

**MEETING MINUTES  
PURCELLVILLE PLANNING COMMISSION MEETING  
THURSDAY, MAY 5, 2022, 7:00 PM  
TOWN HALL**

---

Meeting recording can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/171268>

**PRESENT:**

Nan Forbes, Chair/Commissioner  
Mary Frances Bennett, Vice Chair/Commissioner (late, arrived at 7:50pm)  
Stanley Milan, Town Council Liaison (late, arrived at 7:07pm)  
Ed Neham, Commissioner (via remote participation)  
Nedim Ogelman, Commissioner  
Chip Paciulli, Commissioner  
Carol Luke, Commissioner

**STAFF PRESENT:**

Sally Hankins, Town Attorney  
Don Dooley, Director Planning and Community Development  
Heather Spadaccini, Planning Operations Coordinator

**CALL TO ORDER:**

Chair Forbes called the meeting to order at 7:02 PM and led the Pledge of Allegiance.

**COMMISSIONER DISCLOSURES:**

None

**AMENDMENTS:**

None

**CITIZEN COMMENTS (first opportunity):**

Casey Chapman, CaseCo 205 E. Hirst St. took the opportunity to encourage the Committee to spend the resources & time to understand the impact of keeping or changing the zoning ordinance and/or zoning maps. Spoke about conversations/rumors circulating pertaining to certain town projects as well as a request that all zoning permits/ordinances be applied/enforced equally and fairly.

**APPROVAL OF MINUTES:**

**a. Edited March 17, 2022 Meeting**

Commissioner Ogelman made a motion that the Planning Commission approve the edited minutes from the March 17, 2022 meeting and waive reading. The motion was seconded by Commissioner Luke and carried 6-0

**b. April 7, 2022 Meeting**

Council Liaison Milan made a motion that the Planning Commission approve the minutes from the April 7, 2022 meeting and waive reading. The motion was seconded by Commissioner Paciulli and carried 6-0.

**c. April 21, 2022 Meeting**

Commissioner Luke made a motion that the Planning Commission approve the minutes from the April 21, 2022 meeting and waive reading. The motion was seconded by Council Liaison Milan and carried 5-0-1 (Chair Forbes abstained due to absence).

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

**a. Planning Commission Meetings and Remote Attendance**

Town Attorney Sally Hankins gave an overview of the Commonwealth's and Town's rules/regulations/ordinances surrounding quorums, absences and remote attendance at Planning Commission meetings. Liaison Milan asked if remote participation counts toward the allowable absence total-Attorney Hankins replied that one can attend meetings remotely up to 25% of total yearly meetings for personal reasons, but remote attendance is unlimited in cases of chronic or permanent disabilities or illnesses. Chair Forbes stated that she'd like to get in touch with State legislators to advance changes in the CCB (Committees, Commissions and Boards) attendance statute as it is outdated and not disability-friendly. Forbes & Hankins agreed to work together to formulate a letter to send to the Commonwealth legislative body regarding this issue and will try to get other local town attorneys to get on board with them.

**b. ZoneCo's Draft Zoning Map and zoning code outline for Commission comments and feedback**

The Commission discussed ZoneCo's responses to the Planning Commission's zoning map comments and took straw votes to agree upon further responses to ZoneCo's replies to earlier concerns due in part to the Commission's opinion that ZoneCo isn't being responsive to the Commission's concerns and is effectively "blowing them (the Commission) off"

Item 1: The Commission directs the consultant to spend their energy ensuring that zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 2: The Commission directs the consultant to spend their energy ensuring that zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 3: Inform consultant that after consulting w/ town attorney, Commission isn't constrained in zoning by existing proffers. Agreed unanimously 7-0

Item 4: The Commission directs the consultant to spend their energy ensuring that zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 5: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 6: The Commission asks that zoning & development standards be developed with open space in mind as specified in the comprehensive plan. Agreed unanimously, 7-0 (8:35pm)

Item 7: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 8: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 9: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 10: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 11: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 12: No vote taken as the smeared lines on the map is a print issue that's being fixed.

Item 13: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 14: No vote taken

Item 15: No vote taken

Item 16: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 17: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 18: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 19: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 20: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 21: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 22: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 23: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 24: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 25: The Commission requests that ZoneCo consider the vegetation, the old train bed & stream. Agreed unanimously, 7-0 (9:14pm)

Item 26: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. Agreed unanimously, 7-0

Item 27: No comment, already addressed earlier in the conversation.

Item 28: The Commission asks ZoneCo to please fix the zoning labeling mistake. Agreed unanimously, 6-0-1 (Commissioner Paciulli abstained due to not paying attention to the question)

Item 29: The Commission desires to inform the consultant that the ordinance needs to be adjusted to recognize that the areas designated as PDH are already built out areas with Single Family detached housing and its alignment with the Comprehensive Plan. Agreed unanimously, 7-0

Item 30: The Commission directs the consultant to spend their energy ensuring that the zoning map and zoning ordinance aligns as closely as possible to the comprehensive plan and to use the gap analysis. It was also requested there should be a strong difference between zone colors & that the housing development South of F St. should be in a different zone from those North of F St. Agreed unanimously, 7-0

Item 31: The Commission requests that ZoneCo should use same colors in the Zoning Map as the Land Use Map/Comprehensive Map to the greatest extent possible. Agreed unanimously, 7-0

Item 32: The Commission requests that ZoneCo should use same colors in the Zoning Map as the Land Use Map/Comprehensive Map to the greatest extent possible. Agreed unanimously, 7-0

Item 33: The Commission requests that ZoneCo should use same colors in the Zoning Map as the Land Use Map/Comprehensive Map to the greatest extent possible. Agreed unanimously, 7-0

Item 34: No comment at this time

Item 35: No comment

Town Attorney Hankins commented that the Town's comprehensive plan describes what the use and/or scale of different areas of Town should be & to think about ZoneCo's comments in this way: they're not looking to take things away but is rather proposing a cohesive overlay area that doesn't currently exist or as further development of form. A discussion regarding the disconnect between Purcellville's comp plan and ZoneCo's suggested zoning map updates ensued Sean Suder of ZoneCo suggested via text to Town Attorney Hankins that the upcoming special meeting slated for Monday, May 9<sup>th</sup> be delayed as he can redo the draft Zoning map to reflect the current Land Use (Comprehensive Plan) map per the Planning Commission's desire and meet next when it's time to go over the language of the ordinance and map. It was agreed by the Planning Commission by a vote of 7-0 to cancel the May 9<sup>th</sup> special meeting. Town Attorney Hankins agreed that this meeting should be canceled and stated that she would like to reach out to Town Council as to whether they'd like to have the meeting or not & will inform Planning Commission what Town Council's decision is.

### **c. Loudoun County project update and scheduling**

Director Dooley gave a progress report on the Loudoun County projects (commuter lot for the recreation fields by Woodgrove High School) stating that the County will be providing answers to questions submitted by the public on the County website and that the answers will also be forwarded to the Planning Commission as they become available and the Planning Department is currently waiting for the County to resubmit plans according to comments from Town Planning and Engineering staff. He also asked how the Planning Commission wishes to review this

project. Planning Commission would like to have the County give an initial 45 minute-1 hour town hall-style meeting or overview to explain to the Planning Commission what they're doing and what their plans are but would like about 4 meetings altogether throughout the project process.

**ACTION ITEM(S):**

None

**PLANNING STAFF REPORT:**

Director Dooley spoke again about the Loudoun County projects and the informational meeting that was held at Woodgrove High School on April 27<sup>th</sup>. He also gave updates about other projects in Town: Higher Ground Montessori going to BAR for CDA approval this month, the old Blue Ridge Hospice building has been purchased and will become a wellness center/beauty salon which will be totally remodeled. The new owners hope to go before BAR with their plans in June.

**INFORMATION ITEMS:**

Director Dooley had no extra informational items.

**COUNCIL REPRESENTATIVE REPORT:**

None

**CITIZEN COMMENTS (second opportunity):**

Casey Chapman, CaseCo 205 Hirst Rd., commented on zoning map changes and how it has affected his family's properties through the years & sees clear link between colors & zoning on Hirst Rd in particular. He questioned why the committee gets to make decision to not hold the special meeting on May 9<sup>th</sup> and not town council as well as saying that the Planning Commission should take the time to listen to the specialist that the Town has hired, especially since they are admittedly not experts in this field. Worried about personal property rights and how they will be affected by the new zoning map/ordinance.

**PLANNING COMMISSIONERS' COMMENTS:**

Mr. Neham informed the Commission that on April 26 he attended a meeting at Town Hall w/ Purcellville resident/business owner Tom Rust and other Town staff members about Mr. Rust's W. End properties but didn't get a chance to speak before he had to leave, so left the gap analysis & wished his time had been better used. He also asked Mr. Dooley whether the vacancy

percentage was based on square footage or storefront to which Mr. Dooley answered that it was based on square footage. Commissioner Ogelman spoke about his displeasure regarding the cancelled steering committee meeting on April 25<sup>th</sup> and doesn't believe that meetings such as these should be cancelled just because someone can't make it. He wanted to know who couldn't make it and why it was cancelled. Mr. Dooley explained that the Town Manager had a scheduling conflict as well as Staff was still waiting on other PC commissioner comments so there was no consensus to base a fruitful conversation on. Council liaison Milan stated that he was happy to hear that the commercial vacancy rate has dropped and that he isn't in support of Mr. Chapman's Vineyard Square project. He also addressed the Loudoun Now newspaper's article that stated that Mr. Milan said he's concerned about the possible scenario of Mr. Chapman demolishing the existing buildings and the possibility of there being a large vacant lot if funding isn't secured before demo occurs. Mr. Milan stated that he was never asked for a quote from Loudoun Now and that Loudoun Now's statement was inaccurate. Rather, he asked the developer if he has funding secured and if construction of the new project could begin immediately after demolition occurs and received no answer to either question from the developer. Mr. Milan then stated that he would never fund O St. nor approve the Vineyard Square project if it was up to him as an elected official.

**NEXT STEPS:**

Vice Chair Bennett will be running the next meeting as Chair Forbes will be away. The joint Planning Commission/Town Council Special Meeting on May 9<sup>th</sup> will be deferred to a later date. Town Attorney Hankins will be reaching out to Town Council tomorrow, May 6, 2022 to confirm that they're ok w/ deferring Monday's meeting since they were invited to attend the meeting by the Planning Commission.

**ADJOURNMENT:**

With no further business, Council Liaison Milan made a motion to adjourn the meeting at 10:45 PM. The motion was seconded by Commissioner Ogelman and carried 7-0.

---

Nan Forbes, Chair/Commissioner

---

Heather Spadaccini, Planning Operations Coordinator