

**MINUTES  
PURCELLVILLE TOWN COUNCIL SPECIAL MEETING  
TUESDAY, JUNE 3, 2020, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS  
VIRTUAL**

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The special meeting of the Purcellville Town Council convened at 7:00 PM with the following in attendance:

**PRESENT VIA REMOTE PARTICIPATION:**

Kwasi Fraser, Mayor  
Tip Stinnette, Vice Mayor  
Ted Greenly, Council member  
Joel Grewe, Council member  
Ryan Cool, Council member  
Chris Bledsoe, Council member  
Nedim Ogelman, Council member (late arrival 7:12pm)

**STAFF VIA REMOTE PARTICIPATION:**

David Mekarski, Town Manager  
Sally Hankins, Town Attorney  
Patrick Sullivan, Director of Community Development  
Andy Conlon, Senior Planner  
Diana Hays, Town Clerk/Executive Assistant  
Kimberly Bandy, Deputy Town Clerk

**CALL TO ORDER OF SPECIAL MEETING**

Mayor Fraser called the special meeting to order at 7:00 PM. The Pledge of Allegiance followed.

**AMENDMENT**

Council member Cool requested to have a discussion on the safety plan and precautions for the weekend.

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

**a. Strategies and Logistics of Peaceful Parade Added Through Amendment**

A question was raised about a public safety plan for the coming weekend. Mayor Fraser explained that he was on a conference with the leaders of the event and that all pastors should know about the event. Mayor Fraser confirmed that Chief McAllister was also present on the call. Mayor Fraser asked David Mekarski, Town Manager, to explain the plan for Sunday, noting that the event would start at 3pm, going from Main Street and Maple, and ending at the Town Hall.

David Mekarski confirmed that 2 memos were issued to the Council, an emergency response plan to any civil disobedience that could occur, and an outline of the schedule. David Mekarski stated that both the Chief Cynthia McAlister and Deputy Chief Dave Dailey are voluntarily participating in the march, and that it would start at Maple and Main. David Mekarski noted the march was planned by 2 students with the assistance of the NAACP, and it has been broadcast via social media channels. The march is a peaceful exercise of freedom of speech to remember George Floyd and to recognise how he died and send a signal out to the community and nation that they can no longer tolerate this behaviour from any police department anywhere in the world. David Mekarski confirmed they would promote a social distance protocol and would encourage participants to wear a mask and not hold hands. The march should take around 25 minutes, and

at the Town Hall there will be a number of speakers to remember George Floyd and encourage the nation to rise.

David Mekarski noted that the Chief has a plan in place and that he didn't want to go through it in detail, but that this had been provided via memorandum along with the earlier memo regarding the operational plan.

Mayor Fraser thanked David Mekarski and noted that on the strategy call, the people leading the effort had requested a microphone at the Town Hall for the speakers. Mr. Mekarski confirmed that this could be provided, adding that 3 pastors would also be participating. Mayor Fraser noted that Pastor Jack Gill would also be participating.

Council member Greenly noted a number of questions regarding Loudon Valley's Senior Student Drive Thru and wondered if this would be mentioned in the press release. David Mekarski confirmed this could be done and asked for further information, to which Council member Greenly stated he could put David Mekarski in contact with the point of contacts coordinating this. David Mekarski asked if they were coordinating with the Police Department. Council member Greenly responded that he hadn't asked specifically but it didn't seem like it. Mayor Fraser added that Chief McAlister was on the call and that she mentioned the Loudon Valley event and suggested David Mekarski discuss this with Chief McAlister. David Mekarski stated that he had Deputy Chief Dave Dailey on standby to join the meeting. Council member Greenly agreed to provide David Mekarski with further details outside the meeting.

Council member Stinnette asked if there was a requirement for an application for the demonstration and if this had been completed. David Mekarski, Town Manager, responded that he was unsure. Council member Stinnette explained that he applauded the enabling of the march but that he was concerned from a liability perspective. Council member Stinnette suggested that they run the press release via Sally Hankins to ensure they were covered from a liability perspective. Council member Stinnette added that the drone cover would provide great coverage but they needed to ensure that it be announced at the event. Council member Stinnette summarised that they need to have an audit trail on the organization of the march, ensure they are thoughtful regarding the press release, and ensure participants are aware of the drone.

Mayor Fraser noted that this was the first he had heard about the use of a drone. David Mekarski confirmed this was mentioned in the memorandum and that he would defer this to Deputy Chief Dailey. Council member Stinnette noted that they have an authorised operator and would be provided by the sheriff's department to act as an over watch, but he felt participants needed to be made aware. In response to Council member Stinnette's first concern, Mayor Fraser confirmed that the march has been organized by the NAACP who are collaborating with the Black Lives Matter group. Mayor Fraser agreed with the concern regarding the press release and that he would expect all usual guidelines to be followed.

Sally Hankins, Town Attorney, stated that the march would qualify as a special event and that an application needs to be filed if it hasn't already been done. Mayor Fraser remarked that the application needs to be made before Sunday, and that if this doesn't happen then they would need to come up with an exception as the Town Manager and Police Chief are participating in the event. Ms. Hankins explained that it could happen but the organizers need to do this first so the application can be reviewed. Mayor Fraser agreed that he expected the organizers to follow the protocol. David Mekarski confirmed that he would do this outreach.

Council member Cool commented that he fully supported the march but that it felt it should be in the press release that this isn't a Town sponsored event and that they shouldn't be providing any Town taxpayer-paid audio equipment. Providing Town equipment on Town property is a Town event. Ms. Hankins explained that stating it's not a Town event doesn't make it not a Town event, adding that they have an ability for people to procure Town Staff for an hourly fee, the Police Department is available, and equipment is also available, but there are costs associated. Sally Hankins stated that they would need to get all those involved in a room to discuss the requirements. David Mekarski noted that Council member Greenly has stated he will get a cost estimate back. Mr. Mekarski stated that a number of municipal managers have discussed this

and a number of communities define this activity as the exercise of freedom of speech and don't require any application, citizens are told there's no fee and they have the right to protest.

Council member Cool explained that they shouldn't postpone the event and that he wasn't particularly concerned about a permit as the right to protest is a First Amendment right, but his concern was any misperception that it was a town-sponsored event. Mayor Fraser stated that he could tell the organizers to purchase their own microphone if this was an issue but congregating at the Town Hall wasn't using Town resources. Mayor Fraser added that the police presence was to ensure the event was safe and secure. Mayor Fraser requested that David Mekarski look at the process the organizers would have to go through to make the application.

Council member Ogelman commented that David Mekarski's description was very different to that of Sally Hankins and Council member Stinnette, suggesting that if it were an event then this was fine, if it's a protest and First Amendment issue then this would carry other connotations. Council member Ogelman asked what Leesburg did in this situation. David Mekarski stated that Leesburg viewed it as a right to exercise First Amendment rights and don't ask for any applications as they are free to protest at any time on any public ground. Council member Ogelman stated that they don't need to craft the march into what they want or think it should be and instead they should be ensuring public health and welfare.

Sally Hankins stated that she felt this qualified as an event, and while it's a First Amendment right, this doesn't mean it can happen entirely without government oversight and referred to protests in Charlottesville where permits were issued. Sally Hankins noted that they can't regulate what is said at a demonstration, but they need to ensure public safety is protected and Leesburg ordinances were different than Purcellville. Council member Ogelman felt it was wholly inappropriate to go to protestors to say if they need to put police on the street then they need to pay for them. Sally Hankins explained that she only found out about the march yesterday and hadn't had time to look at it due to the comprehensive plan schedule. Ms. Hankins added that there may be avenues to not have to pay but she was currently unsure. Sally Hankins commented that they need to ensure the First Amendment rights are exercised in a way to ensure everyone can maintain their lives.

Mayor Fraser noted that David Mekarski knows about the event and Deputy Chief Dave Dailey has put in work to ensuring the safety of the public as well as Chief McAlister so David Mekarski would ensure the current process was followed so the event could happen on Sunday.

David Mekarski, Town Manager, confirmed that Deputy Chief Dailey was now present on the call and any questions regarding logistics or coordination could be put to him. Council member Cool stated that his main concern was that this wasn't a town-sponsored event and they therefore shouldn't provide town equipment. Deputy Chief Dailey confirmed that this was a First Amendment event and that they are looking at this from a public safety perspective. As the march is likely to go down Main Street, they need to ensure there's no convergence between marchers and vehicles so they will have resources to block traffic and don't plan a large visible police presence. Deputy Chief Dailey added the plan would largely depend on the numbers present and the press release would just advise people that a First Amendment event would be happening and there may be some temporary road closures.

Council member Cool commented that he looked forward to seeing the press release and that he would like to see how the costs would be captured, but he mainly wanted to see people marching peacefully and not give any perception that this is a Town event.

Mayor Fraser asked for any further comments and none were given.

**CITIZEN/BUSINESS COMMENTS:**

None

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

**b. Review of Comprehensive Plan Final Draft**

Mayor Fraser noted that this was a continuation of yesterday's meeting regarding the comprehensive plan review.

David Mekarski, Town Manager, noted the presence of Sally Hankins, Patrick Sullivan, Andy Conlon and Diana Hays, and referred the Council to the packet forwarded to them earlier in the day that contains 12 items for review.

**Proffer-Related Changes to the Comprehensive Plan**

David Mekarski referred to matrix lines 159, 232 and 284, noting that Sally Hankins, Town Attorney, has consolidated 7 separate items under this 1 area.

**Item 1**

Sally Hankins confirmed that earlier in the day she had circulated the recommended changes to the conference of plan, which stem from matrix lines 159, 232 and 284 that are regarding terminology that appeared in the plan dealing with adequate public facilities, impact fees and proffers. Sally Hankins explained that she grouped these issues together that are related.

Sally Hankins first looked to page 99 of version 7.0, item 18, and recommended that they remove development agreement and impact fee references for legal reasons and replace this language with 'seek and accept transportation improvements to offset the impact of new developments as allowed under Virginia code'. Mayor Fraser asked Council members if they were in agreement. Council member Greenly asked what was gained by removing this. Ms. Hankins explained that development agreements don't usually run with the land, but proffers do as they are binding on the landowner and the applicant. Development agreements can be personal between the developer and the town and don't tend to be binding on successors if the property is transferred. Ms. Hankins added that impact fees are problematic because the authority needs to be broadened before it's of use. Sally Hankins stated that if they look at the county plan, they have put in that they would like to lobby the general assembly for extended authority to assess impact fees, and that she has put that they would support the county in this effort.

Council member Bledsoe asked if the new language would largely read the same in terms of the preface or if they would replace 'require' with 'seek and accept'. Sally Hankins stated that they can't require offsite development improvement as it's not allowed, so 'seek and accept' is aligned language. Ms. Hankins added that she has developed recommendations, and once they have the proffer policy, these policies would guide their transportation improvements. Council member Bledsoe commented that his original concern was the requirement being in line with Virginia law and was happy with Sally Hankins's response.

Mayor Fraser asked for any further comments. Council member Ogelman stated that he was happy with the language but felt it should read 'to fully offset the impact' as the objective should be to go as far as they can to offset the impact. Sally Hankins agreed to make this change.

## **Item 2**

Sally Hankins referred to page 104 in version 7.0, noting item 11 on the page. Sally Hankins explained that there is currently a law that suggests they can't deny a development program on the basis of failing to have adequate public facilities, but they can develop a proper policy that takes adequate public facilities into account. Sally Hankins requested that they take away the language that addresses public facilities and insert public health language, suggesting 'develop a proper policy to be formulated into the conference of plan that speaks to reasonable and voluntary contributions to fully offset the long-term impact of new land development public facilities and public resources'.

Mayor Fraser asked for any issues or concerns from the Council. Council member Ogelman commented that it should read to fully offset the impact or to fully offset the short and long-term impact of new land development. Council member Ogelman noted that public facilities and resources includes anything that becomes public. Sally Hankins explained that is why she expanded this to public resources. Council member Ogelman requested that they include that it is to fully offset the short and long-term impacts, which Sally Hankins confirmed was already written.

Emily Crow, Senior Project Manager/Planner Consultant from McBride Dale Clarion, joined approximately 45 minutes into the meeting.

## **Item 3**

Sally Hankins, Town Attorney, noted the reference to adequate public utilities and felt this should be changed to public facilities, and while she had stated they couldn't have an adequate public facilities ordinance, they could discuss if this was a phrasing of public facilities. Ms. Hankins requested to make the change as facilities has a broader definition and encompasses utilities as well.

Mayor Fraser asked for any objections from the Council and noted that the Council was in agreement.

## **Item 4**

Sally Hankins referred to page 61 of version 7.0 regarding parks and protected space. Ms. Hankins noted the second sub-bullet of the final bullet point regarding actively pursuing the dedication of suitable park land or funding for parks and recreation activities through develop agreements and donations. Sally Hankins suggested that 'development agreement' be replaced with 'proffers and donations'.

Mayor Fraser asked for any objections from the council and noted that the Council were in agreement with the proposed change.

## **Item 5**

Sally Hankins noted that this was a general recommendation throughout the plan and requested changing the bullets to a letter and number system, explaining that when the plan is part of an application that is associated with land, the application has to be defended by references that are written and orally presented. Sally Hankins explained that it was awkward to refer to a bullet and recommended the change to letters and numbers be made.

Mayor Fraser asked for any objections. Council member Bledsoe commented that they need to ensure they choose a consistent format.

## **Item 6**

Sally Hankins, Town Attorney, referred to page 110 of version 7.0 in the implementation section of the plan and noted that one of the tools referenced is impact assessment. Ms. Hankins recommended that after the last paragraph they add the language written under number 6 and then change the sub-heading of 'impact assessment' to 'impact assessment and proffers'. Sally Hankins explained that the language she has written describes proffers as a corollary tool for impact assessment.

Council member Ogelman proposed an additional amendment to the second line regarding fully mitigating the assessed impacts, requesting that it either state 'to fully mitigate the impacts' or 'to fully mitigate the assessed short and long-term impacts'. Sally Hankins confirmed that her intention was to refer back to the fact that the impacts are determined through an assessment and accepted the proposed change to 'short and long-term impacts'.

Mayor Fraser asked if there were any additional comments before confirming that the Council were in agreement with the proposed changes.

## **Item 7**

Ms Hankins referred to 133 of version 7.0 within the implementation section under the heading of action prioritisation. Sally Hankins noted that under short-term efforts she recommended adding a bullet to describe that it was a proffer cause. Sally Hankins stated that the bullet says 'develop a proffer policy and describe what that will include' with the second bullet looking at supporting Loudon County in its effort to get expedited authorities on impact fees.

Council member Ogelman commented that he was in favour of the addition, noting that on the last 2 lines of the paragraph of the first bullet it should say 'necessitated by and are proportional to the impact of the proposed development'. Sally Hankins agreed with this change.

Council member Grewe noted the series of bullet points and wall of text, suggesting some visual symmetry to help them flow together. Council member Grewe added that he likes the text included but wondered if Emily Crow could fix this. Emily Crow, Project Consultant, suggested that they add 'develop a proffer policy to be incorporated into the comprehensive plan in the short-term effort' and then take the rest of the text to add Sally Hankins's proposal for page 110. Sally Hankins stated that this would reduce the rest of the text to a footnote. Emily Crow noted that the work plan was on one page and this suggestion would help break it up. Council member Grewe felt that putting this in the impact assessment material at the beginning would work for the content as it's all about proffers, and they could then take the bullet point headline in the timeline.

Council member Grewe referred to the point regarding supporting Loudon County and felt this could be shortened although he was in agreement with the wording and placement. Ms. Hankins agreed that she would put 'develop a proffer policy to be incorporated into the comprehensive plan' and take the rest of the section to under impact assessment and proffers. To shorten the bullet point, Sally Hankins agreed that this could be shortened.

## **Item 8**

Emily Crow, Project Consultant, stated that she had done some research on who built the rail line, noting that it was an Old Dominion railway that later came to the railroad. It was agreed that this was a private enterprise that did this. Emily Crow confirmed that she had reworded the text to reflect this. Sally Hankins noted that his point was therefore resolved.

Council member Greenly commented on the wordsmithing of the point and felt it should be shortened to 'private firm, public/private partnership'. Council member Ogelman noted that this had been previously discussed. Emily Crow posted the language in the comments for participants to read. Sally Hankins noted that they had referred to it as both a railway and railroad, to which Emily Crow confirmed that it changed. Mayor Fraser thanked Emily Crow for the research.

Sally Hankins referred to page 1 of version 7.0, paragraph 4, and a comment about not referring to Purcellville as a town prior to the incorporation date. Sally Hankins noted the town's first public school, and that the intention was to change this reference to Purcellville. Council member Ogelman commented that this would be the best solution to the issue as the name Purcellville doesn't suggest that it's a town. Council member Ogelman agreed with Council member Bledsoe's note that in 1870 it was called the Washington and Ohio Railroad and wasn't the Washington and Old Dominion. Sally Hankins wondered if they refer to it as a private railroad company, which Council member Ogelman and Emily Crow agreed with.

Sally Hankins noted the typo in the same item, the 'v' that is underlined on the 4<sup>th</sup> line from the bottom and confirmed that it would be removed.

Looking at item 4, Sally Hankins referred to page 6 of version 7.0, and the last paragraph of the page. Sally Hankins stated that Council member Grewe had objected to the use of 'primary' in the sentence and suggested other language, which Sally Hankins presented to Council members. Council member Grewe clarified that it should say 'given the attractive nature of Purcellville for economic and residential growth, the primary consideration based on public input should be fiscally sound decisions that should not inversely effect the current small-town character of the town'. Council member Grewe felt this gave it a broader coverage. Mayor Fraser asked for any further thoughts and noted Council's agreement with the proposed changes.

Sally Hankins, Town Attorney, next looked to item 5, referring to page 41 of version 7.0, and the list of future land use categories. Sally Hankins noted that comments had been received in matrix 142 to put parks and open space, and agriculture tourism commercial at the top of the list. Emily Crow explained that when they received comments on version 6.0, they noticed that they had several comments requesting reorganisation of the categories with both Mayor Fraser and Council member Ogelman wanting to bring the items that were most important to citizens up to the top of the list. Emily Crow noted that not all items were moved but they brought parks and open space to the top of the list and then agriculture tourism to 2. Council member Ogelman commented that the order responded to what he was looking for and that the input they had from citizens focused on green and open spaces first, followed by residential. Council member Ogelman added that as long as parks and open space, and agriculture are first then he believed this would reflect citizens' values. Council member Greenly agreed with Council member Ogelman's comments and asked whether they should include 'as determined by town residents'. Council member Stinnette felt there was a more accurate view on page 17 of the staff package. In response to Council member Greenly's comment, Council member Stinnette stated that the preferences of the community were stated throughout the plan and didn't feel they needed to highlight this here.

Looking at items 6 and 7, Sally Hankins explained that these refer to use of the word 'monetize'. Item 6 looks at page 95 in version 7.0, item 12, and noted that Council had stated in its resolution that when 'monetise' was used, an explanation should be included. Sally Hankins stated that this was done in version 7.0 and that Council member Grewe had provided additional recommendations that it say 'assess and explore ways to raise town revenue from town assets'. Council member Grewe clarified that he felt they needed a way to phrase this in a neutral way that retains the meaning. Mayor Fraser stated that he appreciated the need to reduce the use of the term, but his preference was to retain the use of it in this case. Council member Ogelman agreed that he was happy to keep the term and include an explanation. Council member Bledsoe explained that 'monetize' is a verb and there's no object in the sentence, so they would need a variation of

the word. Council member Ogelman stated that the town assets are the subject of the monetisation and Mayor Fraser confirmed that they would need to insert this. Mayor Fraser explained that they would refer to town-owned assets rather than listing specific assets.

Sally Hankins, Town Attorney, confirmed that the amended text would read 'Assess and pursue ways to monetize town-owned assets by finding ways to generate revenue from those assets.' Council member Bledsoe suggested that they use 'Assess and pursue creative ways to generate revenue and monetize the over \$125m worth of town-owned assets.'

Ms. Hankins moved to item 7 and referred to page 102 in version 7.0, 'The town is currently acquiring the sale of environments, such as nutrient credits, on the Aberdeen property to incentivise this asset, thereby reducing water-rate dependence to finance this utility.' Council member Grewe clarified that his suggestion was to remove this sentence as it dates the plan. Council member Ogelman added that it could instead say that the town should explore the sale of environmental credits on its preserved land, such as exploring nutrient credits on the Aberdeen property, as this would say that they should look for ways for natural resources to be more productive. Emily Crow commented that the intent of the narrative is to set up where the town is now in terms of providing utilities, but if they were to change it to Council member Ogelman's suggestion then this would be a recommendation that could apply to anything. Council member Greenly added that if they want to maintain the line about reducing water rates then they will need to broaden this and not just refer to the Aberdeen property and therefore supported Council member Ogelman's suggestion of mentioning that monetising assets could contribute to the subsidisation of water rates. Council member Greenly felt that the Aberdeen property alone wouldn't create water-rate dependency and they need to avoid giving misinformation to the public. Council member Greenly agreed that mentioning the Aberdeen property would provide an example of what monetisation of natural lands could look like.

Mayor Fraser asked Council member Ogelman to confirm the updated wording. Council member Ogelman suggested 'The town is currently exploring ways to gain revenue to offset the burden of utility costs through a variety of monetization efforts, such as the sale of nutrient credits on the Aberdeen property.' Council member Ogelman felt they should take out 'sale of environmental credits' as the generalization is captured in the variety of monetization methods and this example is in place as an illustration. Mayor Fraser noted the Council's agreement with the proposed changes.

#### **Item 9**

David Mekarski, Town Manager, referred to the circulated memo and noted that Emily Crow, Project Consultant, had received correspondence from the Vice-Chair relative to the map on Bowman Park and other environmental resources. Ms. Crow noted that Patrick Sullivan, Andy Conlon and she had rectified all missing comments from version 6.0 and then Sally Hankins and David Mekarski did the same thing and presented the tracked changes to ensure all corrections were made. Emily Crow explained that a number of things came up in the discussion that she wanted to make the Council aware of how they had been addressed.

Emily Crow first looked to page 2 of version 7.0, which is in regard to adding language to the history narrative about the town. Emily Crow explained that she thought this was for the timeline but that it seemed the request was for the narrative section and confirmed that they had added the language from Mayor Fraser. Council member Stinnette added this was detailed in the staff package on pages 13-16 and Emily Crow confirmed that the same language is used in the timeline.

#### **Item 10**

Emily Crow noted that they had already addressed the order of the future land use categories and therefore it didn't need to be covered again.



#### **Item 11**

Emily Crow Project Consultant, asked if they had addressed the rewrite of bullet 18 on page 99. It was confirmed that this had been completed.

#### **Item 12**

Emily Crow noted a request from Mayor Fraser to include all land-use categories in the glossary of the plan and explained her interpretation was to put the actual category in the glossary, adding that it would be unusual to list items twice in the same document. Emily Crow stated that she therefore included a cross reference, but after a second reading, she wondered if they were looking for definitions of the terms used. Mayor Fraser confirmed that they wanted definitions of the terms. Emily Crow noted that these were provided in the staff package and estimated around 25 terms would be added to the glossary.

#### **Item 13**

Council member Ogelman noted that the Lincoln Trail Map was very similar to the changes on the transportation map and the notation about the trail not on the map but was approved by resolution as there was a submittal to the county for funding in August 2018. Council member Ogelman confirmed that they were awarded phase 1 funding and they have now put in for phase 2. Council member Ogelman agreed that this was a derivative of the 2009 transportation plan and asked Emily Crow how they would address this in a new illustration. Emily Crow explained that they had 3 trail segments that had been previously called recommended or proposed trail segments, and they had relabelled them as Council-recommended trails per resolution 180803, not in the 2009 plan. Council member Ogelman explained this would enhance their ability to ask the board of supervisors for phase 2 and 3 funding as it would now be part of the adapted comprehensive plan.

Mayor Fraser asked if this included a trail from Purcellville to Franklin Park. Council member Stinnette suggested that a bike route was reflected but not a trail. Council member Stinnette added that it was showing a recommended bike route and that he was unsure if this was a right of way or went into the street at this point. Ms. Crow commented that a lot of the bike routes tend to follow the thoroughfare plan in a number of places, such as the old northern collector. Council member Bledsoe referred to page 19 of the memo package, noting the recommended bike routes and that there didn't seem to be a trail and that the northern collector was still on the plan. David Mekarski commented that this was for bikes, trails and paths. Council member Stinnette noted the point that they were taking 2009 artefacts and bringing them to a 2020 document and felt that the community wouldn't understand the nuance that this was a 2009 plan reflected in the 2020 plan. Council member Stinnette suggested this was the same issue as seen in the transportation plan with the bike path cutting through the old northern collector road, noting that there were issues and that they needed to put it up against the rendering of the roads when it comes to the bike trails.

Council member Ogelman suggested that they could put the title as the 2009 bike and pedestrian plan. Council member Stinnette agreed and added that they could acknowledge that this would be updated in a subsequent transportation plan that is being examined. Council member Ogelman added that they haven't done another transportation plan and only have what's in place. David Mekarski noted that the parks and recreation board and engineering team are working on revisions to the bike and trail path as they want to display the future map for the Council to adopt when they go to the Council for funding. David Mekarski suggested this is therefore likely on the horizon within the next fiscal year with visions from the team and would enhance the chance for funding. Council member Stinnette acknowledged this point and felt that the language Emily Crow included would address this point. Council member Ogelman commented that it would be good if they tried to update the plan and mention that this is the intention. Council member Stinnette confirmed that Emily Crow referred to this in the language.

Council member Ogelman asked if they recognized the need or if they intended to update the map. David Mekarski confirmed that they are intending to update it and noted that he had already seen some of the in-house amendments to create a circle around the town. Council member Ogelman suggested that they remove 'recognise the need' as this seems passive, and as they know they will be changing it, and replace this with 'intends' or 'plans'. Emily Crow stated that the first recommendation under the pedestrian and equestrian trail is to implement specific recommendations to improve the new bicycle and pedestrian facilities included in the 2009 transportation plan. Emily Crow considered if the map is outdated then they could put updating the bike and pedestrian plan as the first recommendation. Mayor Fraser agreed with the use of update, to which Council member Ogelman added they should use 'update and implement'. Council member Ogelman suggested that they state, 'Update and adopt following public input the bike and pedestrian facility plan, which will assist in the implementation.' It was suggested that it be updated to 'Pursuant to public input, update, adopt and implement...' Council member Bledsoe suggested 'Update, adopt and implement the Purcellville town-wide transportation plan pursuant to public input.' Council member Stinnette suggested that they also include mention of the bike and path.

#### **Item 14**

Emily Crow, Project Consultant, next referred to the map. The Council confirmed that they first wish to add Bowman Park. Council member Bledsoe asked if they should accept what was previously voted on regarding the other properties. Mayor Fraser stated that the easement is a right of way, which the document doesn't cover. Mayor Fraser noted that Bowman Park is currently a forest and stream so is therefore a protected area. Council member Bledsoe added the next area that they wished to include on the map. Emily Crow confirmed that she had added a map of aerial images of the reservoir property as it's so far outside the town limits that she was unsure they could show it on the town map. Council member Bledsoe then added the Aberdeen property to the map.

Emily Crow asked if the map should be made larger to include the places. Mayor Fraser asked if it were possible to have a map that folds out so people would know where the assets are. Emily Crow stated this wasn't particularly easy to do as they would have to create a new map for the document, and the Aberdeen and reservoir properties are already in but aren't the big context. Mayor Fraser confirmed that if they have a map of parks and protected spaces then they need to not just identify 1 parcel when there are 2 others in place. It was asked if they could have a zoomed-out map that identifies the 3 protected areas and another that shows the parks within the town's continuous boundaries. Another suggestion was they could have the map with the park property and a zoomed-out map that is shown as an index.

Council member Greenly commented that he didn't recall seeing the small park behind Dragon Hops on the map and asked if they should include the Teardrop. Mayor Fraser asked Council member Stinnette if the team looked at all the parks within town. Council member Stinnette confirmed that it wasn't captured in the GIS rendering. It was suggested that the park was sold with the Dragon Hops property and is not MNT Holdings and was never designated as a park. Mayor Fraser commented that if it's on GIS then it's private property.

Council member Stinnette suggested that they focus on the addition of Bowman, Aberdeen and the reservoir.

Emily Crow presented the map and updated it with Council member assistance.

#### **Item 15**

David Mekarski noted the reorganization of the paragraphs on development pressure, regional growth, and demand for housing following Council member Bledsoe's comments regarding the level of data, explaining that they have broken this down into categories. The categories are now for housing demand versus capacity for new units, housing occupancy trends, housing affordability, and implications of trends. Within each

section, data is organized to provide a logical sequence. David Mekarski confirmed that the Council could take time to read the document and confirm they were happy with the reordering by Friday.

Emily Crow, Project Consultant, explained the data was all pulled from the research document with data from 2014, stating that she had added some clarity to it. The first paragraph was updated in the previous meeting and Emily Crow noted that she wanted to distinguish between housing demand versus the Town's capacity for new units. Emily Crow added that she updated the current population and estimated number of households and housing units, but to redo the analysis, she would have to actually redo it and there is no time for this. Emily Crow clarified that they have instead put that when the analysis was done, there was very little capacity within the town, and therefore demand was high. Emily Crow continued that this then goes to housing occupancy trends where they have almost no vacant units within the county or town, which bucks the national trend that tends to run at 7-12%. Emily Crow explained that any new unit will therefore be occupied. Emily Crow added that the occupancy and demand influence affordability of housing within town and the difference between renters and homeowners is highlighted. Emily Crow then looked to the summary and explained why they have looked at these trends.

David Mekarski, Town Manager, noted that this had been forwarded to Council members. Council member Ogelman commented on the assumption that you can build in Loudon County and would make housing more affordable, remarking that this was an unlikely outcome. Emily Crow confirmed that this had been added. Council member Ogelman stated that if the intent is to make housing affordable then building more units wouldn't achieve this in Loudon County so proactive policies are required to make housing affordable.

Emily Crow stated that the narrative could be put into a Word document. Council member Stinnette commented that the staff pack was 20 pages long and was received at 5:49pm. Council member Bledsoe mentioned that it was received at 6:58pm from Diana Hays and suggested that Council member Stinnette refresh his emails. Council member Stinnette confirmed that he now had it. Council member Greenly requested that a Word version for tracked changes would be beneficial. Sally Hankins agreed to having tracked changes but warned that they didn't have time by Friday to get the edits sent back and instead requested that the changes be brought to the public hearing conversation. Council member Greenly commented that it is largely the same text in version 6.0 and 7.0 but the one change not incorporated was to rearrange it to make it more readable. It was agreed that there may not be many changes but that nominal changes could wait until after the public hearing. Council member Bledsoe noted that there could be confusion from the mingling of different sources and perspectives in the data, and while he felt the new version was more readable, he reserved the right to read it again. David Mekarski asked if any recommendations could be submitted before Friday.

Sally Hankins, Town Attorney, commented that the intention was to reflect Council member Bledsoe's comment on row 51 of the matrix and felt that there were a number of changes to make based on the last 2 meetings. Sally Hankins suggested that any changes received relating to these pages be saved until last and they would be saved for the public hearing if they couldn't be done by Friday.

Mayor Fraser noted the mention in the Comprehensive Plan of a trail from Purcellville to Franklin Park using Main Street and that the Golf and Country Club had written a letter stating that this wasn't preferred. Sally Hankins stated that she didn't know this but that until the county pulled that off as an option, this would be the best information they have. If the County wanted to, they could condemn the land they need to get the trail. Mayor Fraser asked if this would need to go into the plan. Sally Hankins confirmed this would be for the Council to decide. Mayor Fraser felt they should strike this as he could foresee the difficulties of this coming into fruition and a survey showed that the preferred route was to go via 83. Council member Stinnette confirmed that the specific language states 'Coordinate with Loudon County on the extension of bike and pedestrian trails along route 7 Business West towards Franklin Park to complete the links in the countrywide trail network.' Council member Stinnette stated that they just need to remove 'along route 7 Business'. Mayor Fraser agreed with this suggestion.

### **Next steps in the process**

Mayor Fraser asked David Mekarski for the next steps. David Mekarski confirmed that Emily Crow has the proposed changes and an update would be provided by Friday. Emily Crow stated that she hoped this would be possible and Sally Hankins asked if they could receive an assurance that it would be no later than Monday. Emily Crow confirmed that she wanted to ensure the document was correct and she hoped it could be completed to allow time for Sally Hankins, David Mekarski, Patrick Sullivan and Andy Conlon to review it before submitting. David Mekarski confirmed that the advertisement would appear in the newspaper on 4<sup>th</sup> June and that there was no need for any additional work sessions for the following week so they would then be prepared for the public hearing on 23<sup>rd</sup> June. David Mekarski stated that they are advertising a series of special council meetings after 23<sup>rd</sup> June and before the end of the month to deliberate on any new comments received from the public.

Sally Hankins, Town Attorney, asked if David Mekarski wanted to describe the format of the public hearings. David Mekarski explained that the public hearing shouldn't have any technical flaws but they would recommend a socially-distanced live public hearing. David Mekarski noted that they may still be in phase 2 and would require face masks for both patrons entering government buildings and employees, although the Council wouldn't have to wear masks for the session. David Mekarski added that they would plan to arrange the room with social distance protocol, have the public be lined up in the foyer, the hallway or in the conference rooms, and there would be video screens so anyone waiting for a public comment could watch the meeting. David Mekarski stated that they would call individual people to the microphone to give their public testimony and they would then ask that person to leave. David Mekarski confirmed that Council presence was optional but felt it would be prudent for them to be there. It was noted that the tiered seating could be used and adequate spacing between Council members. David Mekarski stated that they would have no more than 10 in the room at a time.

Council member Ogelman raised a comment about the page that stated who was involved in the Planning Commission and they felt this wasn't consistent as Keith Melton wasn't part of the Planning Commission. Patrick Sullivan confirmed that this was taken from information from the archive, to which Council member Ogelman responded that Keith Melton had run against Mayor Fraser for mayor in 2014 and lost and then resigned from the Planning Commission shortly after. Sally Hankins noted that some sitting Council members have 4-year terms and run for mayor in the middle of the term and don't have to resign to run. Council member Ogelman stated that Keith Melton was on the planning commission with Council member Ogelman before moving and wasn't on the Town Council. Mayor Fraser stated that when Keith Melton lost, there were 7 Council members on the new council that started July 2014 so Keith Melton couldn't be in that Council if this started in 2015. Diana Hays, Town Clerk/Executive Assistant, commented that he was on the planning commission in 2015. Mayor Fraser noted that they were looking at the Town Council. Patrick Sullivan stated that Keith Melton was Vice-Mayor prior to his campaign in 2014. Mayor Fraser clarified that the plan was initiated in 2015 and he therefore couldn't have been on the Town Council.

Patrick Sullivan asked if they wanted to include the Planning Commission Chair and past Chair or if they wanted just the chair listed. Council member Grewe stated that he was happy to include past chairs.

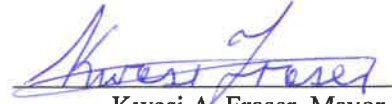
Mayor Fraser noted that the expectation was that the public would have view of the plan no later than Monday. David Mekarski confirmed that they were aiming for Friday, but it would be no later than Monday and it would then be put online ready for the public hearing.

**ADJOURNMENT**

With no further business, Council member Bledsoe made a motion to adjourn the meeting at 9:49 PM. The motion was seconded by Council member Grewe and carried unanimously and the meeting was closed.

Submitted by TakeNote

  
Kimberly Bandy, Deputy Clerk

  
Kwasi A. Fraser, Mayor

