TOWN OF MIDDLEBURG
PLANNING COMMISSION
WORK SESSION AND REGULAR MEETING MINUTES

MONDAY, MARCH 23, 2026
PENDING APPROVAL

PRESENT: Morris "Bud" Jacobs, Chair
Donald Woodruff, Vice Chair
Carolyn Hersh, Member
Paul "Drew" MacMahon, Member
Michael Rocconi, Member
Christopher Hersh, Councilmember

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

ABSENT: Kim Basinger, Member (excused)

The Middleburg Planning Commission held their work session and regular monthly meeting on Monday, March 23, 2026 in the Town Hall Council Chambers. Chair Jacobs called the work session to order at 6:30 p.m. Town Clerk North called the roll.

Review of Comprehensive Plan Chapter VIII – Transportation

For the new members of the Commission, Deputy Town Manager Moore noted that the Commission was in the process of reviewing the Comprehensive Plan and had been doing so on a chapter-by-chapter basis. He further noted that the chapter before them was the "Transportation" one. Mr. Moore advised that the staff was proposing some amendments to the language; however, he stressed that they were just a starting point for the discussions. He encouraged the members to propose changes as well.

Deputy Town Manager Moore noted the need to update the sidewalk map to include new sidewalks that have been constructed since the Plan was last updated, in particular those constructed in the Salamander Residences subdivision. He recommended changes to the language in the Existing Sidewalks & Trails section regarding the construction of sidewalks in the older sections of town. Mr. Moore advised that many of those streets did not have the right-of-way necessary to support such construction and noted that the language currently stated that the "residents have expressed a desire not to add sidewalks". He suggested the need to confirm whether this was still the case when public input was solicited on the Comp Plan update.

The Commission held some discussion regarding the construction of sidewalks in areas where the right-of-way constraints prohibited them. The members expressed concern for pedestrian safety and, in particular, the safety of the children of the young families who were moving into the area who did not have sidewalks to use when they walked to the bus stop. Deputy Town Manager Moore suggested he revise the draft amendment to make it clear that the construction of sidewalks was preferred, while still recognizing that the constraints may prohibit them in some locations.

The Commission expressed concern that speeding had increased on Reed and Chestnut Streets since their extensions into the Salamander Residences occurred.

Deputy Town Manager Moore reviewed his recommended changes to the language in the Future Sidewalks & Trails section. The Committee held some discussion of the future sidewalk connections and the lack of right-of-way to support them in some locations. Deputy Town Manager Moore noted that the Comp Plan was an aspiration and was not necessarily something that would ever be accomplished or that would necessarily be accomplished by the Town government. He further noted that some connections could occur through private sector redevelopment. It was suggested that language be added to make it clear that completing sidewalk connections was a long-range goal.

Deputy Town Manager Moore noted that while the construction of sidewalks was important, equally as important was the maintenance of existing sidewalks. He recommended a section related to Maintenance be added to this chapter. Mr. Moore advised the Commission that while VDOT (Virginia Department of Transportation) was responsible for maintaining the sidewalks in the rights-of-way, they would not maintain sidewalk constructed of non-standard material, such as the brick sidewalks in the downtown area. He reminded the members that the Town recently began to use a new product, flexi-pave, when addressing repairs to brick sidewalks in areas that contained mature trees. Mr. Moore explained that flexi-pave provided a level walking surface and allowed air and water to get to the tree roots, which improved the health of the trees. In response to an inquiry from the Commission, he confirmed this product had been well received by the public. Mr. Moore noted that it was easier to maintain. The Commission suggested the word "equally" be eliminated in the first sentence of this section.

Deputy Town Manager Moore reminded the Commission that the Comp Plan contained a section on the redevelopment of Federal Street. He further reminded the members that following its adoption in 2018, the Town Council adopted a strategic initiative to focus first on improvements to South Madison Street, with the thought being that these improvements were needed first to allow people to get to Federal Street. Mr. Moore suggested a section on the South Madison Street Improvements be added to this chapter. He reviewed the proposed language, as well as the plans for the improvements to South Madison Street, which would include improvements to the sidewalk connecting to Federal Street.

The Commission held some discussion of the proposal for the redevelopment of Federal Street, in particular the recommendation to install chicanes. In response to an inquiry from the Commission, Deputy Town Manager Moore explained that a chicane was a narrowing of a section of the street that would only allow for one-way traffic in that section. He likened it to one-lane country bridges that could be found in rural areas.

Deputy Town Manager Moore noted the New Streets section. He further noted that the new streets in the Salamander Residences subdivision had been constructed. Mr. Moore suggested that since Middleburg was now essentially built out, with no room for new streets other than possibly in the mixed-use development area, this language should be stricken.

Deputy Town Manager Moore noted the Parking section language in this chapter. He reminded the Commission that the Town Hall Project contained forty-seven parking spaces that were intended to not only serve the building but also serve as public parking. Mr. Moore advised that the Town's wayfinding signage was being updated to direct motorists to it. He suggested language be added in this section to identify this parking lot as being available for public parking.

In response to a comment from the Commission, Deputy Town Manager Moore noted that he recommended removal of the reference to bicycles from the Strategies due to the narrowness of the streets and because the Town did not have the right-of-way necessary to support the construction of bicycle paths. He noted that a reference to bicycles was still included in the Goal and questioned whether it should also be removed.

After some discussion, the Commission agreed it should be left for safety purposes. Deputy Town Manager Moore suggested he draft language related to bicycles that were in Middleburg on weekends.

It was noted that the speed limits in Middleburg had been reduced to 20 MPH on many streets. The Commission suggested this be noted somewhere in this chapter.

Deputy Town Manager Moore reviewed the maps included in this chapter and noted the need to update them. He advised that he was in conversation with representatives from The Berkley Group, who helped develop the existing Plan, about obtaining their assistance in reformatting and updating the document.

Chair Jacobs closed the work session and called the regular meeting to order at 7:03 p.m.

Disclosure of Meetings with Applicants

No meetings were reported with applicants.

Approval of Meeting Minutes

Vice Chair Woodruff moved, seconded by Councilmember Hersh, that the Planning Commission accept the February 23, 2025 Work Session & Regular Meeting Minutes as presented.

Vote: Yes – Commissioners Hersh, MacMahon, Rocconi and Woodruff and Councilmember Hersh
No – N/A
Abstain – N/A
Absent – Commissioner Basinger
(Chair Jacobs only votes in the case of a tie.)

Council Representative Report

Councilmember Hersh reported that the Town Council held its strategic planning retreat on March 6th -7th and advised that some of the strategic initiatives that came out of it would be coming to the Commission for their consideration, such as the adoption of amendments to the Comprehensive Plan and the adoption of amendments to the zoning ordinance related to items that were coming before the Historic District Review Committee in applications.

Discussion Items

Garden Sheds/Non-Conforming Lots

Deputy Town Manager Moore advised the Commission that last year, the Board of Zoning Appeals heard a request for a variance to the maximum lot coverage requirements in the R-2 District from Dr. Christian Roberts, who lives in the Ridgeview area. He reminded the members of the recent changes to the zoning ordinance that made a number of properties in the R-2 District non-conforming, including Dr. Roberts'. Mr. Moore advised that Dr. Roberts wished to construct a garden shed; however, because the amount of his property that was under roof was already in excess of the maximum lot coverage allowance, he was unable to do so. He reiterated that Dr. Roberts applied for a variance; however, because his condition applied to multiple properties in the area, the BZA was unable to grant him a variance. Mr. Moore explained that Dr. Roberts was still interested in constructing a garden shed and noted that the only way for this to occur would be if the Town amended the zoning ordinance to allow for the construction of small items, such as garden sheds or dog houses, on non-conforming lots. He advised that he was not sure of the form of such an amendment; however, he wanted to see whether this was something the Commission was interested in pursuing.

The Commission agreed they were and asked the staff to develop some proposals for their consideration.

Quorum for April Meeting

Those members who were present confirmed they would be present for the April 27th meeting.

There being no further business, Chair Jacobs adjourned the meeting at 7:12 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

Middleburg Planning Commission Transcript
March 23, 2026

(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)

Due to a system failure, the audio for this meeting was not recorded. As such, there is no transcript for this meeting.