TOWN OF MIDDLEBURG
PLANNING COMMISSION
WORK SESSION AND REGULAR MEETING MINUTES

MONDAY, NOVEMBER 24, 2025
PENDING APPROVAL

PRESENT: Donald Woodruff, Vice Chair
Kim Basinger, Member
Christopher Hersh, Member
Rachel Minchew, Member
Michael Rocconi, Member
Morris "Bud" Jacobs, Councilmember

STAFF: William M. Moore, Deputy Town Manager
Rhonda S. North, MMC, Town Clerk

ABSENT: H. H. "Dev" Roszel, Chair

The Middleburg Planning Commission held their work session and regular monthly meeting on Monday, November 24, 2025 in the Town Hall Council Chambers. Vice Chair Woodruff called the work session to order. Town Clerk North called the roll at 6:30 p.m.

Discussion Items

Special Use Permit 25-01: Professional Office on Street Level/First Floor – Catherine P. Cherry – 11 E. Washington Street

Deputy Town Manager Moore reported that Catherine Purple Cherry Architects has been located in the space at 11 East Washington Street since 2019. He further reported that when the business first approached the town about occupying the space, his assumption was that it was for an office use and he had a discussion with the owner about the fact that an office use on the main floor in the C-2 District required a special use permit. Mr. Moore advised that the owner made the case that their primary use was the sale of custom furniture and accessories; therefore, he issued an occupancy permit for retail use, with an accessory office. He advised that the Town recently conducted an audit of the business and learned that an active business license had not been maintained and that the space had clearly not been used for retail use. Mr. Moore reported that he then issued a notice of a zoning violation for using a space for other than the permitted occupancy. He advised that the owner did not file an appeal within the required time period; therefore, it was now decided that the space was not being used for retail use and was indeed being used as an office space. Mr. Moore explained that the violation now needed to be cured, which could be done by the owner vacating the space or applying for and receiving a special use permit. He reminded the Commission that in the C-2 District, office uses could occur by-right on any level other than the first floor/street level and reiterated that an office use on the first floor/street level required a special use permit. Mr. Moore reviewed the history of this zoning requirement. He reminded the Commission that this particular store front was narrow and did not contain a large amount of square footage; however, the Town had seen a lot of very small shops that were successful. Mr. Moore advised the Commission that they needed to determine whether this was an appropriate use for this particular space. He reviewed the location of the space and reiterated that it was a small storefront that was recessed a little from the retail space to the east. Mr. Moore advised that it was approximately eleven feet wide and contained three hundred twenty-five square feet. He reminded the Commission of the need to hold a public hearing and explained that due to the timing of the submission, it could not be advertised for this meeting. Mr. Moore reported that it would be advertised for the December 15th meeting.

Lauren Novell, Chief Marketing Officer of Purple Cherry Architects, appeared before the Commission representing the application. She advised that she would answer any questions the members may have.

Councilmember Jacobs reminded the Commission that the restrictions on non-retail space were intended to protect the vibrancy of the downtown commercial district. He noted that the town had some empty storefronts and questioned how this regulation, which went back to 2003, protected the vibrancy of the downtown area. Mr. Jacobs opined that given the tiny size of the storefront, having an office use there did not harm the appearance or commercial atmosphere of the downtown area; therefore, he was inclined to grant the special use permit. He suggested the need to look at the restrictions that were in place.

Commissioner Rocconi opined that this was a prime retail location. He expressed an understanding of Councilmember Jacobs' thoughts; however, he expressed concern that this could result in a trend of more offices moving into the storefronts. Mr. Rocconi questioned whether it would be difficult to prevent office use in similar storefronts in the future if this request was approved.

Deputy Town Manager Moore confirmed it would. He reminded the Commission that special use permits were considered on a case-by-case basis; however, if an application was denied, the applicant could argue that other similarly situated properties were given preference. Mr. Moore explained that the key to recommending approval or denial of an application was to articulate and base the recommendation on the merits or traits of the property under consideration. He cited examples of exceptional narrowness, very small size, and location on a less traveled street as being items that could be articulated about a property when the Commission was making their recommendation.

Commissioner Rocconi recognized that in this case, the shop was narrow; however, he noted that it was surrounded by retail establishments. He opined that it was a good location for retail use.

Commissioner Minchew advised that she originally perceived it to be a part of the retail shop next door. She noted that the applicant leased the property and questioned whether the special use permit would expire with the lease.

Deputy Town Manager Moore noted that there have been some changes to the enabling State legislation with regard to special use permits that needed to be revisited. He advised that in the past, once a special use permit was issued, it stayed with the property. Mr. Moore confirmed that even if this tenant vacated the space, new office tenants could move in. He opined, however, that the new enabling legislation did allow time limits to be imposed as a condition of a special use permit.

In response to inquiries from the Commission, Ms. Novell advised that they had an interior design library in the space. She further advised that they had thirty-seven people on staff, ten of whom were interior designers. She reported that their revenue was probably 40% interior design and 60% architecture fees.

Vice Chair Woodruff advised Ms. Novell that the request had to be advertised for a public hearing, following which the Commission would submit a recommendation to the Town Council.

Commissioner Minchew acknowledged Councilmember Jacob's statement about empty storefronts that did not look pretty. She opined that having another one would not do the main street any good. Ms. Minchew noted that in this case, the office looked like it belonged to the retail space next door, even if it was only an illusion. She suggested this may be better than an empty shop with butcher paper on the windows.

Deputy Town Manager Moore reminded the Commission that the Town saw ebbs and flows between having a number of empty storefronts and having full occupancy on the main street. He acknowledged that there were currently some large high-profile spaces that were vacant; however, he cautioned the Commission about revisiting the regulations, which were well grounded and well-intended to preserve ground-level spaces throughout the C-2 District, simply because the Town was in one of the ebbs at the moment. Mr. Moore reminded the Commission that they amended the policy in 2023 to include real estate offices under the professional office category and remove the carve-out that existed for them.

In response to an inquiry from the Commission as to whether there was a way for the applicant to put furniture in the space on a rotating basis so they could become a retail space, Ms. Novell advised that they would be open to that discussion.

In response to an inquiry from the Commission as to whether they ever had anyone walk in and inquire about furniture and furnishings separate from their architecture services, Ms. Novell confirmed they received a large number of calls from individuals who were interested in hiring them for interior design services after seeing they had a presence in Middleburg.

Vice Chair Woodruff closed the work session at 6:53 p.m. He called the regular meeting to order at 7:00 p.m.

Disclosure of Meetings with Applicants

No meetings were reported with applicants.

Approval of Meeting Minutes

Commissioner Hersh moved, seconded by Councilmember Jacobs, that the Planning Commission approve the September 29, 2025 Work Session & Regular Meeting Minutes as presented.

Vote: Yes – Commissioner Woodruff, Basinger, Hersh, Minchew, and Rocconi and Councilmember Jacobs
No – N/A
Abstain – N/A
Absent – Chair Roszel

Council Representative Report

Councilmember Jacobs reported that Mayor Littleton presented his State of Town Address and noted that it could be viewed on the Town's website. He further reported that Town Clerk North continued to make progress on the Asbury Church Restoration Project and the associated Oral Histories Project. Mr. Jacobs opined that people would be very pleased when they saw the individual interview videos and the composite video. He noted the Americas 250 Celebration next year and advised that the Town would host an event each month throughout the year. Mr. Jacobs announced that the Town would publicly premiere the oral histories videos on February 11th. He noted that the Town's marketing logo had been changed to reflect the 250th anniversary celebration.

Councilmember Jacobs reported that the Council continued to talk a lot about water and opined that people in Loudoun County, including the Board of Supervisors, should be thinking about it. He advised that the Council recently lifted the voluntary water conservation measures; however, it would put them back in place when needed. Mr. Jacobs reported that the Coalition of Loudoun Towns (COLT) recently hosted a discussion about water with the Loudoun Conservation & Preservation Coalition. He advised that according to their presentation, in 1990, there were 1,000 wells in Western Loudoun; however, that number had increased to 18,000. Mr. Jacobs further advised that since 1985, 750 wells had gone dry in the county. He opined that it was clear that the trend lines were going this way and that, at some point, it would present a problem. Mr. Jacobs reported that the Mayor and Town Manager were trying to stimulate more public discussions and action to address this problem. He noted that it affected Western Loudoun more than Eastern Loudoun, as they drew their water from the Potomac River. Mr. Jacobs further noted an application for a new data center in Maryland that would draw water from the Potomac and opined that this may not be a good trend either.

Councilmember Jacobs congratulated Councilmembers-Elect Hersh and Gallagher for their recent elections to the Town Council.

Vice Chair Woodruff thanked Mr. Jacobs for his service, not only on the Town Council, but on the Planning Commission.

Councilmember Jacobs advised that he would not be leaving the Planning Commission.

Deputy Town Manager Moore displayed the Town's America's 250 logo, which was a modified version of the Town's logo.

Discussion Items

Policy on Electronic Participation in Meetings

Deputy Town Manager Moore reminded the Commission that they had a policy that allowed for electronic participation in meetings and reported that the State Code now required the policy to be adopted annually. He noted that Town Clerk North updated the policy and advised that she was available to answer any questions the members may have. Mr. Moore encouraged the Commission to adopt the policy so someone could participate electronically if they were unable to attend in person and noted that some of the members had utilized this opportunity in the past. In response to inquiries from the Commission, he advised that each committee, including the Town Council, adopted their own policies for their use. Mr. Moore opined that it was preferred that the Commission adopt the policy during this meeting unless they had any questions. He reiterated that the policy needed to be adopted annually, regardless of whether there were updates to it or not.

Commissioner Hersh moved, seconded by Commissioner Rocconi, that the Policy on Electronic Participation in Meetings for the Planning Commission be adopted for this next year.

Vote: Yes – Commissioner Woodruff, Basinger, Hersh, Minchew, and Rocconi and Councilmember Jacobs
No – N/A
Abstain – N/A
Absent – Chair Roszel

Comprehensive Plan Review

Deputy Town Manager Moore announced that the staff's plan was to resume the chapter-by-chapter review in January.

Planner Position

Deputy Town Manager Moore announced that the Planner position had been filled and advised that he anticipated the new person would start in January. He noted that the Commission would learn of her background once she was here; however, she was a very long-tenured experienced person. Mr. Moore advised that the Town was fortunate to have hired her.

Quorum for December Meeting

Those members who were present confirmed they would be present for the December 15th meeting.

There being no further business, Vice Chair Woodruff adjourned the meeting at 7:11 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video that is on the Town's website – www.middleburgva.gov)

Don Woodruff: Okay. Work session just started. Rhonda, would you call the roll, please?

Rhonda North: Chair Roszel is absent. Vice Chair Woodruff.

Don Woodruff: Present.

Rhonda North: Commissioner Basinger.

Kim Basinger: Present.

Rhonda North: Commissioner Hersh.

Chris Hersh: Present.

Rhonda North: Commissioner Minchew.

Rachel Minchew: Here.

Rhonda North: Commissioner Rocconi.

Mike Rocconi: Here.

Rhonda North: Council Member Jacobs.

Bud Jacobs: Present.

Don Woodruff: For questions. [off mic]. Okay. So, Will, do you have anything to add to what you have said before? With regard to this Special Use Permit.

Will Moore: I do not have anything to add. If you would like me to give a summary, I could. Or if you want to jump straight into a deliberation, that is fine as well.

Don Woodruff: Yes. Please do.

Will Moore: Okay. Sure. So let me see if I can get on screen here in a second. You have the report. So very brief history of the applicant business here. Catherine Purple Cherry Architects has been in the subject space at 11 East Washington Street since 2019. As I state in my memo when the business first approached the town about occupying the space as the business name Purple Cherry Architects, my assumption was that it was an office use. So, I had a discussion with the owner at that time about the fact that within the C2 district on the main level first floor in C2, an office use requires a Special Use Permit.

Don Woodruff: Right.

Will Moore: That generated a discussion, however, and she brought in a number of folks from her team, including someone from her accounting office, and they made the case that their primary use was actually the sales of custom furniture and accessories and the primary use, meaning it generated the most revenue of their uses and that that would

actually be the primary use of the space. So, we have documented that the occupancy permit was issued for retail use at the space with accessory office, which is not uncommon. You know, a small business has a retail shop and there's a small business office within the same space or shared in the same space. During periodic review of uses of I relooked at this space, I will share that I receive many comments or have received many comments over the years about why is this architect's office allowed to have this ground floor space here? We thought you couldn't have office space, and I would have to explain which is fine. I have no problem explaining the way that determination was made based on their presentation of their business. However, when we did a recent audit earlier this year of the business itself, we learned a couple of things. One, that an active business license had not been maintained by the business. There's probably some equal share to blame on both the town and the business for that issue. Not the worst thing. There's a way to go back a few years and get retroactive filings, which they did submit. However, it was during that process that it was it became clear that the space had not been used for retail use. So, and that at this point in time is a thing decided is the terminology we use in zoning a notice of violation for using the space other than for what the occupancy was permitted, was issued. There's a period of time that the applicant has to appeal that, there was no appeal filed of that. So that is a thing decided that it is not being used for retail use. It is being used indeed as an office space. So, the path forward then the violation has to be cured. And there are essentially two methods to do that. One was to vacate the space; the other was to apply for a Special Use Permit. So, within the C2 district office uses can occur on levels of a building other than the first floor or street level by right, so a second-floor office is permitted. If the space has a ground floor or basement floor, it can be used for office, but on that first floor or street level, it does require a Special Use Permit. And the idea is there that within the C2 district, as stated in the ordinance and as supported by some of the policies in the ordinance, there's a desire to preserve those ground floor spaces for pedestrian-oriented businesses, retail, personal services, restaurant, those kind of things. But the allowance for a Special Use Permit allows consideration by this body as a recommending authority and eventually by Council as an approving or denying authority to consider whether the individual circumstances of a particular location would make it okay for use as a special use. And oftentimes I've equated this to the fact that, yes, the C2 district along Washington Street extends from the Plains Road to Liberty Street that's the highest trafficked area within town. But we also have C2 zonings on some of our side streets, as well as on portions of the north side of Federal Street. So, some of those that might not have that level of pedestrian activity, maybe those spaces would be appropriate for consideration for office use, but even occasionally on the main street the Museum of Hounds and Hunting North America, directly across from Safeway they came before this body as well as Council year or two ago for a Special Use Permit. And there was a decision made by this body recommending approval and Council, ultimately granting approval that that particular space was okay to use for a museum, which is also a special use as opposed to a retail personal service restaurant. And there were some arguments made with that particular space, because it's a very narrow space and because it's multi-level, that it wasn't necessarily the best situated for retail space. So, what this body will be asked to do is kind of to look at this particular space and decide, is there something about maybe this particular storefront? It is a narrow storefront. It's not very large in square footage, although I will share that those two factors of a space are not always negative toward retail uses. We have seen lots of very small shops be successful, but so that's what you'll be asked to do in making a recommendation on this. The history is not so important. I gave you that just so you would have the history, because you've probably noticed that that storefront has been there for quite a while. But there's no desire. There's no need. There's no benefit in trying to be punitive toward looking back on this, it's just the path forward. Is this an appropriate use for this particular space? So again, on screen here, you see, kind of the aerial view outlined in red is the subject property, but it's really this small sliver on the side here in yellow, which is the subject tenant space of the rest of that large portion, larger portion of the building on the property is occupied by a separate retail space. And this is I'm sure you've seen it by now, but this is kind of the small storefront. It's a little bit recessed from the retail space just to the east that is on the shared property there. So, it's about an 11-foot wide storefront 325ft² roughly or so. The applicants included kind of a basic floor plan. If you've not been by to kind of peek in the window just to see what kind of space we're talking about there. And finally, as noted in the staff report, this is just for discussion this month because it's a Special Use Permit. We do have to advertise a public hearing. The timing of the submission did not allow us to advertise for that hearing for this month. So, your December 15th meeting third Monday instead of fourth Monday for December as usual, that's when you'll have your public hearing. And you will then be asked to make a recommendation at that time but for just for discussion this month.

Don Woodruff: Thank you, Will. Any questions or comments from members of the Planning Commission? Yes.

Will Moore: Sorry. Before he. I do believe we have a representative of the applicant here. So, if you want to hear from her at some point, that would be great.

Don Woodruff: Welcome.

Lauren Novell: Thank you.

Don Woodruff: Mr. Bud.

Bud Jacobs: Would you like to go first?

Lauren Novell: Sure, would you like me to stand here?

Bud Jacobs: You're required to stand there.

Lauren Novell: Certainly.

Will Moore: Just please give us your name and address.

Lauren Novell: Yes, of course.

Will Moore: Thank you.

Lauren Novell: Yes of course. My name is.

Don Woodruff: Using the lighting for time. No. Good.

Lauren Novell: I promise I'll be brief.

Don Woodruff: Go right ahead, please. Thank you for coming.

Lauren Novell: Well, thank you for having me, I appreciate it. My name is Lauren Novell. I am the Chief Marketing Officer of Purple Cherry Architects. So, I'm here to answer any questions that you have. I've been with the firm since March of 2020. So, a little bit after the time we took over this space.

Don Woodruff: Mr. Bud. Oh. Go ahead.

Bud Jacobs: Thank you. Mr. Chairman, I don't really have a question. I have a broader question. As I recall, these restrictions on non-retail space were directed to protecting the vibrancy of our downtown commercial district. And I don't know what the balance should be, but we have a lot of well not a lot. We have some empty storefront downtown, the windows of which are covered with brown butcher paper, and it's hard for me to see how that protects the vibrancy of our downtown area. Any more than this than this regulation which goes back to when 2003, I think you said?

Will Moore: Yes, sir. It has been revised more recently in 2023. But yes, it goes back to 2003.

Bud Jacobs: And just my own gut reaction to this is looking at the photo of the tiny little kind of cute storefront wedged in there between Tully Rector and I don't know who else seems to me doesn't in any way harm the appearance or commercial atmosphere of our downtown area. So, this is one I don't really understand. And as a result, I'd be inclined to give a Special Use Permit so that this could move forward, because I'm not sure that we're really well grounded in the 2003 restrictions that were imposed. Maybe we ought to take a look at that sometime.

Don Woodruff: Thank you. Anyone else? Please.

Mike Rocconi: Thank you, Mr. Chairman. So, I did go look at the building. And in my opinion, it is a prime retail location. And I understand what Commissioner Jacobs is saying. My only concern would be I would hate for there to be a trend of more offices moving into our storefronts. And I guess just a question for Will. Would we be, I know that SUPs are considered individually on their own merits. Would this if we were to approve something like this, would it make it more difficult in the future to prevent office use of similar storefronts?

Will Moore: So, I think the key word to the question, as you have worded it, is similar storefronts. And the answer would be yes. But you know, so one of the things that's looked at Special Use Permits are always on a case-by-case basis. But an argument that is made sometimes if a Special Use Permit is not going the way an applicant would like it to or if it's eventually denied, is they may argue that other properties that are similarly situated were given preference. So, the key is to whether recommending approval or recommending denial to base that recommendation and to articulate that recommendation on the particular merits or traits of the property that you're considering. So, whether it's because of exceptional narrowness, very small size, location on a lesser traveled street, those kind of things, just being sure that you really articulate the particulars about the subject property on which you're making your recommendation.

Mike Rocconi: Thank you, Will it is a narrow shop. But it is also surrounded by retail establishments, so I think it's still a good location for retail. But that's really all. Thank you, Will appreciate the information.

Don Woodruff: Commissioner Minchew.

Rachel Minchew: Thank you. I have to say, truthfully, I thought it was a part of a tailor shop next door because that's an interior design furniture thing. And I thought, oh, this is they do design work along with it. So that's how that's perceived to me. But my question is, I mean, you have a lease obviously in that. So, if it's approved when that lease expires that doesn't automatically flip it. It doesn't the if we do a special exception, it goes back if the lease when she if that company decides, okay, we're going to leave. And now whoever owns that building puts it back out there for rent. Does that have any?

Will Moore: The likelihood is that if you and we'll have to revisit, because I think there have been some changes to the enabling legislation. But in the past, once you issue a Special Use Permit for a use that stays with the property.

Rachel Minchew: Okay.

Will Moore: So going to it even if this office tenant, if approved, were to vacate new office tenants could move in. But I'll have to revisit. I do believe there was some changes made to the enabling legislation that do now allow time limits to be imposed as conditions on Special Use Permits. That's true. Yes.

Chris Hersh: Just sorry. Just out of curiosity, is there any just out of curiosity, is there any retail that takes place?

Lauren Novell: So, what we do is we actually procure furniture and sell furniture to our clients, but the furniture isn't inside the store per se. So, we are an interior design firm, so we will make selections for our clients, present them to our clients, and place orders, furniture, and accessory orders on their behalf. So, it is a retail operation, but we don't have physical product in the space.

Chris Hersh: Do you have pallets of the material that's used?

Lauren Novell: Yes, we have an interior design library.

Chris Hersh: I'm not interested in dollar quantity, but percentage wise, what percentage of the business is involved in kind of selling the interior design components?

Lauren Novell: Sure. So, we have staff. I think we're at 37 staff as of today, and ten of those are interior designers. But if you look at where our revenue is, it would probably be 40% interior design and 60% architecture fees.

Chris Hersh: Okay. Thank you.

Don Woodruff: Any other comments or questions? You understand that this has to go to a public hearing?

Lauren Novell: Yes, sir.

Don Woodruff: And that we have to publicize that. And then after that's over, then we'll come to a recommendation to the Town Council.

Lauren Novell: Yes, sir.

Don Woodruff: Thank you very much.

Lauren Novell: Thank you all so much. We appreciate your consideration.

Rachel Minchew: I do have one.

Don Woodruff: Oh, wait a minute. Hold it.

Rachel Minchew: Not necessarily to you, but just to follow up on Bud's statement about other empty storefronts that are not looking so pretty these days. And to have another empty storefront that's just an empty window with nothing in there doesn't do us any good on our main street. And this, like I said, kind of looks like it belongs next door. It kind of feeds into it. It's not, but it's an illusion. And it looks better than the butcher paper or the broom and all the junk in the other shop that just sits there.

Will Moore: If I may, I absolutely hear what you're saying. We see we have seen ebbs and flows during my time here of whether a large number or perceived large number of empty storefronts and then full occupancy on our main street for the longest time. And then we've kind of dipped where we have some particularly very high-profile larger storefronts. I would caution you to. To want to revisit, I think what is probably a well-grounded, well-intended policy in wanting to preserve ground-level spaces throughout the C2 district, again, with notable exceptions simply because we're in one of those ebbs right now there are very particular reasons, with a couple of these higher profile vacancies that you can't legislate around. So, and just a quick reminder that that policy was in effect revisited there was a 2023 amendment because the 2003 amendment that required the special exception for office uses, for whatever reason, it carved out real estate offices as a different use from professional office. And while we didn't see an influx within the first maybe 15 years after that, within 3 or 4 years, we saw an influx where more real estate offices were filling higher profile spaces. And this body and Council took the step to amend the ordinance to now include them, as well as in the category of professional office overall, because we felt like there were maybe too many of those flowing in. So just things to think about from a policy standpoint.

Don Woodruff: Anyone else with comment or question? Yes.

Kim Basinger: My question is, is there any creative way that you could envision where in that office space, there could be some furniture that would be there, let's say on a rotating basis, maybe, you know, a couple of, you know, really select beautiful pieces and you could say, okay, this month we want to share to our town about these curated items that might be selected for your home. Or, you know, I'm trying to I'm trying to think of a way where you would be able to meet the desires.

Lauren Novell: Yes, absolutely. Open to that discussion. If some sort of a rotating display of the goods that we are able to procure on behalf of our clients was something that absolutely would be happy to explore that.

Chris Hersh: Mr. Chairman, along those same lines, then do you ever have any clients walk in off the street? Kind of inquire about furniture and furnishings. And those are sold kind of separate from the architecture?

Lauren Novell: Yes, yes, we do get a large number of calls from individuals who are walking down the sidewalk and see our office and call us and say, oh, we see that you have a presence in Middleburg and are interested in hiring us and do hire us for interior design services. Exactly. Yeah.

Don Woodruff: Seeing no further questions, we just say thank you again for coming and we look forward to the next step.

Lauren Novell: Thank you so much. We appreciate it.

Will Moore: Mr. Chairman, as we're before 7:00, we need to take a quick recess and then begin the regular meeting right at seven.

Don Woodruff: Yes.

Will Moore: Thank you.

Don Woodruff: The work session is now over. We'll have a recess of six minutes and 30 seconds. Let's call the regular meeting to order, please. Disclosure of meetings with applicants.

Don Woodruff: Rhonda.

Rhonda North: Vice Chair Woodruff.

Don Woodruff: I've had no such meetings.

Rhonda North: Commissioner Basinger.

Kim Basinger: I have had no such meetings.

Rhonda North: Commissioner Hersh.

Chris Hersh: I've had no such meetings with applicants before this Commission.

Rhonda North: Commissioner Minchew.

Rachel Minchew: I've not had any meetings.

Rhonda North: Commissioner Rocconi.

Mike Rocconi: I've not had any meetings with applicants.

Rhonda North: Council Member Jacobs.

Bud Jacobs: I haven't had any meetings with any applicants with matters before this Commission.

Don Woodruff: All right. Thank you very much. Thank you, Rhonda. There being no one else here, I assume there is no public comment to be made. And so, we will move to approval of the minutes of September 29, 2025.

Chris Hersh: So, moved. Moved to approve.

Don Woodruff: Second. All those in favor say aye.

All of Commission: Aye.

Don Woodruff: Oppose. All right. The minutes are approved as presented. Thank you again, Rhonda. Council representatives report. As everybody says, the highlight of every meeting.

Bud Jacobs: I ask that my fellow council members try to stay awake as I go through this. Bridge gave the State of the Town earlier this week. It's on the website. It's pretty good. Might take a look at it. Overall picture is decent, I would say. Rhonda continues to slog on the Asbury Church project and has almost just about finished ramrodding the oral histories project that's associated with the church. And when you get a chance to look at the videos and the composite video, I think you're going to be very, very proud and very pleased. You all know that next year is the 250th anniversary of our beautiful Republic. And the town will be hosting an event or so every month throughout the year. And I want to highlight that on February 11th, we will have public premiere of the oral history videos for Asbury Church. So, it should be really neat associated with America 250th if you haven't seen it, take a look at the Middleburg logo, which has been changed. I think it's pretty neat to reflect the 250th Anniversary Celebration. We continue to talk a lot about water as we should. And more people in Loudoun County, including our Board of Supervisors, should also be talking and thinking about water. At our most recent Council meeting, we did lift the voluntary restrictions for now, always put them back in place if we meet the need to do so. The coalition of Loudoun Towns recently hosted a discussion of water with the Loudoun County Conservation and Preservation Coalition, and there are a couple of factoids from their presentation that, to me, are kind of stunning. According to their census in 1990, there were about a thousand wells in Loudoun County. Today that number is 18,000, and since 1985 we have had in the county 750 wells that have been reported to have gone dry. So, I don't have data or a nice chart to show everybody, but it's pretty clear that over the long term, going back decades, the trend lines are going this way. And at some point, that's going to present a problem. And the mayor is thinking a lot with Danny about what might be done to stimulate more public discussion. And God knows, perhaps even some action on this problem, which really, as everybody understands, I think affects Western Loudoun far more than it does eastern Loudoun since sense, they take their water from the Potomac. Although I notice in Maryland there is an application for a new data center development. I'm not sure where it is or where it lies on Maryland's shore, but they want to take their water from the Potomac. So probably not a good trend that we're seeing here. And then finally, we had our elections. And we should all congratulate Chris Hersh and Deborah Gallagher for sweeping victories for Town Council.

Chris Hersh: Thank you very much.

Bud Jacobs: So, congratulations and thank you for running. And that's all I've got.

Don Woodruff: Along those lines, we'd like to thank you for your service, not only on the Town Council, but here. It means double duty for you. And I don't know who will take your place. Nobody really can. But somebody will have to sit there and give the Council representatives report.

Bud Jacobs: I think we can guess who the Council representative is going to be. Speaking just for myself, Don, my forearms are severely bruised from Rhonda's arm twisting after I suggested that I would like to leave the Planning Commission and as a result, mostly out of terror, I will not be leaving the Planning Commission. [laughter] Yes.

Don Woodruff: Well, that's good news. Especially for someone who's been here a long time.

Bud Jacobs: Yes, decades.

Don Woodruff: Okay. Any other comments? Any questions for Bud? All right. Well, we're storming along. We're doing great. Discussion items Will. Will?

Will Moore: Just so you know, there are the logos that Council Member on screen are the logos that Council Member Jacobs was referring to for the celebrating 250, where we've modified our logos.

Don Woodruff: For getting rid of the fox. [laughter] All right. How about the discussion and potential adoption of electronic participation?

Bud Jacobs: All right.

Will Moore: So.

Don Woodruff: Mr. Moore.

Will Moore: Thank you. So, you have had a policy allowing for electronic participation. The state code has now been revised to require anybody that is utilizing this to annually adopt a policy. It sounds a little cumbersome, but they do make some tweaks every year to the enabling legislation. So, it's probably wise to do that. So, the what you have here was put together by Rhonda. If you have any questions as to the contents of the policy, please ask Rhonda. She can walk you through when you can and when you can't and how often you can and can't participate electronically. But we would encourage you to adopt this so that if somebody is unable to be here for either a personal reason or for a reason of a disability that so that they could continue to participate in meetings. And I know we've had some members who have utilized that in the past.

Don Woodruff: So, will this be an adoption by the Town Council for all aspects of government?

Will Moore: No. So, each individual board, commission and including the Council itself has to adopt it for its own use.

Don Woodruff: And at what time is it appropriate for the Planning Commission to say yes or no?

Will Moore: This evening would be wonderful.

Don Woodruff: All right.

Will Moore: If you're if unless you have questions and want to come.

Don Woodruff: Anybody with questions or comments.

Rachel Minchew: Do you have to redo this every year just to see what the updates are? Like a vote on it, I guess.

Will Moore: Yeah. Whether or not there is, there are updates to the enabling legislation. The legislation does now require you to adopt it annually.

Don Woodruff: You have a comment or question? No. Okay. I think it would then be appropriate for someone to make a suggestion that we adopt this or that we reject it. I'll make a motion, Mr. Chairman. All right.

Chris Hersh: I move that the policy for electronic participation in meetings for the Planning Commission be adopted for this next year.

Mike Rocconi: Second.

Don Woodruff: Any further comment? All those in favor, say yes.

All of Commission: Yes.

Don Woodruff: Those opposed say no. Please note that it has passed the Planning Commission. We hope Mr. Roszel will agree. [laughter] All right. We'll comment on 8B comprehensive plan review.

Will Moore: Yes. Simply to say that staff's plan is to resume the chapter-by-chapter review in January with the holidays coming up. I'm also thrilled to announce that our planner position that is open has been offered and accepted, and we anticipate our new staff person to come on board right at the beginning of January as well. And we're very excited. You will learn of her once she is here, but I'm thrilled with the acquisition. It's a very long tenured, experienced person who we're going to be very fortunate to have. So. Yeah.

Don Woodruff: Thank you very much. Any other comments? Any questions for Mr. Moore? All right, then, we know we'll be doing that. December 15th quorum. All those. Raise your hand if you're going to be here. All right, Rhonda, you're going to be here. Okay. All right. There being no other business before the Planning Commission, the meeting is concluded.