DRAFT MINUTES
PLANNING COMMISSION REGULAR MEETING
WEDNESDAY, DECEMBER 4, 2024, AT 7:00 PM

Planning Commissioners Present:
Chair Bob Custard
Vice Chair Richard Efthim
Commissioner David Smith
Commissioner Mark Corcoran
Commissioner Tripp Curtis
Commissioner Lori Kimball

Absent:
Commissioner Aubrey Torres

Staff Present:
John Merrithew, Planning/Zoning Administrator

1. Call to Order and Pledge of Allegiance
Chair Custard opened the meeting at 7:00 pm and Commissioner Smith led the Pledge of Allegiance.

2. Public Comment
Scott Brainard, 39580 Lovettsville Road, spoke on behalf of the Piedmont Environmental Council, Save Rural Loudoun, Loudoun Wildlife Conservancy, Loudoun Soil and Water Conservation District, and the Potomac Riverkeeper Network on the intersection at Lovettsville Road proposed as part of the Schoene Property subdivision. He reported that the developer has proposed clearing additional trees on the east side of Lovettsville Road to meet VDOT design standards and that the clearing has not been part of the review by DEQ. Organizations have provided a letter asking for DEQ to have an opportunity not review the proposed clearing. The letter is attached.

3. Additions/Deletions/Modifications to the Agenda
The Chair added a third information item to the agenda regarding the 2025 Commission work program. There was no objection.

4. Discussion Items

A. Parking Standards Review
The Commission discussed the current parking requirements for nursing homes, noting that the 1 parking space per 3 beds plus employee parking was less than that required in mother towns. The Commission discussed the staff parking requirements and the ability to negotiate parking with rezoning and conditional use permit applications.

Commissioner Corcoran made the following motion:
Motion: Move to make no changes to the current parking requirements or standards of the Zoning Ordinance.
Second: Kimball
Aye: Custard, Corcoran, Efthim, Kimball, Curtis, Smith
Nay: None
Absent: Torres
Abstain: None

6. Information Items

A. Environmental Standards Review

Staff introduced the existing ordinance requirements for landscaping and buffering requirements, which is the next review task in the Commission's work program. It was noted that the ordinance does not set standards for tree preservation or for open space except for larger projects. While the comprehensive plan encourages cluster development to preserve open space, the ordinance does not provide cluster provisions. Commissioners were asked to provide additional comments and questions to help guide the upcoming review. Commissioner Curtis offered to provide additional tree preservation information.

B. Annual Report

The Commission made several changes to the draft annual report to reflect the decision not to update parking standards, to note that 32 S. Loudoun street property was placed in an open space easement after it was rezoned, and that the HK&S rezoning is scheduled for a February public hearing.

Vice Chair Efthim made the following motion:
Motion: Move to adopt the 2024 annual report as amended.
Second: Kimball
Aye: Custard, Corcoran, Efthim, Kimball, Curtis, Smith
Nay: None
Absent: Torres
Abstain: None

C. 2025 Work Program

The Chair handed out a draft work program and discussed possible items for the program noting that work on the 5-year comprehensive plan update could begin in 2025. Commissioner Kimball suggested that the work program include consideration of ongoing heritage preservation recommendations from the Town Council and Historical Society.

Commissioner Corcoran made the following motion:
Motion: Move to table discussion of the work program until the January Commission meeting.
Second: Smith
Aye: Custard, Corcoran, Efthim, Kimball, Curtis, Smith
Nay: None
Absent: Torres

Abstain: None

7. Planning Commission Minutes

Commissioner Curtis made the following motion:
Motion: Move to adopt the minutes of November 4, 2024, as presented.
Second: Smith
Aye: Custard, Corcoran, Efthim, Smith, Curtis
Nay: None
Absent: Torres
Abstain: Kimball

8. Committee Reports

Tree Advisory Board – No report
Love Summer –No report.
Love America – No report.
Love Winter – Events begin on December 6.
Mayfest –No report.
Oktoberfest – No report.
Board of Zoning Appeals – The annual meeting is scheduled for December 16.
Commerce and Business Development – Reported that a new town map will be distributed, and the Committee held an end of year meeting with businesses.
Infrastructure – No report.

The Chair advised that he is applying to sit on the Board of Zoning Appeals and due to schedule conflicts will give up his seat on the Infrastructure Committee.

9. Zoning Administrators Report

Staff reported that a site plan application has been submitted for the C-1 property immediately behind the Truist Bank. The proposal is for a 2-story, 18,400 square foot office and retail building. The HK&S rezoning is expected to come before the Commission in February. The Schoene subdivision has made a change to the utility plans that will require a new waterline along portions of Park Place. Construction plans are nearly complete.

10. Comments from the Mayor and Commissioners

Commissioner Efthim noted a number of accomplishments over his years as a town council and the planning commission m and thanked the Commission and staff for their support.

Commissioner Smith noted he accepted the town council position because he feels veterans in particular have a responsibility to make their communities better places. He thanked the commission for the experience he’s gained.

11. Adjournment

Meeting adjourned at 8:23
Next meeting is scheduled for January 15, 2025.