****Prioritization Criteria Factors:**

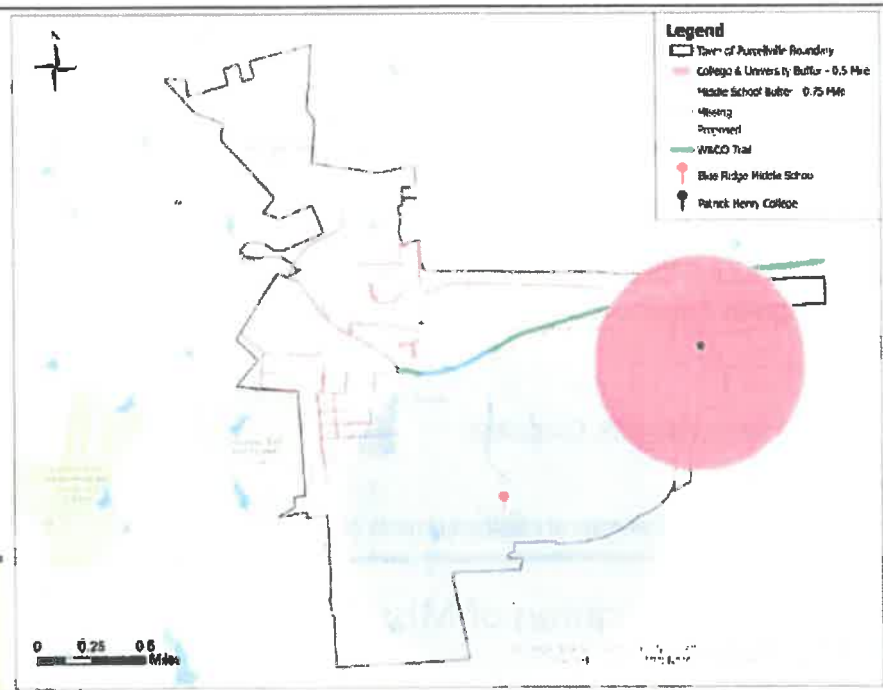
1. Activity Generators – Proximity of segments to other activity generators
2. Transit Access – Access to local transit
3. Roadway Characteristics – number of vehicles and speeds of the roadways
4. Safety – Data from crashes involving pedestrians
5. Network Connectivity – Ability of the missing segment(s) to improve connectivity between desired paths of origins and destinations

**Prioritization Criteria**

**Example Analysis:**

Radial Buffer Analysis for  
Point features

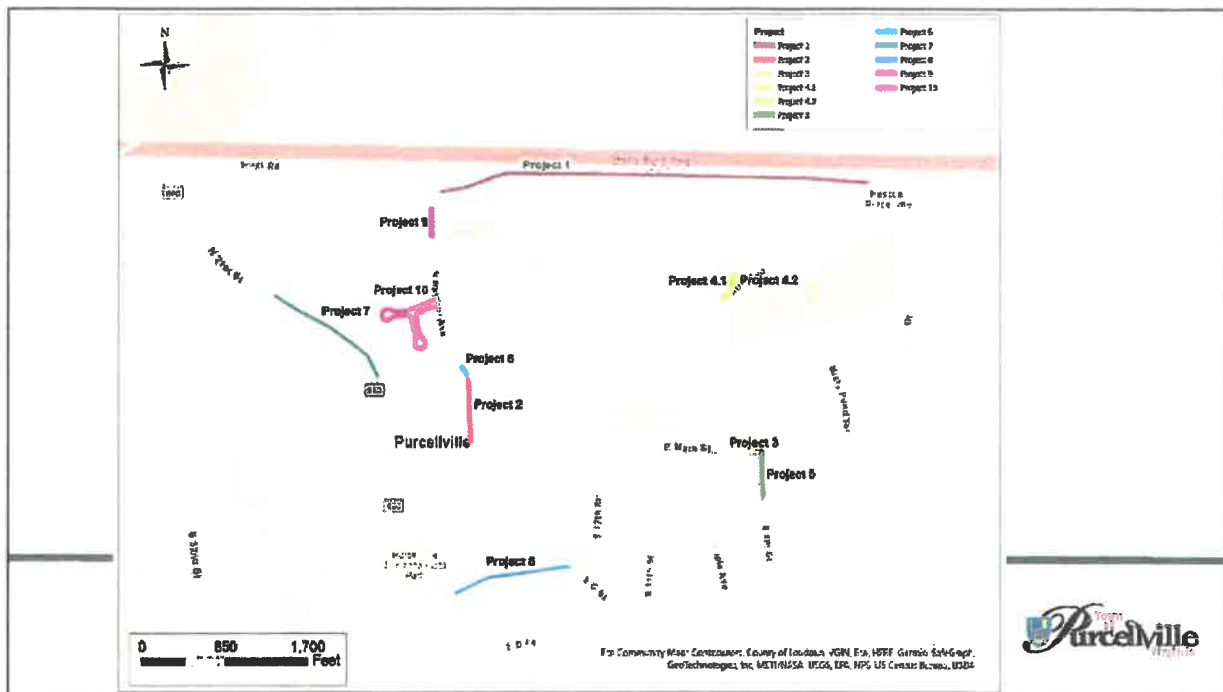
Analyze Existing  
Links



Rank	Name	From	To	Length (miles)
Project 1 - Hirst Road ~ 0.84 Miles				
1.1	Hirst Road	Hatcher Avenue	Maple Avenue	0.84
Project 2 - Missing Link Along North Hatcher Avenue ~ 0.15 Miles				
1.2	East Side of N Hatcher Avenue	W&OD Trail	Main Street	0.15
Project 3 - Main Street ~ 0.021 Miles				
2	<b>South side of E Main Street</b>	740 E Main St	<b>9th Street</b>	0.021
Project 4 - Loudoun Stairs Entrance ~ 0.085 Miles				
3.1	East Side of Loudoun Stairs Entrance	W&OD Trail	Maple Avenue	0.062
3.2	West Side of Loudoun Stairs Entrance	W&OD Trail	Maple Avenue	0.023
Project 5 - East Side of 9th Street ~ 0.09 Miles				
4	East Side of 9th Street	Main Street	E Stephens Drive	0.09
Project 6 - East Side of North Hatcher Avenue ~ 0.018 Miles				
5	East Side of North Hatcher Avenue	E Loudoun Valley Drive	W&OD Trail	0.018
Project 7 - East Side of North 21st Street ~ 0.27 Miles				
6	East Side of North 21st St	Suzanne Kane Trail	W&OD Trail	0.27
Project 8 - East G Street ~ 0.23 Miles				
7	East G Street	S 20th Street	Desales Dr	0.23
Project 9 - West Side of Hatcher Avenue ~ 0.05 Miles				
8	West Side of Hatcher Avenue	Town Police Station	Chapman DeMary Trail	0.05
Project 10 - Brewster Lane ~ 0.37 Miles				
9	E Cornwell Lane & N Brewster Lane	E Cornwell Lane and N Brewster Lane Cul-De-Sac's	N Hatcher Ave	0.37
Total Project Miles: 7.12 Miles				

Identify Top Rank Projects





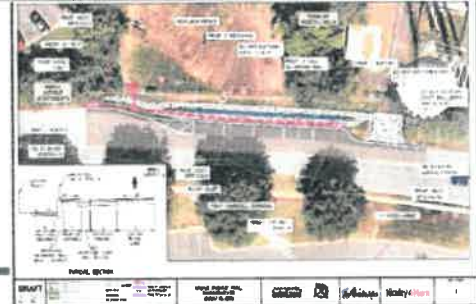
## Next Steps

- The Town is seeking input from Town Council to move forward with the next phase of the project. Staff recommends the top-ranked projects (Projects 1- 10) be moved forward for conceptual design and cost estimation such that these project can be identified and budgeted for in the FY25 Budget Process.
- This tool can also be used moving forward to identify offsite improvements which may be required for private development.
- This tool and the developed concept plans and cost estimates can be used by the Town for grant funding opportunities to move the projects forward. Such as 33<sup>rd</sup> and Country Club Drive and the Maple Avenue Bike Park frontage improvements.



## Next Steps – Project Example

- 33<sup>rd</sup> and Country Club Drive Sidewalk
    - Developed a memorandum defining the following
      - Design Criteria
      - Scope of work
      - Typical Section
      - Constraints
  - Maple Avenue (Bike Park Frontage)
    - Developed:
      - Concept Plan
      - Cost Estimate
      - Schedule
- These elements allow the inclusion for grant application funding to leverage existing Town funds and receive state and federal dollars to offset project costs.



**Purcellville**  
Virginia

## Questions?