

**MEETING MINUTES  
PURCELLVILLE PLANNING COMMISSION REGULAR MEETING  
THURSDAY, MARCH 4, 2021, 7:00 PM**

**PRESENT VIA REMOTE PARTICIPATION:**

Nedim Ogelman, Chair/Commissioner  
Boo Bennett, Commissioner  
Nan Forbes, Commissioner  
Stanley Milan, Town Council Liaison  
Ed Neham, Vice Chair/Commissioner  
Chip Paciulli, Commissioner

**ABSENT:**

Stosh Kowalski, Commissioner

**STAFF PRESENT VIA REMOTE PARTICIPATION:**

Andrea Broshkevitch, GIS Coordinator  
Andrew Conlon, Senior Planner  
Don Dooley, Director of Planning and Economic Development  
Sally Hankins, Town Attorney  
Diana Hays, Town Clerk/Executive Assistant  
Dale Lehnig, Director of Engineering, Planning & Development  
David Mekarski, Town Manager

**CALL TO ORDER:**

Chair Ogelman called the meeting to order at 7:00 PM and Commissioner Bennett led the Pledge of Allegiance.

**AGENDA AMENDMENTS:**

None

**COMMISSIONER DISCLOSURES:**

None

**CITIZEN COMMENTS (first opportunity):**

None

**APPROVAL OF MINUTES:**

**a. February 18, 2021 Regular Meeting**

Commissioner Forbes made a motion that the Planning Commission approve the minutes from the February 18, 2021 meeting and waive reading. The motion was seconded by Commissioner Bennett and carried 6-0-1 absent.

**ACTION ITEM(S):**

**a. Approve Commission Responses to Citizen Emails**

The Commissioners agreed to remove the end of the first sentence in the first response on page 19 of the agenda packet – the following text is to be struck from the response: “and the results of Purcellville’s last four competitive elections.”

The town does not have an independent survey and does not necessarily agree with the accuracy of the County data. Discussion took place about the definitions that the County and the town have for “stories”. The process for demolition of a structure was discussed, noted on page 14 of the packet, 5<sup>th</sup> line of the blue text. The Town Attorney suggested the following language: “The Town is authorized by law to salvage from demolition, through purchase at fair market value, any structure within the District that has been deemed to be “contributing” to the District by the Virginia Department of Historic Resources (DHR). These “contributing” structures include many of the residences along South 32nd Street and Main Street. In partial fulfillment of Purcellville’s new Comprehensive Plan, (p.87, recommendation 1: "Consider amending the Town's historic zoning overlay district to be more inclusive of all historically contributing structures even in non-contiguous areas and entertain recommendations from relevant entities to expand recognition of historic assets within Town."), the Commission is proposing to expand the District to include all of the properties that have been deemed by DHR to “contribute” to the historic significance of the National Register’s “Purcellville Historic District.” After a straw vote, the Commissioners agreed to send the responses to the citizen incorporating the changes discussed.

**b. Approve “one page” Insert for April 1 Water Bill Statement**

Staff is to restructure the “HOW” paragraph. Under the “ADDITIONAL INFORMATION” category the second, third and fifth paragraphs to be restructured. Staff will share the revised document with the Planning Commission for individual comments.

After a straw poll, with the changes discussed, the Planning Commission agreed the document should be included with the April 1 water bill.

**DISCUSSION ITEMS:**

**a. Timetable for Zoning Ordinance Article 14A, Historic Overlay District; Reviewing Letter to Owners of Historic Properties**

The joint discussion with the Town Council has been scheduled for March 18, 2021. Council did not agree to the request for a joint public hearing at this time.

More data than needed but data is relevant for a situation possibly in the future. It was suggested that all parcels outside of the historic corridor overlay district be QA'd and QC'd, compared to County data and the town's historic data to make sure the map is accurate. The map in the ad will include just the new parcels. The first map for the public hearing can show the old parcels and the second map can show all contributing structures with the overlay district. The Commissioners agreed to have staff assign parcels to volunteers from the Planning Commission to survey and document.

**b. Hiring a Consultant to Help with Zoning Ordinance Rewrite**

The background and preparation of the RFP document was discussed. The Planning Commission will review the document and determine if any changes are to be made, discuss the changes during a work session at the second meeting in April, determine if the document will be issued and make their recommendation to the Town Council.

**c. Progress on Downtown South Focus Area-Zoning Ordinance Rewrite**

**d. Pending a Staff Recommendation: R-2 Single Family Residential vs. R-3 Duplex Residential Zoning Districts**

**e. Pending a Staff Recommendation: Narrow Lot Historic Land Subdivision Pattern**

**f. Review Non-Focus Area Zoning Ordinance Items**

In the interest of time, discussion items c – f were not discussed.

**PLANNING STAFF REPORT:**

**a. Update on Focus Area Zoning Reviews and Recommendations**

**b. Update on Potential Comprehensive Plan Amendments**

**c. Update on Charting Land Development Process Update**

**d. Other Inquiries of Interest to the Planning Commission**

In the interest of time, no updates were provided.

**COUNCIL REPRESENTATIVE'S REPORT:**

A joint meeting with the Town Council has been scheduled on March 18. The Planning Commission and staff will discuss their timelines to ensure it works for all parties.

**CITIZEN COMMENTS (second opportunity):**

None

**PLANNING COMMISSIONERS' COMMENTS:**

None

**ADJOURNMENT:**

With no further business, Commissioner Milan made a motion to adjourn the meeting at 10:02 PM. The motion was seconded by Commissioner Bennett and carried unanimously.

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Nedim Ogelman, Chair

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Diana Hays, Town Clerk