

**MINUTES
PURCELLVILLE PLANNING COMMISSION
SPECIAL MEETING
THURSDAY, JUNE 29, 2023, 6:30 PM
TOWN HALL COUNCIL CHAMBERS**

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/259796>

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
Nedim Ogelman, Commissioner
Jason Dengler, Commissioner
Brian Green, Commissioner

COMMISSIONERS ABSENT:

None.

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 6:48 PM. The Pledge of Allegiance followed.

REMOTE PARTICIPATION RECITATION

Chair Forbes read the following statement, "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."

DISCUSSION/INFORMATIONAL ITEMS:

a. BAR Design Guidelines Update with Zoning Ordinance

BAR Chair Patrick Giglio and BAR Council Liaison Carol Luke were in attendance to discuss the Design Guidelines in relation to the Zoning Ordinance update. Mr. Giglio shared that though the Design Guidelines need updating, they are largely reflected in the Comprehensive Plan to which the Zoning Ordinance Rewrite has been focused.

Mr. Giglio noted that the BAR contributed to many of the design elements adopted into the 2030 Comprehensive Plan. Mr. Giglio continued that he believed it would not be necessary for the Design Guidelines to be updated in parallel with the Zoning Ordinance, but that the BAR could undertake the update shortly following completion of the Zoning Ordinance. Additionally, the BAR would need to secure funding from the Town Council to acquire the necessary professional services to assist in the Design Guidelines updating.

Town Council Liaison Bertaut responded that a budget amendment would be necessary to fund the contracting of a consultant. Liaison Bertaut specifically advised that any potential contract give the Town the ownership and authority over the draft to pause the consultant's work at any point and secure new services if necessary.

Mr. Giglio stated that the BAR members would review the design elements as presented in the Zoning Ordinance, and return comments to the Planning Commission following the next regularly scheduled BAR meeting.

b. Draft Zoning Ordinance Review Comments

Commissioners continued 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 from pages 103 through 138 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.

c. Determining form-based parameters

Form-based parameters were discussed and addressed as encountered through the process described in discussion item b. Draft Zoning Ordinance Review Comments.

ADJOURNMENT:

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



Jordan Andrews, Planning Operations Coordinator


Nan Forbes, Chair
9/7/23

Page 93: Commented [AJ96]	Andrews, Jordan	6/22/2023 9:27:00 PM
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See previous comment

Page 94: Commented [AJ97]	Andrews, Jordan	6/22/2023 9:32:00 PM
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Page 94: Commented [AJ98]	Andrews, Jordan	6/22/2023 9:32:00 PM
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Change all references in ordinance of sub-areas, to areas, in line with comp plan

Page 96: Commented [AJ99]	Andrews, Jordan	6/22/2023 9:34:00 PM
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See Form Based Metrics Chart(FBM)

Page 97: Commented [AJ100]	Andrews, Jordan	6/22/2023 9:38:00 PM
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See previous comment

Page 98: Commented [AJ101]	Andrews, Jordan	6/22/2023 9:41:00 PM
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See comments

Page 99: Commented [AJ102]	Andrews, Jordan	6/22/2023 9:43:00 PM
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See previous comment

Page 99: Inserted	Andrews, Jordan	6/22/2023 9:42:00 PM
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Add area 1 and 2

Page 99: Commented [AJ103]	Andrews, Jordan	6/22/2023 9:42:00 PM
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Add areas and comp plan amendment

Page 99: Inserted	Andrews, Jordan	6/22/2023 9:41:00 PM
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Page 100: Commented [AJ104]	Andrews, Jordan	6/22/2023 9:45:00 PM
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Leave as is

Page 101: Commented [AJ105]	Andrews, Jordan	6/22/2023 9:46:00 PM
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See previous comment---add 5.) reference

Page 103: Commented [M106]	Meeting	6/29/2023 8:00:00 PM
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N.O. Revisit at next meeting

Page 103: Deleted	Meeting	6/29/2023 7:46:00 PM
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East

Page 103: Inserted	Meeting	6/29/2023 7:46:00 PM
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End

Page 103: Commented [M107]	Meeting	6/29/2023 7:45:00 PM
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REPLACE WITH C-4 USE TABLE(REZONE)

Page 103: Commented [M108]	Meeting	6/29/2023 8:02:00 PM
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None exist, remove MMS

Page 106: Commented [M109]	Meeting	6/29/2023 7:48:00 PM
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See FBM Chart

Page 108: Commented [M110]	Meeting	6/29/2023 7:26:00 PM
Check VDOT Standards		
Page 109: Commented [M111]	Meeting	6/29/2023 8:02:00 PM
Compare TOP to County? MMS		
Page 109: Commented [M112R111]	Meeting	6/29/2023 8:03:00 PM
N.O. TOP is less stringent then LC		
Page 109: Commented [M113R111]	Meeting	6/29/2023 8:05:00 PM
Staff Review, to make "0 Rise"		
Page 109: Commented [M114R111]	Meeting	6/29/2023 8:05:00 PM
Uses in floodplain? N.O.—parks and open space		
Page 113: Commented [M115]	Meeting	6/29/2023 8:06:00 PM
Cntrl F "\$" and cite fee code or appropriate source EAN---see pg. 135; 275;276; etc.		
Page 125: Commented [M116]	Meeting	6/29/2023 8:10:00 PM
Currently Historic Corridor Overlay		
Page 125: Commented [M117]	Meeting	6/29/2023 8:26:00 PM
MMS will edit for next meeting		
Page 125: Commented [M118R117]	Meeting	6/29/2023 8:28:00 PM
EAN Historic Preservation Zone?		
Page 125: Commented [M119R117]	Meeting	6/29/2023 8:28:00 PM
MMS, HPOZ would be separate overlay		
Page 125: Commented [M120R117]	Meeting	6/29/2023 8:29:00 PM
N.O. to prevent demo of Residential		
Page 125: Commented [M121R117]	Meeting	6/29/2023 8:29:00 PM
N.F. Survey may need to be redone		
Page 125: Commented [M122R117]	Meeting	6/29/2023 8:36:00 PM
Review previous HPOZ as submitted		
Page 125: Commented [M123R117]	Meeting	6/29/2023 8:39:00 PM
C.B. keep HPOZ as simple as possible		
Page 125: Commented [M124]	Meeting	6/29/2023 8:44:00 PM
N.F. keep as is? Add any other roads?		
Page 125: Commented [M125R124]	Meeting	6/29/2023 8:44:00 PM
N.O. leave as is		
Page 134: Commented [M126]	Meeting	6/29/2023 8:50:00 PM
N.O. suggests removing entire article		
Page 134: Commented [M127R126]	Meeting	6/29/2023 9:06:00 PM
MMS disagrees		

Page 134: Commented [M128R126]	Meeting	6/29/2023 9:06:00 PM
N.O. consult legal		
Page 138: Commented [M129]	Meeting	6/29/2023 9:10:00 PM
EAN move section to front?		
Page 138: Commented [M130R129]	Meeting	6/29/2023 9:13:00 PM
See R.R. comments		
Page 138: Commented [M131R129]	Meeting	6/29/2023 9:16:00 PM
Remove use tables from districts, have in 1 central chart---hyperlink sections back to use table		
Page 138: Commented [M132R129]	Meeting	6/29/2023 9:18:00 PM
Add uses that Z.O. may not have(rehab stay, etc.)		
Page 138: Commented [M133R129]	Meeting	6/29/2023 9:19:00 PM
N.F. reexamine definitions---check adjacent ordinances		
Page 138: Commented [M134R129]	Meeting	6/29/2023 9:25:00 PM
N.O. Suggest PC meeting for definitions focus		
Page 138: Deleted	Meeting	6/29/2023 9:26:00 PM
Page 138: Deleted	Meeting	7/6/2023 8:03:00 PM
Page 142: Commented [M135]	Meeting	7/6/2023 8:54:00 PM
See R.R. comment on titling		
Page 142: Commented [M136]	Meeting	7/6/2023 8:55:00 PM
R.R. include in definitions		
Page 142: Commented [M137]	Meeting	7/6/2023 8:56:00 PM
See R.R. re: LOCO standards		
Page 142: Commented [M138R137]	Meeting	7/6/2023 8:57:00 PM
Host shortcut link on TOP website to LOCO		
Page 142: Commented [M139]	Meeting	7/6/2023 8:58:00 PM
R.R. ambiguous, clarify?		
Page 142: Commented [M140]	Meeting	7/6/2023 9:00:00 PM
R.R. Conflict with Form Base Metrics?		
Page 142: Commented [M141]	Meeting	7/6/2023 9:02:00 PM
C.B. consult federal law, may protect satellite rights		
Page 142: Commented [M142]	Meeting	7/6/2023 8:59:00 PM
R.R. comment, dated?		
Page 142: Commented [M143]	Meeting	7/6/2023 9:04:00 PM
N.F. duplicate, remove		