

**MINUTES  
PURCELLVILLE PLANNING COMMISSION REGULAR MEETING  
THURSDAY, JANUARY 21, 2021, 7:00 PM  
VIRTUAL MEETING**

The meeting of the Purcellville Planning Commission convened at 7:01 PM via GoTo Meeting.

**PRESENT VIA REMOTE PARTICIPATION:**

Nedim Ogelman, Chair, Planning Commission  
Boo Bennett, Commissioner  
Nan Forbes, Commissioner  
Stosh Kowalski, Commissioner  
Stanley Milan, Town Council Liaison (arrived 7:03 PM)  
Ed Neham, Vice Chair/Commissioner  
Chip Paciulli, Commissioner

**STAFF PRESENT VIA REMOTE PARTICIPATION:**

Andrew Conlon, Senior Planner  
Sally Hankins, Town Attorney  
Diana Hays, Town Clerk/Executive Assistant  
Dale Lehnig, Director of Engineering, Planning & Development

**CALL TO ORDER:**

Chair Ogelman called the meeting to order at 7:01 PM. The Pledge of Allegiance followed.

**AGENDA AMENDMENTS:**

Chair Ogelman suggested moving items that need acted to earlier in in the agenda and then get to other items as time permits, with the goal to be to end the meeting at 9:30 PM. After some discussion it was agreed on that the Chair and Vice Chair would work with staff to better prioritize the agenda items.

**COMMISSIONER DISCLOSURES:**

None

**CITIZEN COMMENTS (first opportunity):**

None

**ACTION ITEMS:**

- a. Vote on Resolution 21-01-03 Initiating Amendments to Zoning Ordinance Article 14A, Historic Overlay District, Referring the amendments to Town Council for a Joint Public Hearing, and Directing Staff to Advertise a Joint Public Hearing on These Amendments**

Commissioner Forbes made a motion that the Planning Commission have a conversation and discussion with regard to Resolution 21-01-03. The motion was seconded by Commissioner Kowalski.

Sally Hankins reviewed the four objectives of the resolution, as stated in the resolution itself. Ms. Hankins added that the resolution, if adopted, would kick off the study of those four items and a report back by staff to the Planning Commission of professional recommendations – the resolution changes no laws and just initiates the process. Ms. Hankins stated the resolution, if adopted, would be forwarded to the Town Council for concurrence. Commissioner Forbes questioned why the resolution is needed and why approval is needed from the Town Council as this is in the purview of the Planning Commission. Ms. Hankins stated the state code sets forth three ways how zoning ordinance amendments are initiated to include the Commission adopting a motion initiating an amendment, the Council adopting a resolution initiating an amendment or a private landowner submitting an application. The resolution lays out the scope so that all members voting understand it. Town Council approval is not a legal requirement but advisable to bring goals and priorities of the Planning Commission to the Town Council. The Commissioners continued to discuss the process initiating zoning ordinance amendments, and whether or not to leave the language in the resolution suggesting Council approval. Ms. Hankins confirmed that the process would be followed for each ordinance change.

Sally Hankins stated there would be several reports to the Planning Commission and recommended the historic overlay district be treated as a historic district. Ms. Hankins suggested the approved resolution be presented to Council so they are aware of the action being taken by the Planning Commission and provide any comments. She also suggested the language starting with “Therefore be it further resolved” be struck from the resolution. Ms. Hankins stated if acted on tonight the resolution could be forwarded to Council tomorrow. After a straw vote, the Commissioners agreed unanimously on striking the language.

Commissioner Neham requested that Sally Hankins confirm the language stays consistent throughout the resolution (property, building, structures) and confirmed the 498 is an accurate number.

Commissioner Forbes made a motion that the Planning Commission adopt Resolution 21-01-03 subject to the modification of removing the final paragraph on page 2 that starts with “be it further resolved”. The motion was seconded by Commissioner Kowalski.

Motion:	Commissioner Forbes
Second:	Commissioner Kowalski
Carried:	7-0

Forbes: Aye  
Milan: Aye  
Kowalski: Aye  
Neham: Aye  
Bennett: Aye  
Paciulli: Aye  
Ogelman: Aye

**b. Vote to Send Letter to Owners of Historic Properties, Informing Them of Proposed Changes to Zoning Ordinance Article 14A, and their Opportunities to Express Their Preferences and Opinions on the Proposal**

Sally Hankins stated a letter is required later in the process once the ordinance has been drafted and there is more certainty as to the effect on those receiving the letter. A letter could be sent now (but it is not legally required) that informs the property owner that the process has begun. After discussion, the Commission agreed to table this item until more information is known.

**c. Vote on Amending Town Website Page on Historical Overlay Districts**

The Commission agreed to table this item until the process is further underway.

**DISCUSSION ITEMS:**

**a. Update on Proposed Rewrite of Zoning Ordinance Article 14A, Historic Overlay District, including mapping**

This item was voted on earlier in the meeting.

**b. Certified Local Governments (CLG) Pros and Cons Discussion; Straw Vote; Possible Action Plan**

Commissioner Kowalski shared a presentation about CLGs (attached). The Commission stated that once they have all of the information it can be presented to Town Council for approval. Commissioner Milan stated he would update Council on this item.

**c. 400 G Street E. Demolition**

Andy Conlon stated there is an existing structure outside of the historic corridor deemed contributing to the historic district and the purchaser has filed a zoning permit for demolition. Sally Hankins stated there is no review of demolition of structures if outside the historic corridor overlay district. Andy Conlon added that building a new structure on the property just requires zoning requirements and there is no architectural review required. Commissioner Kowalski noted that the house has not been maintained in a historic manner, and discussion took place on the materials of the house.

**d. RZ20-01; SUP20-01; SUP20-02; CP20-01; CP20-02 Western Loudoun Projects**

Andy Conlon reviewed the County presentation included in the agenda packet.

**e. Review of Letter to Owners of Historic Properties, Informing Them of Proposed Amendments to Zoning Ordinance Article 14a (deferred from 1/7/21)**

Previously discussed.

**f. Review of Proposed Changes to Town Website Page on Historical Overlay Districts (deferred from 1/7/21)**

Previously discussed.

**PLANNING STAFF REPORT:**

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

No update.

**b. Update on Acquiring Zoning Ordinance Consultant**

No update.

**c. Update on Land Development Processes Guides**

No update.

**d. Update on Comprehensive Plan Amendments**

No update.

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

Andy Conlon stated a proposal for the development of 410 11<sup>th</sup> Street S. was received and does not require review or approval by the Planning Commission. There are two adjacent lots that are nonconforming in width (approx. 45 feet). The owner would like to demolish the existing house and build two houses, one on each lot. The property is zoned R-2 single family residential which requires a minimum of 15,000 square feet per newly subdivided lot and a minimum of 100 feet in width for newly subdivided lots. The ordinance has special provisions for lots that are recorded. Mr. Conlon added that the determination needs to be made by the Zoning Administrator. Further discussion took place about setbacks, R-2 rules and reviewing the zoning ordinance as items or issue are addressed.

**COUNCIL REPRESENTATIVE'S REPORT:**

None

**CITIZEN COMMENTS (second opportunity):**

None

**PLANNING COMMISSIONERS' COMMENTS:**

None

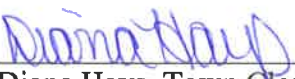
**APPROVAL OF MINUTES:**

**a. January 7, 2021 Regular Meeting**

Commissioner Kowalski made a motion that the Planning Commission approve the minutes from the January 7, 2021 Planning Commission Meeting and waive reading. The motion was seconded by Commissioner Forbes and carried unanimously.

**ADJOURNMENT:**

With no further business Commissioner Forbes made a motion to adjourn the meeting at 9:45 PM. The motion was seconded by Commissioner Milan and carried unanimously.

  
Diana Hays, Town Clerk

  
Nedim Ogelman, Chair

**Town Manager**  
David A. Mekarski, AICP

**Town Attorney**  
Sally G. Hankins

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**Chief of Police**  
Cynthia A. McAlister

**Town Clerk**  
Diana Hays, CMC

**Department Directors**  
Hooper McCann, Administration  
Dale Lehnig, Engineering, Planning & Development  
Elizabeth Krens, Finance  
Sharon Rauch, Human Resources  
Shannon Bohince, Information Technology  
Jason Didawick, Public Works

**TOWN OF PURCELLVILLE  
IN  
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 21-01-03**

**PRESENTED:  
ADOPTED:**

**JANUARY 21, 2021  
JANUARY 21, 2021**

**A PLANNING COMMISSION RESOLUTION**

**INITIATING AMENDMENTS TO THE PURCELLVILLE ZONING ORDINANCE ARTICLE 14A (“HISTORIC CORRIDOR OVERLAY DISTRICT”) AND THE ZONING MAP OF PURCELLVILLE, VIRGINIA, IN ORDER TO: (I) REVISE THE BOUNDARY OF THE “HISTORIC CORRIDOR OVERLAY DISTRICT” TO INCLUDE ALL PROPERTIES IDENTIFIED BY THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES AND ITS STATE REVIEW BOARD AS “CONTRIBUTING” TO THE LOCAL HISTORICAL SIGNIFICANCE OF THE TOWN OF PURCELLVILLE; (II) REVIEW AND CONSIDER WHETHER THE TOWN’S TOURISM CORRIDORS SHOULD CONTINUE TO BE LOCATED WITHIN THE HISTORIC OVERLAY DISTRICT; (III) REVIEW AND CONSIDER THE INTERPLAY BETWEEN THE HISTORIC CORRIDOR OVERLAY DISTRICT AND THE ARCHITECTURAL CONTROL OVERLAY DISTRICT SET FORTH AT TOWN CODE CHAPTER 54, AND ENACT REASONABLE AMENDMENTS TO REDUCE ANY CONFUSION OR REDUNDANCY THAT RESULT FROM SUCH INTERPLAY; (IV) RENAME THE “HISTORIC CORRIDOR OVERLAY DISTRICT” TO THE “HISTORIC OVERLAY DISTRICT” TO REFLECT THE BROADER SCOPE OF PROPERTIES CONTRIBUTING TO THE DISTRICT.**

**WHEREAS**, on June 30, 2020 the Town Council adopted *Plan Purcellville, the 2030 Comprehensive Plan* (“Comprehensive Plan”); and

**WHEREAS**, the Comprehensive Plan states that the historic elements and character of Purcellville should be preserved and maintained as the Town evolves, and that the Town should use historic preservation to promote tourism and visitor opportunities; and

**WHEREAS**, in 2005, the Town created the Historic Corridor Overlay District for the purposes of protecting the Town’s unique historical and architectural character, ensuring that new development is consistent with the small-town character of Purcellville, and encouraging aesthetic

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treatment along the corridors leading to the Town's historic core, so as to promote tourism and visitor opportunities; and

**WHEREAS**, in 2007, 498 buildings and structures within the Town were identified by the Virginia Department of Historic Resources and its State Review Board as "contributing" to the historic significance of the Town, resulting in the creation of the "Purcellville Historic District," which was listed on the National Register of Historic Places; and

**WHEREAS**, many of the buildings and structures identified in 2007 as "contributing" to the historical significance of the Town are located outside the Town's Historic Corridor Overlay District, and are therefore not subject to its protections; and

**WHEREAS**, the Planning Commission finds that the public necessity, convenience, general welfare, and good zoning practice require that: (i) the Town's Historic Corridor Overlay District be expanded to include all properties identified by the Virginia Department of Historic Resources as "contributing" to the historic significance of the Town, as well as all other properties identified as historically contributing or noteworthy by other professional surveys or studies, such as the African American Architectural Survey; (ii) the name of the historic district be revised to reflect the broader scope of the historical resources comprising the district; (iii) the Town review the appropriateness of including tourism corridors in the historic district that lead to the historic district, but include many non-contributing buildings and structures; and (iv) the Town review the interplay between the Town's Architectural Control Overlay District and the Historic Corridor Overlay District, and resolve any confusion or redundancy resulting therefrom.

**THEREFORE BE IT RESOLVED** that the Planning Commission hereby initiates amendments to the Zoning Map of Purcellville, Virginia and Article 14A of the Zoning Ordinance, in order to:

1. Rename the Town's historic district from "Historic Corridor Overlay District" to "Historic Overlay District," to reflect the broader scope of properties contributing to the Town's Historic significance.
2. Expand the Town's Historic Overlay District to include all properties designated by the Virginia Department of Historic Resources as contributing to the historical significance of the Town, as well as all properties that may be identified by other professional surveys or studies as historically contributing or noteworthy.
3. Review and consider whether the following tourism corridors, and all non-historic buildings and structures fronting thereon, should continue to be located within the Town's historic

NO

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Overlay District, or whether the aesthetics of such corridors should be governed under the Architectural Control Overlay District: Main Street, Route 287, Route 690 North (23<sup>rd</sup> and 21<sup>st</sup> Streets), Route 690 South (32<sup>nd</sup> Street), and Route 1604 (21<sup>st</sup> Street between Main and 23<sup>rd</sup> Streets).

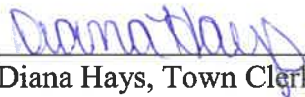
4. Review and consider the interplay between the Town's Architectural Control Overlay District and the Town's Historic Corridor Overlay District, and make amendments as needed to reduce confusion or redundancy that result from such interplay.

**PASSED THIS 21<sup>ST</sup> DAY OF JANUARY, 2021.**



Nedim Ogelman, Planning Commission Chair  
Town of Purcellville

**ATTEST:**



Diana Hays, Town Clerk