

MINUTES
PURCELLVILLE PLANNING COMMISSION MEETING
THURSDAY, JUNE 15, 2023, 6:30 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/245222>

COMMISSIONERS PRESENT:

Nan Forbes, Chair/Commissioner
Christopher Bertaut, Town Council Liaison
Ed Neham, Vice Chair/Commissioner *(via remote participation due to medical condition)*
Ron Rise, Commissioner
Brian Green, Commissioner
Nedim Ogelman, Commissioner

COMMISSIONERS ABSENT:

Jason Dengler, Commissioner

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

CALL TO ORDER:

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

AGENDA AMENDMENTS:

None.

COMMISSIONER DISCLOSURES:

Vice Chair Neham gave the following disclosure, "Due to a medical condition, Vice Chair Ed Neham will be participating in this meeting remotely from his home and all conditions for his remote participation have been met".

CITIZEN COMMENTS:

None.

APPROVAL OF MINUTES:

- a. April 20, 2023 Meeting Minutes
- b. April 27, 2023 Special Meeting Minutes
- c. May 4, 2023 Meeting Minutes
- d. May 11, 2023 Special Meeting Minutes

e. May 18, 2023 Meeting Minutes

Liaison Bertaut made the motion to approve the meeting minutes from April 20th and 27th, May 4th, 11th, and 18th, 2023 and waive reading. The motion was seconded by Commissioner Green and carried 6-0-1 absent.

DISCUSSION/INFORMATIONAL ITEMS:

a. Draft Zoning Ordinance Review Comments

Planning Manager Boyd Lawrence reviewed the general timeline of legal review of the draft Zoning Ordinance. The legal review would be conducted during the recess in August, with the intention to have comments and edits delivered to Commissioners in advance of the September 7th regular meeting.

Commissioners began working through the draft zoning ordinance document chronologically by chapter. Individual Commissioner comments can be found online with the agenda materials and on file in the Town Clerk's office.

Commissioners collectively addressed comments through page 34 of the draft zoning ordinance. A summary of those comments and references to individual Commissioner's comments can be found attached to these meeting minutes. The full draft zoning ordinance, to which these comments refer, can be found online with the agenda materials and on file in the Town Clerk's office.

b. Determining form-based parameters

Chair Forbes directed that form-based parameters be deferred until subsequent meetings.

PLANNING STAFF REPORT:

Interim Zoning Administrator, Martha Semmes gave a brief update on planning projects as printed in the agenda materials. Recent updates included resubmission of various site plans, as well as approval of a minor site plan for an accessory storage building on Bailey Lane.

COUNCIL REPRESENTATIVE'S REPORT:

Liaison Bertaut noted that items addressed by the Planning Commission during their review will help to expedite legal review. Additionally, Mr. Bertaut shared that aspirations for affordable housing are expressed in the Comprehensive Plan, and should be considered during the current ordinance review process.

COMMISSIONER COMMENTS:

Vice Chair Neham shared that there was a recently proposed jointed Town Council and Planning Commission meeting regarding the development of a parcel north of Town, owned by Chuck Kuhn. Mr. Neham stated he did not believe it was an effective use of Planning Commission efforts to be involved in the process or any potential meetings at this time.

NEXT MEETINGS:

Planning Commission special meeting of Thursday, June 22nd, June 29th, 2023.

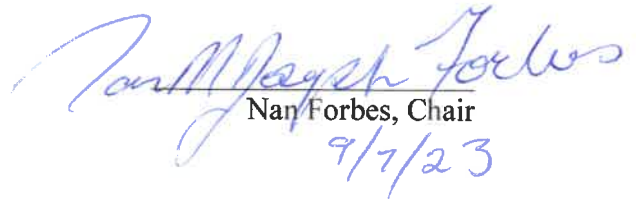
ADJOURNMENT:

With no further business, Commissioner Ogelman made the motion and the meeting was adjourned 9:46 PM.



A handwritten signature in black 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.

Nan Forbes, Chair

9/7/23

Main document changes and comments

Page 5: Commented [M1]	Meeting	6/15/2023 6:57:00 PM
Page 5: Commented [M2]	Meeting	6/15/2023 6:57:00 PM
See N.O. Comment		
Page 5: Commented [M3]	Meeting	6/15/2023 7:02:00 PM
Reference specific comp plan (E.N.)		
Page 5: Inserted	Meeting	6/15/2023 6:59:00 PM
<p>The Town's goals, as set forth in Plan Purcellville (the comprehensive plan), are to protect and shape land uses in existing development, new development, infill development, and redevelopment that compliment and sustain Purcellville's small town charm; manage development so that the Town's services and infrastructure are not overwhelmed; protect the Town's ability to phase any growth with the availability of Town services; protect and enhance the aesthetics and viability of the downtown area; preserve existing neighborhoods through compatible infill and property improvement; adopt cooperative County and Town plans to provide policy framework for rural preservation. Growth and development should pursue the highest levels of environmental sustainability.</p>		
Page 8: Commented [M4]	Meeting	6/15/2023 7:05:00 PM
See R.R. comment on figure indexing		
Page 9: Commented [M5]	Meeting	6/15/2023 7:09:00 PM
See M.M.S. comment on figure 2 vs 3 relative to side and rear set back contradictions		
Page 9: Commented [M6R5]	Meeting	6/15/2023 7:13:00 PM
REVISIT		
Page 10: Commented [M7]	Meeting	6/15/2023 7:14:00 PM
See figure indexing comment		
Page 12: Commented [M8]	Meeting	6/15/2023 7:07:00 PM
Remove C.B.		
Page 13: Commented [M9]	Meeting	6/15/2023 7:17:00 PM
Add chart/hyperlinks? B.G.		
Page 13: Commented [M10R9]	Meeting	6/15/2023 7:18:00 PM
See pg. 123 CP		
Page 15: Commented [M11]	Meeting	6/15/2023 7:21:00 PM
See all comments on districts table		
Page 15: Commented [M12R11]	Meeting	6/15/2023 7:36:00 PM
N.O. will revise R.R. table		
Page 15: Commented [M13R11]	Meeting	6/15/2023 7:49:00 PM
See E.N. comments		
Page 16: Commented [M14]	Meeting	6/15/2023 7:53:00 PM

Page 28: Inserted	Meeting	6/15/2023 8:52:00 PM
category described in		
Page 28: Commented [M34]	Meeting	6/15/2023 8:52:00 PM
See previous child care comment		
Page 29: Inserted	Meeting	6/15/2023 8:42:00 PM
X		
Page 29: Commented [M35]	Meeting	6/15/2023 8:42:00 PM
Should be marked as permitted E.N.		
Page 29: Commented [M36]	Meeting	6/15/2023 8:53:00 PM
Remove		
Page 29: Commented [M37]	Meeting	6/15/2023 8:44:00 PM
Split out any accessory uses, ex. HBB, yard sale, special event M.M.S. Throughout charts/districts		
Page 29: Commented [M38]	Meeting	6/15/2023 8:53:00 PM
Remove		
Page 29: Deleted	Meeting	6/15/2023 8:54:00 PM
single-family de- tached dwelling		
Page 29: Inserted	Meeting	6/15/2023 8:54:00 PM
multiple-family dwellings		
Page 29: Commented [M39]	Meeting	6/15/2023 8:54:00 PM
See M.M.S. comments		
Page 31: Commented [M40]	Meeting	6/15/2023 8:59:00 PM
Remove? See R.R. comments		
Page 31: Commented [M41]	Meeting	6/15/2023 8:56:00 PM
Remove		
Page 32: Commented [M42]	Meeting	6/15/2023 9:05:00 PM
Find better image/example? E.N.		
Page 32: Commented [M43]	Meeting	6/15/2023 9:07:00 PM
See N.O. comment/edits		
Page 32: Commented [M44]	Meeting	6/15/2023 9:10:00 PM
E.N.- The following uses in TABLE A – TABLE OF USES may not be appropriate for a professional office setting: •Accessory buildings and uses; •Adult care center; •Brewery, winery or distillery; •Child care, commercial; •Contractor’s office and storage area; •Fuel pump, accessory; •Funeral home; •Hotel; •Nature preserve; •Parking lot, public; •Recreation facility, commercial indoor –		

less than or equal to 10,000 square feet; •Sign shop; •Veterinary clinic.

Page 32: Commented [M45R44]	Meeting	6/15/2023 9:12:00 PM
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See all PC notes on uses

Page 34: Commented [M46]	Meeting	6/15/2023 9:21:00 PM
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Change to not to exceed 2.5 stories or 35ft.

Page 34: Deleted	Meeting	6/15/2023 9:13:00 PM
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60

Page 34: Inserted	Meeting	6/15/2023 9:13:00 PM
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45

Page 34: Commented [M47]	Meeting	6/15/2023 9:13:00 PM
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Remove- N.O.

Page 34: Commented [M48]	Meeting	6/15/2023 9:16:00 PM
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Remove items as necessary E.N.

Page 35: Commented [M49]	Meeting	6/15/2023 9:24:00 PM
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Here and throughout the document, reference is made to "the Town of Purcellville Design Guidelines". This document, which falls under the Board of Architectural Review, is an important adjunct to the Zoning Ordinance and needs to be updated contemporaneously. E.N.

Header and footer changes

Text Box changes

Header and footer text box changes

Footnote changes

Endnote changes

Publications? M.M.S.

Page 16: Commented [M15]	Meeting	6/15/2023 7:54:00 PM
Consult T.A. on timeline/process		
Page 18: Commented [M16]	Meeting	6/15/2023 7:59:00 PM
See N.O. and R.R. comments		
Page 18: Commented [M17]	Meeting	6/15/2023 8:05:00 PM
Add separate line, ex. Assisted living facility 1-8, 9+ E.N.		
Page 19: Commented [M18]	Meeting	6/15/2023 8:15:00 PM
include with Form based see R.R.		
Page 20: Commented [M19]	Meeting	6/15/2023 8:13:00 PM
See E.N. comment		
Page 20: Commented [M20R19]	Meeting	6/15/2023 8:15:00 PM
Remove?		
Page 21: Commented [M21]	Meeting	6/15/2023 8:29:00 PM
See N.O. comments, PC agrees		
Page 21: Commented [M22]	Meeting	6/15/2023 8:29:00 PM
See Child Care comments, state code		
Page 22: Commented [M23]	Meeting	6/15/2023 8:33:00 PM
See N.O. Comments		
Page 22: Commented [M24]	Meeting	6/15/2023 8:32:00 PM
Remove Duplex items		
Page 22: Commented [M25]	Meeting	6/15/2023 8:32:00 PM
Remove duplex items N.O.		
Page 23: Commented [M26]	Meeting	6/15/2023 8:33:00 PM
Move to single family attached N.O.		
Page 23: Commented [M27]	Meeting	6/15/2023 8:34:00 PM
Remove paragraph N.F.		
Page 24: Deleted	Meeting	6/15/2023 8:35:00 PM
single-family detached residential development and medium-density townhouse residential development		
Page 24: Inserted	Meeting	6/15/2023 8:35:00 PM
townhouse and other single-family attached developments		
Page 24: Deleted	Meeting	6/15/2023 8:36:00 PM
and Single-Family Detached Suburban land use types as illustrated on page 60		
Page 24: Inserted	Meeting	6/15/2023 8:36:00 PM
land use category described on p. 51		

Page 24: Commented [M28]	Meeting	6/15/2023 8:36:00 PM
Remove specific comp plan pg. references		
Page 25: Commented [M29]	Meeting	6/15/2023 8:37:00 PM
Given the increasing pressure to provide more affordable housing, should we permit lesser intensity uses in areas zoned for higher intensity uses, such as singlefamily attached, single-family detached, and duplex dwellings in an R-8 Single-Family Attached Residential district? E.N.		
Page 25: Commented [M30]	Meeting	6/15/2023 8:47:00 PM
See N.F. comments		
Page 26: Commented [M31]	Meeting	6/15/2023 8:48:00 PM
Include form based standards everywhere with bulk standards		
Page 26: Commented [M32]	Meeting	6/15/2023 8:47:00 PM
Remove paragraph N.F.		
Page 28: Inserted	Meeting	6/15/2023 8:51:00 PM
any redevelopment or development of multi-family homes. Small-scale two- or three-story buildings with three to eight units are the ideal size for multi-family development in Purcellville, especially as infill in areas adjacent to existing neighborhoods.		
Page 28: Deleted	Meeting	6/15/2023 8:51:00 PM
medium to high density residential use and to provide for variety in housing types and densities as well as for those public and semi-public uses and accessory uses as may be necessary or are normally associated with residential surroundings		
Page 28: Commented [M33]	Meeting	6/15/2023 8:51:00 PM
N.O. comment		
Page 28: Deleted	Meeting	6/15/2023 8:51:00 PM
urbanization is planned and		
Page 28: Inserted	Meeting	6/15/2023 8:51:00 PM
Page 28: Deleted	Meeting	6/15/2023 8:51:00 PM
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and the Single-Family Attached		
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types as illustrated on page 60 of		