

MINUTES
PURCELLVILLE PLANNING COMMISSION MEETING
THURSDAY, APRIL 20, 2023, 6:30 PM
TOWN HALL COUNCIL CHAMBERS

Meeting video can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/224513>

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, Town Attorney, Jeremy Root, 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:

None.

CITIZEN COMMENTS:

None.

APPROVAL OF MINUTES:

a. March 09, 2023 Special Meeting Minutes

Commissioner Rise made a motion that the Planning Commission approve the minutes from the March 09, 2023 meeting and waive reading. The motion was seconded by Commissioner Green and carried 6-0-1 absent.

b. March 23, 2023 Special Meeting Minutes

Commissioner Rise made a motion that the Planning Commission approve the minutes from the March 23, 2023 meeting and waive reading. The motion was seconded by Liaison Bertaut and carried 6-0-1 absent.

a. March 30, 2023 Special Meeting Minutes

Commissioner Green made a motion that the Planning Commission approve the minutes from the March 30, 2023 meeting and waive reading. The motion was seconded by Liaison and carried 5-0-1 absent, with Chair Forbes abstaining due to absence.

DISCUSSION/INFORMATIONAL ITEMS:

a. Work on ZoneCo Zoning Ordinance rewrite residual items

In consultation with ZoneCo representatives Nolan Nicaise and Joseph Helferty, Commissioners worked through the chart prepared by Vice Chair Neham and Commissioner Rise chronicling the remaining items to discuss/resolve relative to the draft zoning ordinance. That document can be found online with the agenda materials, as well as on file in the Town Clerk's office.

Mr. Nicaise elaborated on the areas that were not fully resolved during the calibration process, in which ZoneCo staff attempt to resolve using their professional judgement.

In reviewing the remaining work to be done by the Planning Commission, Chair Forbes inquired whether the remained two-week period would be sufficient for proper evaluation, or whether the Planning Commission would prefer to consider an extension of the final draft delivery from ZoneCo.

Mr. Nicaise responded that extending the deadline through the end of May would be acceptable to ZoneCo, at no additional cost beyond the original contract. Interim Zoning Administrator Martha Semmes added that the contract provided for such a mutual extension.

Liaison Bertaut motioned that the Planning Commission recommend to the Mayor that the ZoneCo contract be extended to the end of May. Commissioner Ogelman proposed a friendly amendment, "as provided for in the contract". Liaison Bertaut accepted the amendment, Commissioner Rise seconded and the motion carried 6-0-1 absent.

b. Updating Planning Commission By-Laws

Town Attorney Root requested that the proposed Planning Commission By-Laws update be tabled until such time as the Town Attorney was able to review and provide comment on the draft document found in the agenda packet. Hearing no objection, Chair Forbes agreed to defer the item until a later meeting date.

c. Downtown parking and Town-wide Transportation Plan

A recent citizen comment emailed to Town Council and the Planning Commission emphasized the need for Town attention and action regarding growing parking problems in Town specific to the downtown area. Ms. Semmes noted that an updated Transportation Plan was suggested in the recent budget proposals to Town Council.

Liaison Bertaut responded that the Town Council was seeking proposals from staff relative to the projected costs of the Transportation Plan, as well as the potential to work with the County to coordinate efforts. Liaison Bertaut continued that there didn't seem to be efforts proposed within the calendar year, and suggested it would be beneficial for the Planning Commission to make a motion if compelled.

Vice Chair Neham motioned that the Planning Commission strongly recommend that the Town Council budget funds to update the 2009 Transportation Analysis, including Parking Study, as promptly as possible. Commissioner Green seconded and the motion carried 6-0-1 absent.

PLANNING STAFF REPORT:

Interim Zoning Administrator Martha Semmes gave a brief update on planning projects including the plan tracking chart included in the agenda packet. The majority of open site plan projects are awaiting resubmission by the applicants.

COUNCIL REPRESENTATIVE'S REPORT:

None.

COMMISSIONER COMMENTS:

None.

NEXT MEETINGS:

Planning Commission special meeting of April 27th, 2023 and regular meetings of Thursday, May 4th, 2023, and May 18th, 2023.

ADJOURNMENT:

With no further business, Commissioner Ogelman made the motion and the meeting was adjourned 9:47 PM.

Nan Forbes, Chair

Jordan Andrews, Planning Operations Coordinator