



**TOWN OF MIDDLEBURG
PLANNING COMMISSION
MINUTES**



MONDAY, JANUARY 28, 2019

PENDING APPROVAL

PRESENT: Eric Combs, Chairman
Donald Woodruff, Vice Chair
Rachel Minchew, Member
Mimi Dale Stein, Member
Kevin Hazard, Councilmember

STAFF: William M. Moore, Deputy Town Administrator/Town Planner

ABSENT: Terence S. Cooke, Member
Edward R. Fleischman, Member

The Middleburg Planning Commission held their work session and regular meeting on Monday, January 28, 2019 in the Town Hall Council Chambers, located at 10 W. Marshall Street in Middleburg, Virginia. Chairman Combs called the work session to order at 6:30 p.m.

Discussion Items

Comprehensive Plan Update

Todd Gordon, of The Berkley Group, reminded the Commission that these were the final two of the eight chapters in the Comprehensive Plan. He advised that after their discussion, he would incorporate any changes/suggestions and would then return with the entire document for the Commission's review.

Business & Employment Chapter

Mr. Gordon reported that the draft included a listing of the existing businesses and noted that it would be updated following the deadline for the business license renewals. He advised that it also included a description of employment, which was drawn from the American Community Survey. Mr. Gordon further advised that it included a chart that described commuting and noted that in 2009, 78% of town residents worked outside of town, whereas, currently, 50.1% worked in town. He opined that this may be due to telecommuting and freelancers and advised that, after consulting with the Business & Economic Development Director, he added a strategy to pursue a small business center to serve their needs.

Mr. Gordon reported that he included a couple of paragraphs about economic development, including the recruitment of new businesses, as well as helping and retaining existing ones, to this chapter. He advised that there was also some language regarding parking and noted that this was an economic development issue. Mr. Gordon acknowledged the recent parking study which indicated there was an adequate supply of parking in Middleburg; however, he suggested it may need to be signed better.

Town Planner Moore suggested the chart may appear in a different form when the business listing was updated in April or May. He reported that he and the Business & Economic Development Director were generally happy with the form of this draft chapter.

The Commission held some discussion regarding parking and whether it was adequate, particularly given the recruitment of new restaurants and the needs they brought. It was suggested that a recommendation be included in the plan to revisit parking, including doing a more in-depth study, in the future.

Chairman Combs noted that the restaurants were expressing a desire for increased retail opportunities, with the thought that more foot traffic would bring more people into the restaurants. The Commission held some discussion about this and noted that the community survey showed a desire not only for boutique retail but also for regular, everyday retail opportunities. It was noted that while those businesses could be recruited, one of the issues in getting them was the rents in Middleburg.

The Commission discussed the issue of onsite versus online retail. It was suggested that that issue be addressed in the economic development plan the staff was currently working on as opposed to in the Comprehensive Plan. There was some discussion as to how the Comp Plan could be aligned with the economic development one so they would be collaborative. It was suggested that the Town's zoning ordinances would need to be aligned with the economic development plan to help ensure its success. The Commission suggested the Comp Plan should recommend a balance between retail and restaurant uses.

The Commission agreed it liked the draft as presented. It was suggested that if any of the members had any specific textual comments that they forward them to Town Planner Moore.

Land Use Chapter

Mr. Gordon reviewed the components of the land use chapter, which included a description of the existing development/land uses, the land use regulations and the land use policy map. He explained that the land use map was the long-term idealized vision of land use in the town. Mr. Gordon advised that it was broken into seven categories, which included: conservation, three intensities of residential development, commercial development, public or semi-public development and mixed-use development. He noted that the major changes in the proposed map over the existing one was that it showed the Salamander development and the change of uses on Federal Street from commercial to mixed-use. Mr. Gordon noted that the latter would open the possibility of redevelopment of some of the larger parcels to include both commercial and residential uses.

Mr. Gordon noted that language was also included related to regional land use policies. He reminded them that the town was surrounded by both Loudoun and Fauquier Counties and noted that Loudoun County was in the process of updating their comprehensive plan. Mr. Gordon suggested this language may need to be revised as that plan developed.

Mr. Gordon advised that the remainder of the chapter looked at the Salamander residential development and Federal Street. He reiterated that the Salamander development included a large residential component, whose construction could start quickly, a smaller mixed use village portion and some public space, which was based on what had been proposed.

Town Planner Moore advised the Commission that the residential portions were based upon the construction plans that had been submitted. He further advised that the mixed use portion was based upon the best graphic that was available from the rezoning. Mr. Moore reminded the members that representatives from Salamander have stated on the record that they did not intend to pursue the proffered development; therefore, that portion of the property could remain undeveloped or Salamander could return with a zoning proffer revision.

Mr. Gordon advised that the chapter contained a special feature for Federal Street. He opined that there were opportunities on the south side of the street and reiterated that the draft plan suggested mixed use development. Mr. Gordon advised that this chapter included a conceptual land use plan that identified

those opportunities, as well as opportunities for parking and green space. He stressed that these properties were privately held; however, he suggested the Town should be accepting if someone submitted an idea for redevelopment. Mr. Gordon noted that the Town did have control over the streetscape. He reminded the Commission that there have been streetscape plans that have been floating around for years but were not included in the Comprehensive Plan. Mr. Gordon suggested it was important to include them in it. He reminded the members that the plans organized parking and traffic in a little different configuration and continued the sidewalks. He opined that there were grant opportunities to achieve this. The Commission asked that the word “proposed” be changed to “potential” when referencing changes on Federal Street.

The Commission held some discussion regarding the language under the conservation and targeted use section that stated that acceptable targeted use projects should preserve 75% or more of the site in permanent open space. It was suggested that this be wordsmithed to show it as a goal, as opposed to a hard line number.

The Commission held some discussion regarding the language (third paragraph on page one) that stated that Salamander planned to build additional large single-family homes on large lots with a future mixed use phase that may include higher density housing. It was noted that the term “may” was used as it may or may not be built.

The Commission asked that the map on page six better delineate the existing roads from the proposed ones.

It was noted that Commissioner Fleischman provided some comments in his absence, the first of which was to include another land use map that identified existing land uses, as well as possibly a map that showed the town boundaries before Salamander was annexed. The Commission agreed a second map should be included that showed the current land uses. Mr. Fleischman’s second comment was related to identifying the infill development that had occurred in the Ridgeview area, including where existing homes were demolished and replaced. The Commission agreed and suggested this be mentioned in the last paragraph on the first page. Mr. Fleischman’s third suggestion was to identify the Windy Hill developments. The Commission agreed these should be cited in the introductory language on the first page. Finally, Mr. Fleischman suggested there could be public concern about the language regarding Federal Street. He suggested the use of the term “possible building sites”. The Commission noted that they already addressed this concern.

Next Steps

Mr. Gordon reiterated that the next step was to provide the Commission with the entire document for their review. He noted the need for additional photographs. Mr. Gordon reminded the members that once the document was in a form they found acceptable, the next step would be to get public input on it. He suggested the members give some thought to the format for doing so.

Town Planner Moore reminded the Commission that they were required to hold a public hearing. He suggested they also hold a public input session in order to get broad input, with the public hearing then being held soon thereafter. It was noted that the public input session was included in The Berkley Group’s contract.

It was noted that the document needed to be distributed to the public, including the Council, as soon as possible. It was suggested that a discussion be held concurrently with the Council. The Commission expressed a desire to hold their public hearing in April, with the goal being final adoption of the plan in July.

Chairman Combs adjourned the work session and called the regular meeting to order at 7:00 p.m.

Disclosure of Meetings with Applicants

Chairman Combs reported that he and members of the Town staff met with the applicant for the assisted living facility, as well as the property owner. He noted that this was scheduled for discussion later in the meeting.

No meetings were reported by the remaining members who were present for the meeting.

Approval of Meeting Minutes

Vice Chair Woodruff moved, seconded by Councilmember Hazard, that the Planning Commission approve the November 26, 2018 meeting minutes as presented.

Vote: Yes – Commissioners Combs, Minchew, Stein and Woodruff and Councilmember Hazard
No – N/A
Abstain – N/A
Absent – Commissioners Cooke & Fleischman

New Business

FY 2020-2024 Capital Improvement Plan

Town Administrator Davis reminded the Commission that the Capital Improvement Program (CIP) was a five-year plan for the location and financing of major capital projects in both the General and Utility Funds. He noted that the majority of the proposed projects fell under the Utility Fund; however, there were some General Fund projects, such as parking, sidewalks and a new town office. Mr. Davis explained that while the Town tried to stick with what was in the current budget year, the timelines for the remaining projects could be fluid as financing became available or the need became more imminent. He reminded the Commission that much of the timeline came down to an issue of financing.

Town Administrator Davis reported that the capital projects for the current fiscal year included the replacement of the West End Pump Station and sewer line improvements to address inflow & infiltration (I&I) issues on the Utility Fund side. He further reported that they included a new Town Office, way finding signage, street signs and fleet management on the General Fund side.

Town Administrator Davis reported that capital projects for the future included the construction of a clear well at Well 4, replacement of the sewer treatment plant membranes and the extension of public sewer mains along Stonewall and Lincoln Roads in order to eliminate the septic fields in town.

Town Administrator Davis reminded the Commission that they were being asked to make a recommendation to the Council regarding the plan.

The Commission held some discussion regarding the financing options for the Town Office Project. They questioned whether streetscape improvements for Federal Street would be included in the CIP. It was noted that if the Town took the lead on the improvements, it would be a capital item. It was further noted that there may be an opportunity to fund them through grants and/or contributions from developers; however, in any event, they would be listed in the CIP. It was suggested that once the Comprehensive Plan was adopted, the future CIP would look different as it could incorporate improvements recommended in it.

Councilmember Hazard moved, seconded by Commissioner Stein, that the Planning Commission forward the proposed fiscal year 2020-2024 Capital Improvement Program to the Town Council for review, amendment and approval.

Vote: Yes – Commissioners Combs, Minchew, Stein and Woodruff and Councilmember Hazard

No – N/A

Abstain – N/A

Absent – Commissioners Cooke & Fleischman

Council Representative’s Report

Councilmember Hazard reported that the Council would hold a budget work session later in the week. He advised that it recently held a branding work session to identify what it would like to see from the consultant. Mr. Hazard noted that during its regular meeting in January, the Council repealed the zoning ordinance related to the maintenance of historic structures and adopted a resolution of appreciation related to Christmas in Middleburg.

Councilmember Hazard advised that the Council also discussed changes to the ordinance that established the Wellhead Protection Advisory Committee. He noted that he raised the need to coordinate their work with the Planning Commission’s, as well as with the zoning ordinances.

Councilmember Hazard reported on the history of the Town’s trash collection contract and noted that it was now being collected by Bates Trucking. He advised that representatives from that company met with the Council to discuss the contract and opined that it would be better to have a smaller company administering it.

Councilmember Hazard reported that the Council also discussed the options for administering the proceeds from the sale of the Health Center building, the policy for providing merit increases for the employees and received a status report on the new Town website project.

Town Administrator Davis reported that in addition to his duties as the Town Planner and Zoning Administrator, Mr. Moore had also been given the responsibility of being the Deputy Town Administrator. He advised that he was also proposing a new planning position in the upcoming budget to handle general, routine activities, as well as special projects.

Discussion Items

Comprehensive Plan Amendment Request – Daniel Orlich

Town Planner Moore advised the Commission that the Mayor asked that the applicant give a presentation to the Council on this matter. He reviewed the history of the proposed project and noted that the applicant was now proposing an independent living facility, as opposed to an assisted living one. Mr. Moore reported that the applicant formally submitted an application for a comprehensive plan amendment to address three items: (1) amend the land use section to include an additional action item related to independent living facilities; (2) recommend amending the zoning ordinance to include independent living facilities as special uses in the Agriculture-Conservancy District; and (3) delete the language that limited the number of units for developments of this nature.

Town Planner Moore reminded the Commission that the draft Comprehensive Plan language no longer referenced assisted living, independent living or universal design cottages in the conservancy and targeted areas but rather talked about low intensity, small scale uses. He further reminded them that they indicated they were not open to something of the scale that the applicant was talking about. Mr. Moore expressed

hope that the applicant would accept the Mayor's invitation to make a presentation during the February 14th Council meeting so they could give him some direction on what the Town would be receptive to. He noted that the applicant submitted an application that would give the Commission something to act upon, whether favorably or unfavorably.

Town Planner Moore noted that Commissioner Fleischman submitted a recommendation that the Commission not proceed with land use/rezoning changes in advance of the adoption of the new Comprehensive Plan, as the purpose of the plan was to look at development as a whole. He expressed concern that piecemeal changes in advance of the plan were premature. Mr. Moore advised that unless Mr. Orlich withdrew his application, the Commission should take action on it. He suggested the Commission let him get input from the Council and if the application remained actively, they could then schedule a public hearing and make a recommendation to the Council on it. Mr. Moore further suggested the members review the application further and suggested that if action needed to be taken, he would provide a more detailed staff report.

February Meeting Quorum

Those members who were present indicated they would be present for the February meeting.

There being no further business, Chairman Combs adjourned the meeting at 8:13 p.m.

RESPECTFULLY SUBMITTED:

Rhonda S. North, MMC, Town Clerk

Middleburg Planning Commission Transcript
January 28, 2019

(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)

Will Moore: Those watching and transcribing knew we're [inaudible].

Eric Combs: OK. All right. Let's get started. Will, do you want to start down there? Certainly, Will Moore, Town Planner.

Kevin Hazard: Kevin Hazard.

Rachel Minchew: Rachel Minchew.

Eric Combs: Eric Combs.

Mimi Stein: Mimi Stein.

Eric Combs: Great. Thank you everybody. Well why don't we just jump right into the Comp Plan business. Todd, welcome back. Great to see you.

Todd Gordon: Thank you.

Eric Combs: Thank you for the drafts of Business and Employment chapter and the Land Use Chapter. Lots of good progress there.

Todd Gordon: Yes, so the brief description of where we are because there was some time off while we worked on the county's Comprehensive Plan a little is that our outline for the plan that we agreed upon or talked about quite a few months ago was for eight chapters and so these, the Business and Employment chapter and Land Use chapter, represent the last two of those eight chapters drafted. So we'd like to talk about these, go over a few points, take any suggestions, and then what we'll do after that is take all eight chapters and assemble them into one document and bring them back so you can consider them as a whole and move on from there.

Eric Combs: Great.

Todd Gordon: So that's the situation. So Business and Employment and Land Use chapters, I'll mention the highlights I suppose. The Business and Employment chapter makes a brief list of existing businesses and in meeting with economic development director and planning director just last week or the week before that the business licenses are due to be renewed so we can update that sort of at the last minute have the freshest possible data there. Then we also have a description of employment. This is drawn from the American Community Survey statistics of what industries are represented by folks that live in the town. And then a chart that describes commuting and compares commuting now versus or commuting in 2017, which is the freshest we have [multiple speakers] 2009. Very interesting I thought. And basically the lesson there is that in 2009 so just 10 years ago 78% of town residents who worked were working outside of the town, and now the majority, a very thin majority, 50.5% of Middleburg residents who work in the town which is excellent. Now we can't necessarily say why that is, but we've got some pretty good guesses. And I think you know there's a real trend nationally toward working from home and

telecommuting and also freelance type work which allows people to live somewhere that isn't close to the office if they please to do that. So that's a very interesting thing. And in talking about that with Jamie. We decided that it might be useful to add a strategy. We sort of set out all of our strategies early on in this process, but we thought there's a real opportunity here when we started talking about it to add a strategy. And so we've thrown one in here, strategy number six on the first page of the Business and Employment draft is pursue a co-working space or small business center that serves the needs of telecommuters and freelancers. And so if anybody is not really familiar with that sort of space it's kind of a shared office space. You know it might be a nonprofit sort of thing, it might just be a business where you can get some space to handle your conference call or a conference room to handle a meeting. It's very useful to those sorts of work from home types. I'm one of those work from home types and you know sometimes you need to call a few people together for a meeting and you know my kitchen table might not be the most professional option. So to have access to a space like that also because you're serving not just town residents, but people who live in the countryside outside of town some of those places don't have maybe the finest Internet access. And so if you could come into town and have a space where you could handle your your video conference it could be quite useful.

Mimi Stein: [Off mic]. [Laughter]. Do you remember that a long time ago before we were all in that building on Jay Street that's what I wanted to do? Do you remember that? [Off mic].

Todd Gordon: Yup. [Off mic].

Mimi Stein: Oh, yeah.

Todd Gordon: Could be a very useful item. So also on the next page a couple of paragraphs about economic development and some of the initiatives that are going on. We've consulted with Jamie about this and I think he may weigh in additionally about what's going on. A couple of things we pointed out. First of all just sort of recruitment of new business which he's working on all the time, you know talking to and helping to meet the needs of existing businesses and retain existing businesses. We also talk in the Land Use chapter about potential infill and revitalization, redevelopment. And I think there's opportunity for the town to lead the way in some ways with some of the properties that you already own and you've started doing that. You took the doctor's office building, the medical building and sold that so that it could be a business space and on the tax rolls and there's some other opportunities to do something like that. And finally there a little bit of talk about parking. Parking is definitely an economic development issue for the town because a lot of the people you serve, the tourists and the larger regional folks from the country, have to park before they can spend the money. So worth looking at there was a pretty recent parking study that concluded that the town generally has an adequate supply of parking. It might not be right in front of the building that you'd like to go to and it could be signposted better. So those things are pointed out in there. So would you like to stop and, please.

Don Woodruff: Just one of the things a couple of the go green people said was they suggested that in a public parking area [inaudible] consider charging station for electric cars. It sounded like an interesting idea. I've never been in an electric car so I can't respond to that part of it, but it apparently it's successful in other areas and people apparently like it very much. I don't know whether you pay to do it or whether it's just considered a service. You probably know much more about it than I do.

Todd Gordon: Sure. And I've certainly seen a lot of businesses that choose to install them, but I'm not sure how that would work from the town's perspective. It might just be an amenity that you offer.

Will Moore: Yeah, it's something that we anticipate that committee, the go green committee, bringing forward as a discussion item at some point to council and you know if they have ideas on how that they're probably doing the legwork on that. There are different models there's a model where it's a user paid service. I think there are models where it's provided, like Todd said, as an amenity. So how they would propose that I'm not sure. [Inaudible].

Todd Gordon: So any other things you'd like to discuss about the Business and Employment chapter. It's not a terribly long chapter.

Will Moore: We did discuss when Todd came in was last week?

Todd Gordon: about a week and a half. It was Friday.

Will Moore: Yeah yeah.

Todd Gordon: A week ago.

Will Moore: The chart for example on on the first page that lists the number of businesses by category we'll probably update that was a little newer data. That's pulled right from our treasurer's office. So as we get closer to potential adoption we'll update it. We're in business license renewal mode right now and they're due back March 1st. So probably sometime in the April/May timeframe we'll update those numbers, but we don't know in terms of the actual structure of it. Jamie had a couple ideas and he'll probably be sending forward a little bit of text, but we were generally happy with the structure of this draft and what it covered.

Todd Gordon: I think there's a mention there in the paragraph that the economic development director plans to follow through with an economic development strategy town-wide. So that's something that's coming in the future and so I put a mention here of that.

Mimi Stein: I don't know if everybody really thinks the parking is okay. But you know if we get more restaurants like we keep hoping it's going to evolve on Main Street we're going to have a crunch in the evenings. I don't know how you sign for that.

Will Moore: Yeah, it's a good point. And I don't think that everybody thinks parking is okay. [Off mic]. I think the perception is the opposite sometimes from people.

Mimi Stein: Well I think it's tight right now. I think if we do get a couple more restaurants on Main Street [off mic].

Will Moore: Right. Right. So the conclusion of that study that we generally have adequate parking, but there are a few tweaks here and there we can make mostly with way finding that.

Kevin Hazard: If we're doing this is basically a forecast maybe that's what I was going to say was maybe in our parking section we recommend revisiting parking and maybe do a more in-depth study going forward. We do know there's interest on the council in potentially acquiring some additional public parking, building out some, or you know somehow doing that regardless of the of the findings of that study.

Eric Combs: Todd one other question I didn't have a chance to comb back through this survey or public input information that we received, but I've been hearing from mostly restaurants in town of an increased desire for more retail opportunities to bring more shopping foot traffic to the restaurants rather than a need for more restaurants to have. [Laughter]. So that restaurant population buttressed by a strong retail shopping opportunity. And I can't recall what the input was either from the survey or the public input sessions, but I do recall there being some some mention of that and some prioritization of retail over you know some other types of needs whether they be restaurants or nightlife or whatnot. I don't see it referenced in here, but that could just because it wasn't as high up that priority chain as I might recall. But if it is on there I'm wondering if we want to give it a little bit of attention in this chapter.

Todd Gordon: We can certainly do that. I think a lot of the public input we heard initially was that more restaurants were desired. But since very shortly after that survey that we did a couple of new restaurants opened, so that certainly helps. But we also heard about you know just general activity and expanded business hours and sort of evening activity. And I think the other thing we heard was that we need to pay attention to the balance between boutique sort of tourist retail and regular everyday stuff. You know there are certainly limitations and we mentioned a little in here the limitations from the town's point of view you know sort of what you can do with the businesses. You can certainly recruit, but we also heard you know in surveys there was some complaints from business owners about the rate of rent.

Don Woodruff: About what?

Todd Gordon: The rate of rent.

Don Woodruff: Oh, yeah.

Todd Gordon: The expense. And the town is more or less not in a position to do much about it unfortunately.

Don Woodruff: But that is a problem.

Eric Combs: Yeah, and I see you give some attention to that here at least some mention that the town is somewhat handcuffed on that issue, but there are some efforts that the tenant can continue to focus on. And retail is a bit of a sort of a tricky option, right? A lot of the brick and mortar retail is sort of going by the wayside. and if you have a robust online presence then what's the need for brick and mortar particularly when it costs as much as it does per square foot here on Main Street. But I don't know whether we want to be tackling those issues or how we want to address that if at all, but it just it stood out to me as something that we perhaps weren't talking about here and I don't know the right context to do it.

Will Moore: I think a lot of that is going to be or is better suited to be addressed in an economic development plan. As Todd mentioned, Jamie is working on a strategy essentially an outline of a plan at this moment. It was scheduled to be presented to council for its first kind of review at the work session last week, but the power outage did that work session in, so you know there are some steps. His plan is to get an overall endorsement on this kind of larger framework from council and then work with the Economic Development Advisory Committee to actually put together a full fledged economic development plan. And those details of you know what kind of retail would be recruiting, specialty retail versus neighborhood retail or you know how do you add value in a brick and mortar location to be able to compete with online retailers? Those are probably better addressed in that plan than in our comprehensive plan.

Eric Combs: Is there anything we can do to work in concert with that business development type of plan? It just occurs to me that some of the things that they might be addressing in there would touch on some of the things that we might be addressing in here. Or one might inform the other. Is there anything we can be doing to not to be so siloed, but do instead kind of collaborate to some extent.

Will Moore: Right. I think the key is going to be the development of this plan. And once the plan is developed how does that align with our zoning ordinance for example? So if there are certain uses that are being targeted are there incentives that we can provide [inaudible]? Right now for example in C2 If you're opening a restaurant, retail, or personal service space in an existing building you don't have to worry about off street parking. Anything that's there has to remain, but you don't have to worry about it that use would have required a greater number of spaces and exist or not exist at all. You don't have to fill those in. So there are certain advantages given to those kind of uses. So really what comes out of that plan. That's how we help to support that is looking at how their plan aligns with our zoning and are there tweaks in our zoning that need to be made to help that plan and its success.

Eric Combs: And I don't mean to be obtuse here. My thought is if we can address it in the comp plan that then would inform the zoning and I wouldn't want to foreclose anything that they're trying to do with economic development by not addressing it here which could pave the way for our zoning.

Will Moore: Sure.

Eric Combs: I just don't I don't want to be doing anything here at cross purpose with what they're doing.

Will Moore: Right. Right. And so to that end which is why we had Jamie in on initial review of this chapter to begin with. And he did not see any conflicts with his initial strategy outline at least.

Eric Combs: Great.

Will Moore: But we will continue that conversation as if there are revisions made to this or if he gets more forward with his process with the strategy, that framework with counsel, if he gets feedback, and if some of that feedback might inform what we're doing here. We will certainly keep that open. And sorry Kevin, Kevin was in the meeting with Todd and Jamie and I as well.

Eric Combs: Okay. Good. Don I've been totally bowling over your raised hand. Do you want to chime in here? [Inaudible]. [Laughter].

Don Woodruff: It seems to me that that the thing we can do is to state the obvious and that is if you don't have a balance either the restaurants are going to dry up to a degree and if you don't have the restaurants you're going to lose business. And if you have to have strike a balance between the two and I certainly think that we can encourage that kind of effort to strike an equitable balance because that's what's going to help the overall economic picture of the town.

Eric Combs: Yeah I like that idea of a sort of a retail restaurant balance for example. Something like that I think would be a nice thing to to emphasize here because then it doesn't sort of close us off to whatever further economic development it might need to be done. And we've at least address that. I like that. Thank you. Kevin, please.

Kevin Hazard: In that economic development section here would it be a good paragraph to add saying that the town in all of its elements, the Planning Commission, the Economic Development will work in concert to develop the Economic Plan and make it a total town effort to make this happen. I think that would be a nice addition to this.

Eric Combs: Yeah agreed. I think that would be helpful. Something along those lines just to really set that up. Yeah. [Off mic]. Both of them together. Other comments on the Business and Economic chapter? OK. I think that I like the presentation of it. I think it looks good, and that commuting chart just fascinates me. Our former chairman, Steve Plescow, used to talk about how technology was changing at such a rate that it was really going to inform the planning. And here you've got [inaudible] testify to it. I mean this really does sort of change the paradigm of what we're doing here to some extent. And Steve would often bring up the example of the self-driving car and how that might really start to change the landscape, but yet we see we're not. I mean we're on that trajectory to some extent. [Off mic]. Yeah, exactly. [Laughter].

Don Woodruff: So we better get a collision center.

Eric Combs: [Laughter]. We certainly should. But no, Todd this looks great. Thank you. I think there's just a ton to work with here. If anybody has any specific textual comments I know Will also sent around a Microsoft Word version, editable. I have just some kind of nitpicky things along the way, nothing major. Let's just, Will, what's best? Just send them back to you? Any red line edits? [Off mic]. Okay. Then if

there are no other comments on the business and employment then why don't we move on to Land Use, the meat of [inaudible].

Todd Gordon: Sure. [Inaudible]. I can do the highlights of that chapter also. The first page is kind of a description of existing development, existing land use, talks about the things that have gone on recently and the general shape of things. The second page is land use regulations, that is what are the tools you're working with, predominately zoning ordinance, and describes the various zones and their functions. The land use policy map is a map that we worked on earlier in this process. So that's the sort of long term idealized version of land use. And so that's on page four and broken up into seven categories. So this map maintains the sort of light blue category, the conservation/targeted use which exists in the Comprehensive Plan you've got now in three intensities of residential, one commercial, one public or semipublic for schools and town facility cemeteries and that sort of thing, and then a mixed use category. So we discussed this a bit earlier and the major change you will see in this land use map from what exists now or the old plan's land use map is first of all it shows the land uses for the proposed Salamander residential development, some low density, some medium density, and some mixed use. Nothing built there, but those parcels were set out in those agreements. And then the other thing that we discussed and that's shown here is a change whereas most of the parcels that are south of Federal Street are commercial, zoned commercial, and described as commercial in the existing Comprehensive Plan. We've described those as mixed use, which would open up the possibility that any redevelopment of some of those large tracts could include both commercial and residential. So that's the shape of that. Page five talks about regional land use policies. It's sort of important to remember that you're surrounded, and so a little discussion of Loudoun County and Fauquier County's comprehensive planning efforts, what they're doing. Loudoun of course is working on their comprehensive plan at the same time you're working on this one. And so we mentioned kind of the direction of things there. And as that continues to develop we could update these paragraphs to describe what's happening, but basically they are looking at a suburban policy area that's largely built out and trying to decide what to do about that. And the direction of their current comprehensive plan seems to say that we should add a lot more density to transition the policy area which would bring that suburban sort of thing closer to Middleburg. That has been the direction the town and the other towns in the rural area have weighed into that process, expressed their concerns and their desires. Where that gets you I'm not sure, and then the rest of this land use chapter looks at really two of the major areas here. So there's a couple of pages on the Salamander residential development and a few pages on Federal Street. And so Salamander I think what's important to do here is just to make people very aware and very conscious of what's planned there and what's been promised and/or agreed to. So there's a large lot residential section and a sort of medium, but still pretty large lot residential section that are permitted, site planned, could start construction relatively quickly if they were ready to do that. And then there's this mixed use village portion which straddles Pendleton, mostly east of Pendleton, where they discussed doing a few single family homes but also some condos, some office type things, with some income restrictions on those properties. Some promised to local schoolteachers others with an income restriction that would make them slightly more affordable, but maybe not extremely affordable. And then potential site for a new town hall and a small public space. And so this is the map there is probably the best diagram that that could be put together of what the plan is there. Just to make people very aware of how that's proposed to work.

Will Moore: Just for clarification what you see in terms of the two residential areas that's based on their construction plans. The street layout is based on the most recent street layout that was accepted as a proffer revision a few years ago. What you see in the mixed use Village area it's essentially the the best graphic that we had from around the time that the properties were rezoned. It's not part of the rezoning proffers, the actual layout that you see there, but it was an exhibit that was included during that deliberative process. So while we while we essentially know representatives of Salamander have said on the record that they don't really have any intention of pursuing the proffered development there meaning that it will either be undeveloped or they will have to come back for a proffer revision at some point in time. It is what exists today in the zoning. It is what's proffered, and absent something new from them we

thought it was important to continue showing what is allowable today based on the current zoning with the proffers.

Todd Gordon: Basically that's what's been proffered, absent any further information, which we don't have any right now. That's what's on the books and everyone should be aware that that's on the books. It doesn't mean that that's absolutely what has to be built. Proffers can be changed, but if that's to be done there just has to be something worked out between the town and its interests and the applicant and their interests. But it would start from basically what's shown here. The second special feature here is to discuss Federal Street, and I think there are opportunities in Federal Street, certainly the properties on the south side of the street. Mainly the properties on the north side of the street are the backs of Washington Street Properties, and so probably not a lot of redevelopment potential there. But the properties to the south have redevelopment potential. There's sort of warehouse, light industry, contractor shop type uses, and those properties could be redeveloped at some point and of course our land use map suggests that that might be a mixed use type of a deal. There is a conceptual land use plan on page 9 that shows where some of those opportunities for buildings are as well as for parking and some green space type connections. Completely conceptual. These properties are ultimately controlled and I think we make the point well in the text, ultimately controlled by their owners, but the town probably will and probably should be accepting if somebody comes in for it with a redevelopment idea. What the town does have control over and can make a lot of improvement too is the streetscape itself which is pages 10 and 11. And these streetscape plans have been floating around for a little while, but hadn't been in the comprehensive plan, so I think it's important to get them in there, but there is a concept that was designed years ago for streetscape improvements to Federal Street which would organize parking, organize traffic a little differently, continue the sidewalks, there's lot gaps over there right now. And so the town can and should pursue these. You know there will be VDOT opportunities, grant opportunities, and so on similar to the way that you handled Washington Street streetscape improvements a few years ago to tackle improvements in this area. That can certainly be gone after and that you know may open up a whole new slate of retail opportunities. [Off mic]. And restaurants.

Don Woodruff: Todd what do you do when you you put in proposed buildings? What do you base that on? I mean I look at one and I see that a proposed building I believe unless I'm misreading it on the site of the millwork?

Todd Gordon: That's right. So we're just suggesting that there is an opportunity there.

Don Woodruff: An opportunity.

Todd Gordon: A lot of buildings there you know sort of one story warehouse type buildings, but there's the allowance certainly in your zoning to go bigger.

Don Woodruff: Okay, so what you're doing is you're basing it on potentiality.

Todd Gordon: Yes.

Don Woodruff: Rather than maybe reality at the moment?

Todd Gordon: That's right. The eventual redevelopment of any of those parcels is only going to happen when the owner is ready to do it, or maybe they find a partner who's ready to do it.

Don Woodruff: Thank you.

Todd Gordon: The market may or may not exist today, but I think it's starting to exist.

Kevin Hazard: Change that from proposed to potential maybe?

Todd Gordon: Potential?

Eric Combs: [Multiple speakers] opportunity for potential building. Yeah, just something that hedge more because somebody might see that and say [Inaudible]. [Off mic]. [Laughter].

Todd Gordon: Yeah we certainly don't want to create the impression that the town is going to build anything on your property. One of those proposed buildings does include the town's own property. That's the sort of town yard site that's south on Madison. [Off mic]. We discussed the town's ability to lead the way when it comes to redevelopment. And that may mean using that site for something. You know it's a very utilitarian sort of thing that could be done elsewhere and the town might look to get the ball rolling.

Eric Combs: Yeah. I like that inclusion in here. I thought you know to the extent the town has any control over this.

Todd Gordon: Sure. That's what's been done with one building on Madison. It had some doctors' offices and it. It's now no longer owned by the town. It's on the tax rolls to become something. And we also mentioned another town ownership property and that's the church on North Jay Street which the town I think is currently looking for interest has put out a request for not proposals but request for ideas or something.

Will Moore: Interest [inaudible].

Todd Gordon: To potentially make some news of that building that gets it on the tax rolls.

Eric Combs: A question about sequencing. If and when there comes a time to do a small area plan for federal street. Is this the section that we have here at the back of this chapter? Does that lay the groundwork for that?

Todd Gordon: Yeah.

Eric Combs: OK.

Todd Gordon: It really does. Without becoming a more specific plan it looks at land use, it makes some suggestions about the themes, and it looks at the streetscape. So it's a pretty basic small area plan at scale, but it could be studied in greater depth.

Will Moore: It's not totally incorrect to refer to what you have here already as a small area plan. Like Todd said, it's not extremely detailed, but it in essence is laying out a small area plan.

Eric Combs: Would it be helpful at all, and perhaps it's not, to leverage any of the work done in that Virginia Tech study?

Todd Gordon: Sure. So the conceptual land use plan on Page 9 is drawn pretty generously from that study.

Eric Combs: From that? OK.

Todd Gordon: I think it was a very good study.

Will Moore: Yeah that really was the the baseline for what you see here. There were some tweaks made to it, but [inaudible].

Todd Gordon: There were some updates made based on things that are currently going on. So we tried to roll them in to make this as current as possible.

Eric Combs: Other comments or questions about? There's a lot here, a lot to take in. I kind of have a feeling there may be some more digesting of this chapter in particular [inaudible].

Todd Gordon: Right, and that's fine. As I mentioned the next step is to look at the entire document as one and so we can modify any section as we go forward particularly the Land Use Plan. The land use policy map on page 4 bears zooming into and exploring. We don't make a lot of changes, but certainly that mixed use change on south Federal Street would be sort of a major frontier.

Eric Combs: I had a question on on page 3 on the left hand column with respect to the conservation and targeted use. One, I like the descriptions in there, and there's a sentence of about acceptable targeted use projects preserving 75% or more of the site in permanent open space. Where is that drawn from, the 75% threshold?

Todd Gordon: I believe it's drawn from the existing comprehensive plan.

Eric Combs: OK.

Todd Gordon: It doesn't necessarily need to be brought forward, but that conservation/targeted use is a pretty unique building category and it was set up by that plan and we drew most of that forward. But you know we could certainly...

Eric Combs: So [inaudible] sort of to repeat or echo here from what you found in the existing comp plan.

Todd Gordon: Yes.

Eric Combs: With respect to the [multiple speakers].

Todd Gordon: Now it may be that putting a number on that is too specific. It's possible we could say substantial open space or something along those lines if you didn't want to put a number on it.

Kevin Hazard: Maybe it would have a goal of 75%.

Mimi Stein: I think the number's important [inaudible].

Kevin Hazard: But if you make it a goal then it's not of a hard [inaudible].

Todd Gordon: Not too hard. [Off mic].

Will Moore: The current plan states quote, "only a plan that will preserve at least 70% of the in-town portion of the parcel and open space will be considered.

Todd Gordon: I don't know that we necessarily need to increase the [multiple speakers].

Will Moore: This was referring to a specific track, the Herriman track, but I think that's where that came from. I don't think. Yeah that is where it came from. So it's actually been upped a little bit in there.

Todd Gordon: Would it be appropriate to call that a goal of 70 percent or simply a goal of preserving substantial amounts or something along those lines?

Eric Combs: I agree with Mimi I think a number of some sort to help kind of quantify how substantial we're talking about is helpful. Yeah, I don't see an issue with that.

Kevin Hazard: Wordsmith it goal rather than you know a hard edge so that we don't have to change our comp plan if somebody came in at 65%. I mean it would give give us some some leeway and not go against our own comp plan.

Todd Gordon: That's really certainly the gist of that conservation/targeted use section is that these are open spaces and we like them that way, we intend for them to be open spaces, but we're open to things we haven't thought of as long as they fit within our our idea. So I think calling that a goal would be a good idea.

Kevin Hazard: I had a couple of just, one a question, and one something on one of the maps. On page one under the third paragraph on the on the right the Salamander resort plans to build additional large single family homes on large lots with a future mixed use phase that may include higher density housing. Is that what they have right now?

Will Moore: Yes.

Kevin Hazard: It's already in there. That was what we were gonna have above the retail?

Will Moore: Correct.

Kevin Hazard: The higher density?

Will Moore: Correct.

Kevin Hazard: Should we not say "may" that that includes higher density housing because right now that's the way we have it? And if they want to change it they change it. Or is that not hard and fast in the proffers?

Will Moore: Well it's hard and fast in as much as there is a cap, but they could do fewer units then. So I think "may" is a good term there for that reason and kind of secondarily the fact that we know they want to do something different, but this doesn't open up the door for them to do something different. It's letting people know that hey this could come along because it's there. Maybe it's the "may" implies that it may be built. It may not be built. It may stay open.

Kevin Hazard: I don't have great heartburn about it.

Will Moore: I understand what you're saying.

Kevin Hazard: We have a we have an existing proffer.

Will Moore: That's what's [inaudible]. Yes.

Kevin Hazard: And if we go to change it. I don't want them to go, but your complaint says we don't have to do that. And that's different from what we have in our proffer. If and when we change the proffers it ought to be done in accordance with our comp plan. I had one other small thing and we've talked about it earlier.

Eric Combs: Please Kevin.

Kevin Hazard: The map on page six, basically we were going to change the road going into something that delineates it a little better.

Will Moore: We talked about the graphic, the kind of coloring the roadways.

Todd Gordon: We did take that tone off of it and it may still not be enough.

Kevin Hazard: OK.

Todd Gordon: It had the blue going over it. Now there's a gap in the blue. But you know we do want... Maybe we were labeling Pendleton. Maybe we should label it in that space to make it clear. Kevin's concern when we met earlier was that we wanted to make it clear that that road exists and it wasn't one of the drawn in roads.

Eric Combs: Sure.

Todd Gordon: It's not a dotted line. Yeah, those are actual. It's a photograph of actual trees along the road.

Eric Combs: We received by email some comments from Ed.

Todd Gordon: Yeah.

Eric Combs: Most particularly about this chapter. I have some of them here. I'll just raise them in his absence and we can take them up.

Will Moore: It's really numbers two through five that apply to.

Eric Combs: Yeah, so let's start with number two, Will.

Will Moore: Yes sir.

Eric Combs: It says the chapter on land use has a good map of proposed land use to enhance understanding of the map. I recommend that another similar map be included in the plan with existing land use. For historical context it would be helpful to Middleburg residents if another similar map was included that shows land use and the town boundaries before the Salamander plot was annexed and rezoned. So he just wants to show that progression of current to the proposed. Is that helpful at all?

Will Moore: Well, Todd and I talked a little bit about the existing land use map and it sounds like that's something he and his folks could put together fairly easily for inclusion. We don't necessarily anticipate that it's going to look too terribly different than the future land use map, but there would be you know some some things that would be different. I think it's a good suggestion. I didn't get a chance to talk with him about the the the other map that Ed proposes there kind of showing pre-Salamander land use. I'm not sure.

Eric Combs: I don't know about that I guess I could see how just showing the difference between current and proposed might be helpful. I don't know that we need pre-Salamander.

Will Moore: OK.

Eric Combs: Guideline going forward.

Will Moore: Right, yeah. [Off mic].

Eric Combs: Is that possible just to do something of along current lines?

Todd Gordon: Yes.

Eric Combs: OK.

Todd Gordon: I don't think that's terribly hard. I'll say that the land use policy map that's in here is probably 90% what exists [inaudible].

Eric Combs: Yeah. I would hate to so sort of give it equal emphasis as the proposed one, but...

Will Moore: It oftentimes is a helpful thing.

Todd Gordon: I think it could be helpful.

Will Moore: It can be helpful, sorry Todd, to just to reinforce that we're not calling for a lot of change in a lot of places if people were concerned. People were very concerned about change and it's that concern is somewhat amplified in this community as opposed to maybe some others. So having that and showing that there's really not a lot different except for a couple pockets here, the south side of Federal Street for example, that we're really looking at change for. I think that could be actually helpful in that regard.

Eric Combs: Yeah, it's a really good point.

Kevin Hazard: In that if we're gonna do that should we add just a very small narrative of what the changes are? Kind of just a paragraph?

Todd Gordon: Yeah, I think that would be useful.

Kevin Hazard: These are the small changes that we see going forward.

Eric Combs: Yeah, put it in narrative just so that you're connecting the dots for the reader. Yeah, I like that. Ed's next comment on the second page, so on page 2. Residential development is mentioned on the east side of town. The chapter should mentioned new infill single family houses constructed in Ridgeview including a few tear downs with replacement single family houses.

Will Moore: So I think he's referring to kind of a trend that has taken place over the last few years. It's not been terribly significant maybe overall, but there has been some infill development in the Ridgeview area and there have been at least two instances where existing homes were torn down and the lots were rebuilt on with fairly larger homes than what were there before. So I think that's what he's asking. I guess he's asking for that to be memorialized in the plan.

Eric Combs: I'm not sure I see where he's referencing in the chapter. Do you know, Will, where?

Will Moore: Let's see second page residential development is mentioned on the east side of town.

Todd Gordon: I think it would probably be most appropriate on page one.

Eric Combs: Yeah that last paragraph on page one?

Todd Gordon: Right hand column, yeah. Talks about potential development areas. And I appreciate his comment. I think it is worth mentioning that you've seen a few tear downs, which it's something that typically happens in places with high real estate values and you may see more of that.

Kevin Hazard: I agree that we need to do something because it has been an ongoing concern [inaudible].

Eric Combs: Yeah, with some frequency.

Kevin Hazard: We did that charrette what 7, 8 years ago on you know what could happen at Ridgeview.

Eric Combs: Yeah perhaps in that paragraph then on page one there could be a mention there. Ed has another comment that mention of the housing developments by Windy Hill Foundation on the west side of town is important and should be highlighted.

Will Moore: Yes. [Off mic].

Todd Gordon: That is some of the more recent development, so it would be good to cite when that happened whenever that was.

Eric Combs: Yeah, perhaps in that more again in the introductory language there on page one just the mention of how that is a sizable part of the town's development. And then lastly Ed mentions that possible future development as outlined in the draft plan on Federal Street may be subject to criticism. It will be interesting to see public comments on this proposal. On page 9 instead of using the term "proposed buildings" the term "possible building sites" could be used, which [inaudible].

Will Moore: We've already covered, yeah.

Eric Combs: [Off mic]. Nice to see a common denominator among the Planning Commission.

Todd Gordon: We'll certainly make that change and our goal is to open up possibilities for landowners not to tell anybody what they ought to be doing. [Laughter]. [Off mic].

Eric Combs: Any other comments or questions on the Land Use chapter? Again if you have any specific textual edits that haven't been mentioned in that word version feel free to forward 'em on to Ed. I imagine we'll all come back to this a significant amount as the document comes together more and we look at it in the context of the other chapters, but this is wonderful Todd.

Todd Gordon: Thank you.

Eric Combs: [Inaudible] this looks great.

Todd Gordon: As I mentioned the next step is to put all those chapters together, make some of the revisions that we talked about earlier, just line everything up together, and see how it works as one document. So we'll add little basic elements like the cover and a title page and then see how everything looks. We do know that we started to run low on photographs as we started drafting, so there will some new shots we need to get in so any suggestions would be good. We took all the pictures back in the fall when there were leaves and things were looking quite nice and then once we got into drafting in the winter you think well I wish I had a picture of that, but right now all the trees are bare and there's a [multiple speakers]. [Laughter]. So we'll replace some certainly as things start looking nicer in the spring.

Eric Combs: Okay, so then next steps would be to add any specific edits that were discussed here, put them together, and then start looking at the plan as a whole?

Todd Gordon: That's right.

Eric Combs: OK. And then Todd what are your thoughts in terms of then getting from that next. I guess it's really sort of the first iteration of the draft as a whole to whatever our final product is? What's your sense of timeline on that?

Todd Gordon: I think we can put that draft together relatively soon. It remains to be seen what you all will think of it once it's in one shape and what you'd like to do to it. The other thing that we talked about very early on that we need to bring back and talk about his public input on the whole draft. We'd like to share that with a broader audience in whatever format you think will work the best. So we should give some thought to that.

Eric Combs: Yeah, and is that something we might typically do a public hearing here, or would we open up to a sort of a larger venue or wider format like the community center that we did?

Will Moore: So I'm thinking both. You're required to have a public hearing and you know it's part of your recommendation of the plan to council, but I'm envisioning more of an input session, open house input session prior to that time so we get the broad input, if there are any revisions that we think are necessary to make on that, and then probably fairly soon thereafter you would conduct your own public hearing.

Eric Combs: Okay, good, and so we can advertise that ahead of time and build kind of the audience for it?

Will Moore: Yeah.

Todd Gordon: I think advertise ahead of time. Also it's you know it's a document with a lot of words in it so it needs to be read. So you can't really just invite people to the community center and hand them a copy because they won't. [Off mic]. It needs to be available in advance so that people can digest it and then come to talk about.

Eric Combs: And I know we address that in the budget at some point, but does our budget with the contract still contemplate that sort of big public input session with the demonstratives and whatever else needs to be [inaudible]?

Todd Gordon: That was always in the plan.

Eric Combs: Good.

Todd Gordon: That there would be an open house is what it was termed.

Eric Combs: OK.

Todd Gordon: And so we can decide exactly what that means, but you know something like inviting people out to share their thoughts on it. You know it would be helpful if you distributed the draft so that people could read it and then maybe you put up a poster of certainly that land use policy map is an important exhibit that people might want to take a pen to or make a comment on while pointing at it.

Kevin Hazard: Do we think we're at a point where we want to might just take it to council just as an update? We now have you know like [inaudible] drawings, or you know we're at 75 or 80% we want you to look at this before we go a lot further making sure we have... Because it's essentially, or is that do we want to wait 'til we...? To me I think we ought to take it, let council take a look at it, and just say this is where we are, get your input as we get ready to go to public input sessions.

Will Moore: I mean I'll leave that up to this body. I think we first want to have you know a collated draft. We don't want to piecemeal it to them.

Kevin Hazard: Right.

Will Moore: So once once were there you know I think like, Todd said, I think we want to get this out to everybody, council included, as soon as possible. And I think we we maybe do that at the same time. And then we can concurrently have a discussion with council. Maybe that discussion happens before a public input meeting, but I'm also a believer in you owning this plan, that you are the ones who have been putting in the legwork and you know reviewing and drafting and revising what's been presented to you by the consultant. So yes it's good to get council input, but at the same time we need to keep our our train rolling forward at the same time. I will share with you, and I had this discussion with Todd, the mayor is very interested in trying to have a drop dead date. You know when is this gonna be adopted? And I've essentially told him after discussions with Todd that we're pretty comfortable we think of an adoption in the summer is certainly reasonable. I would love a July adoption myself. If it happened a month earlier I wouldn't complain. If it happened a month later I wouldn't complain too much, but yeah so keeping moving forward. But that that gives us time. [Off mic]. I think so. I think so.

Todd Gordon: I think that's...

Will Moore: Yeah. I might want to take a vacation in August and just you know [laughter] I'd really love to have this done by then.

Todd Gordon: I think that's a schedule that we can meet pretty comfortably.

Will Moore: Right.

Will Moore: And that gives us time. You know if we really ram this forward we can probably do something by May even, but you know we want time for [multiple speakers] for people to digest, to revise. If there is something that jumps out to council that requires a slight turn in a different direction or something I think we still have time built in there that we could work with.

Eric Combs: Yeah and I'd like to sort of build that process so that you know the people who we want to have this in their hands, everybody in town and council included, have time to digest it and not just review it and show up.

Will Moore: Yes.

Eric Combs: Because the comments are gonna be really instructive for us and then we want to have time to to then review and incorporate or not incorporate as the case may be. But to include that in our iterations so that we can ideally meet that July timeframe. So are we thinking kind of aim for public input session like April timeframe?

Todd Gordon: I think that's a reasonable aim.

Eric Combs: Okay.

Todd Gordon: I think we should do a round of revision once we have the draft together and you've weighed in on a revision.

Eric Combs: Yeah, if not one or two I would think.

Todd Gordon: So that would put it about in April.

Eric Combs: OK. So we know what we're marching toward. OK. So then the charge to us is just continue to weigh in on the chapters if you have any other comments we can just funnel them through Will continually as needed. And Todd you've got some stuff from us here tonight, so then I know I think I still have some edits from some of the earlier chapters that we touched earlier on which I don't know if it makes sense to fire those over now or to wait 'til we... OK.

Todd Gordon: It'll be great to have them now. Part of this assembling of one document is going back to my notes that are getting pretty old at this point of what you said about the first draft chapter that we worked on and making sure those edits are incorporated so [multiple speakers].

Eric Combs: Ok. So yeah, to the extent any of you has older comments feel free to to renew them now. OK. Todd this was great. Thank you.

Todd Gordon: Thank you.

Will Moore: It's nice to get back to it.

Eric Combs: It is. Yeah, I know we got you off track there for a while.

Todd Gordon: It was off track, but it was an important track to look at what Loudoun County was proposing and see how it matched the town's interests or didn't match the town's interests. You know I think you share a lot with the other rural area towns, a lot concerns. We have concerns about how the town was incorporated into that process. Unfortunately, I don't think you were well Incorporated, and they seem pretty determined to add a lot of density to that transition area which I think does not serve the town's interests, but they seem determined to do it.

Eric Combs: Well it was important to have you on that effort, and I think that's a voice well heard. So thank you and thanks for this. Okay. I believe that concludes our work session unless anybody has any other items? If not we can roll right into the regular meeting. OK. Why don't we get started with the regular meeting. First item a business is a disclosure of any meetings with applicants. Mimi, start with you?

Mimi Stein: None.

Eric Combs: Thank you. I had a meeting with Will and Danny and the town attorney with the applicant on the independent living facility and some representatives of the landowner. And I'm sure we'll get into some of that later in the agenda, but I did participate in that however limitedly but was there. Rachel?

Rachel Minchew: None.

Kevin Hazard: None for Kevin.

Don Woodruff: None for Don.

Eric Combs: OK. Thank you everybody. Any public comment? Our favorite time of the meeting. [Laughter]. [Off mic]. All right. We have some draft minutes from Rhonda from our November meeting since we did not meet in December. Any comments or corrections on the draft minutes? No? Hearing none, I'm happy to entertain a motion.

Don Woodruff: I move the minutes be accepted as presented.

Kevin Hazard: Second.

Eric Combs: All in favor.

Everyone: Aye.

Eric Combs: All right. Motion passes. New business, our Capital Improvement Program. We took this up on a sort of a quick basis last calendar year, but this looks to be more of a comprehensive [inaudible] with a different horizon to some extent. Danny, take it away.

Danny Davis: Glad to be here. Not exactly sure how you saw it or took it up last year, but I'm happy to walk through what we presented to you and then walk through any questions you might have on the projects or anything else you might like to propose as part of this. The five year CIP, as we refer to it, is really just to help us plan both location and also financing for major capital projects here in the town both on the general fund side and the utility side. The majority of these really do fall in the utility side you know as it relates to infrastructure and ensuring that we can continue our operations on a safe and also ongoing basis. But there are definitely general fund projects to which may relate to transportation or parking, sidewalks, public improvements, and of course, as we'll talk about in a second, a town hall potentially. So what I've tried to do in the memo is give you just a brief overview of kind of the projects that we propose for current year and then a snapshot of future years. But then on the attachment really page two of the attachment is a good place to look and we can get there in a minute. Any CIP is a five year plan and is subject to change. We try to stick to whatever is in our current year definitely because that really is what we're funding and what we're wanting to move forward with. But anything that comes in years two through five or even shown in future years are subject to being moved up if funding's available or if the need becomes more imminent or being pushed out into the future if it becomes less of a priority or other things might take their place. A lot of this does obviously come down to financing as well. What kind of cash might we have available to pay for some of these as pay as you go type projects or what kind of debt capacity do we have to pay for some of the larger projects that might need debt financing? A lot of those conversations take place with our financial advisors and our rate model consultants because they feed into the the rates that we charge. So looking at our current year projects just very briefly, and if you'd like more details on any of these you're welcome to stop me and I can try to hash out as much as I know for you on. The west end pump station is a critical infrastructure piece that pumps sewage up to the gravity line that then feeds it down to the wastewater treatment plant. That contract was approved by council and while the project has not begun construction yet the timeline is almost approved and is ready to start soon. And that's up by Windy Hill. What's the road?

Will Moore: Windy Hill.

Danny Davis: Windy Hill Road, okay. And so that's ongoing and so some of that funding will show up in the current both fiscal year '19 and some in fiscal year '20. Sewer line improvements are a new project. Even though we've been putting some money towards this more in our operations and maintenance budget really want to show it more as a capital expense because I&I is a really major issue for sewer systems, that's inflow and infiltration, might be where someone has improper connections to our sewer lines like a sump pump that's pumping essentially groundwater into sewer lines, or in our case we think more of the challenge for us is infiltration where manholes, sewer lines that are aging allow a lot of groundwater into our lines. In the recent rains we've seen flows two to three times normal capacity, almost four times in some cases during the heavy heavy rains that we've had. And so we know there's a lot of infiltration into our systems so trying to address that will save long term for operating costs and expenditures there at the wastewater treatment plant. So that's a really big project that we're putting in for fiscal year 20 as a targeted effort. On the general fund side for fiscal year '20, this upcoming fiscal year, the biggest project you'll see in there are is the new town hall office project. That's something that's been the result of a number of months of review, a space needs study by an architect and consultant. There are options on the table that council is considering looking at the potential of purchasing or building a new town hall complex. That remains to be seen what that looks like and how much that ends up really being

in the future, but we've programmed money in fiscal year '20 for continued design and architecture and then for the following two years for either purchase or construction. Again some of those exact numbers will change as we go throughout. That location is again really not nailed down at this point and there's still conversations with council on that. However, it's something that we'll be making sure fits well within the zoning categories that are there, so we're working through all that. A couple other general fund projects way finding and street signs have been on there for a few years. We're still waiting on getting the branding project completed so that when we put way finding up everything is very consistent in the town. And then fleet is something that I'd like to take out of our operating budget as well and show it more as a capital expenditure and try to level the spending for that across the board. Future years we have some some big projects in utility fund. The clear well is something really important for Well 4 to allow it to operate more effectively. Well 4 is actually currently inoperable at the moment due to some maintenance and other functional issues in the well itself. This clear well would help with that and allow it to operate more effectively, essentially. And then the membranes of the wastewater treatment plant, this membrane system requires those to be replaced every eight to 12 years. Thankfully because our sewage is not industrial type or very sludgy, I guess, those filters can last longer and our operator does a great job maintaining them and cleaning them and keeping them running at full efficiency. However, it's about a \$300,000 expenditure. We're looking to try to put a deposit down for those. These two projects really the Utility Committee would like to be in fiscal year '20. At this point I'm not confident putting them there because of funding until I have some better information from our consultants on the money that we have. And then we will have down the road an effort to eliminate all drain fields in the town would include extending some sewer along Stonewall perhaps and also along Lincoln Road. Some of those needs are less immediate because private owners are extending and connecting to the sewer lines themselves, and we don't have a failing system so that's a good thing. But we continue to keep an eye on that. So that's a brief run through the memo. If you have the chance to open up the the attachment the first page is a big picture overview. I really do think the second page is more helpful at least in my eyes. I'm sometimes more of a numbers guy, and this is where it breaks down how we're proposing to allocate funding for fiscal year '20 through '24, and then everything rolls up both left to right and also top to bottom. There are other projects we could talk about if there's interest on what any of the other future needs are. So I'm happy to take questions. I think right now you know it's our goal to walk through this with you. The Planning Commission is generally asked to just make recommendations. You're welcome to keep it and review it for a month if you need more info or want to talk through things more specifically. You're also welcome to go ahead and just forward it along to council and this will be sent to them. It's kind of being sent to them in draft form anyway with the proposed budget, but then is subject to revision as we go through the budget process.

Eric Combs: Great. Thanks Danny. Kevin, please?

Kevin Hazard: Just a quick question on the funding for the town hall offices, the construction. So we're going to pull \$3 million a year out or they're going to be those costs? We're not going to try and amortize them over a longer period?

Danny Davis: So that's just showing how we might potentially do whether it's a bond issuance, whether it's really that may be more the expenditures themselves for the project. The actual bond itself could be a 10, 15, 20 year bond. That's something we're working with Davenport, our financial advisors. They can help us look at some of our existing debt, how we might be able to restructure some of that and also integrate new debt for this project if that becomes necessary. It's also kind of a placeholder because based on our current fund balance we might be able to allocate a fair amount of that, maybe not quite half of it, from cash. So we don't have to take the full, and the construction amount to is also a little estimated at this point.

Kevin Hazard: Right.

Danny Davis: Say it's \$6 million, you know we might be put \$2 million in cash towards that and we only need to finance \$4. That helps us as well looking long term.

Eric Combs: Other questions or comments? We addressed a few things in the draft comp plan that occurs to me maybe at some point get incorporated into the CIP, perhaps not now, but streetscape improvements for Federal Street to the extent the town wants to take the lead on any redevelopment projects whether it be the yard down by [inaudible] or Asbury Church or whatnot. Would those items work their way into this document? Is that the process to the extent the town is going to be participating in any of those?

Will Moore: Yeah, I think certainly if the town took the lead on streetscape improvements that would be something that would fall in as a capital item, so absolutely.

Danny Davis: Another thing that's something to where we would try to leverage our position as the town to try to go after grants. Perhaps what may be out there for streetscape improvements, Main Street, whatever it might be or redevelopment to get grants from the state and other organizations and leverage our funds along with that to, as Will said, take the lead and hopefully that sets a good stage and then if there is redevelopment we can have additional contributions from developers or they can you know fund additional enhancements in that area.

Will Moore: But it would still show up here as an expenditure of [inaudible]. For example on on page 2 at the bottom under general fund where you see highlighted a current year project, the Marshall Street and Stonewall sidewalks, those are largely funded from a grant from Loudoun County. They they gave us I think about \$170,000 roughly toward a little bit over \$200,000 project, but it still shows up in here.

Eric Combs: Sure.

Will Moore: So it would be something similar to that.

Eric Combs: Okay. And then the document would of course be somehow amended midstream? Is that how [inaudible]?

Will Moore: Yeah. Right. Right. So as Danny said that this gives you a five year outlook, but it's it's updated annually essentially. So you know the years two through five on here might not look exactly like years one through four next year because there might be some additions, some deletions, and some tweaking.

Danny Davis: And we can even bring that up as something to council when we have the discussion with them specific to the CIPs to say you know let's be aware something may come up you know not specific from you guys, but just as the comp plan is approved and as we'd look at implementing then that we may look at next year or the following year of putting some funds towards those type of then improvements.

Eric Combs: Yeah, and I see we're sort of opening Federal Street in terms of the comp plan. Somebody may be looking at that and saying oh well public/private partnership, maybe the town's got something that it can contribute to something that's in the comp plan. I feel like at some point it's gonna go in that direction. But yeah yeah. This is all great. I do see a lot of what we took up I think last calendar year.

Will Moore: Right.

Eric Combs: Repeated in here and progress being made on the sidewalks for example.

Danny Davis: Yeah.

Eric Combs: Wonderful.

Danny Davis: And I think if there's anything else like that whether it's additional sidewalks or transportation improvements even though we don't do a lot of our own road projects here things that may be helpful. Again these don't have to be just for critical infrastructure. It can be for what what enhances the community feel, and that's a key part of who we are. So we are definitely open to any of that as the comp plan discussions kind of near their completion or continue on.

Eric Combs: Any other comments or questions? If not, we have a recommended motion if we feel ready to move this draft along. I don't see any reason for us to continue to deliberate it unless somebody feels otherwise.

Kevin Hazard: I move that the Planning Commission forward the proposed fiscal year 2020-2024 Capital Improvement Program to the Town Council for review, amendment, and approval.

Eric Combs: Second? Thank you. All in favor.

Kevin Hazard: Aye.

Eric Combs: All right. Wonderful. There we have it. Thank you Danny.

Danny Davis: All right. Thanks a lot. Appreciate it.

Eric Combs: Moving through our agenda. Kevin I didn't give you an on deck warning, but you're up.

Kevin Hazard: Okay.

Eric Combs: [Laughter]. If you ready for it.

Kevin Hazard: We did miss our last meeting with the storm, but we do have some notes, a couple of key things. We've got a couple extra meetings this month. One is budget which is Thursday night, and we did have just an all hands on deck for branding. It's something that you know we're trying to push it forward. I think there was a feeling on the council that we weren't getting quite what we wanted from the group that... So we had an on deck meeting with the facilitator just to try and kind of identify what we'd like to see from our consultant, and we passed along I think some pretty good information to them and they're going to come back and meet with us. We did have a meeting on the 10th and you know basically it was just our staff reports. I don't think there's really anything we need to talk about from them. And you know we had done something with the zoning ordinance pertained to the maintenance of historic structures. We had our hearing and then the council had it and we did repeal this basically we dovetailed the zoning ordinances so that they all work with what we put together last year on derelict properties. Resolution of appreciation for Christmas and Middleburg. And something that we have a fully established now Wellhead Protection Advisory Committee. We have I think it was really more of a volunteer thing before. Now it's an official town committee. Am I correct with that? I mean we had an ordinance to establish a wellhead [inaudible].

Will Moore: I think it I was already a committee.

Kevin Hazard: But it was...

Will Moore: I'm not sure what the substance of the change was.

Kevin Hazard: OK. But we had some changes to their work, and I know myself I asked there were a couple of things that I thought I'm concerned and I want to put it on the record here that we need to make sure with the way they work that they coordinate things with us because I know in the past there were

issues where they were saying well we've got a you know protect all the water from here to here and it didn't dovetail with our zoning ordinances. That's something I think we need to keep stay cognizant of, and you know just be aware and work closely with them. Just an interesting thing. It's kind of an interesting thing if you like trash. There's been a huge, and I'm cognizant of it because in my industry the big boys every decade go through and they roll up all the little trash guys and then it becomes and then they realize they can't do it all, so Waste Management swallowed up a couple small companies one of which was was serving us and then they took what they wanted and then they'd spit out Middleburg and assigned it to a smaller company called Bates, Bates Trucking, who actually are a fairly good sized company, but they came in and met with us and they're a pretty interesting group. I get it. For me it's interesting thing. I've into trash because that's a big part of what we do in our you know. Getting rid of bad materials is a place you can get killed and you know and it's good for us too. And I think we've picked up a really good I think I'm more comfortable with a smaller company than Waste Management doing our our work anyway, so I think that was a nice thing for the town. We did talk about how we're administering our... We've had you know with the health center. There was a group that administered all you know what we did with all the money we made from the health center. Well, it's been a losing proposition for a number of years and that was one of the reasons we sold it. And so Danny came back to us and we we looked at a couple of options on you know with the sale of the of it we we have now have a fund but that fund is designated for purposes for the town and we have a couple of options how we do it. We can do it as a non-profit, give it to a non-profit, and then we kind of lose control of it or we can keep it and have you know there's pros and cons for both. I don't think we made a decision. We're still working on it, right?

Danny Davis: Generally with the direction of going towards creating a new nonprofit where we could set guidelines and specifics about what they would do and the council could still appoint the board of the nonprofit, but allow them to run their own fundraising, contributions, gives them more flexibility. A general framework is good that way, but it's not been finalized.

Kevin Hazard: And we had another you know with our group. One of the things with our our new mayor and administration been trying to kind of tighten up some of our procedures and one of them was on how do you do merit increases and it's become more codified and so we had a very good discussion on that. What did we decide? [Laughter].

Will Moore: The essence is that the council will continue providing for a cost of living adjustment each year for all employees always based on you know budgetary restraints of course, but there will be that plus there will be essentially a merit pool from which you know additional increases could be earned depending on performance.

Danny Davis: Yeah. Yeah. So you're trying to set up a good system as any organization where your employees have have a job they should do and if they do it, great, and we thank you for your good work. If you really do a great job then we should find a way to reward you. And you know a key of that is setting the expectation at the beginning of the year. What does success look like? What does exceeding expectations look like? And so we're going to take that plunge and do our best to try to define that and then have the effort to help our employees continue to do the best they can. I think you know I think everyone does a great job and so you want to reward appropriately. And so I'm grateful for the Council putting the money towards that and then it's just implementation coming together.

Kevin Hazard: One of the the I think there was a there was a sentiment from the council that we also spent the time with a consultant to identify ranges for our jobs. The first time we've done that it's always been kind of ad hoc you know our seat of the pants. And now if we're going to have these raises and if somebody is already at the top and we give them a 4% five years in a row they're way out of whack. And so trying to come up with a way that you do it not as a salary, but as a bonus to keep them you know you number one you want to reward your staff for work well done, but to not price them out.

Danny Davis: Yeah.

Kevin Hazard: So that was there's a balancing act we have to do with that.

Danny Davis: There is. [Off mic].

Kevin Hazard: Yeah. [Off mic]. [Laughter]. Okay. And the last thing we really talked about just an update. We're kind of in our second iteration on our website. And you know they've had a kickoff meeting with CivicPlus and I think we've got a better handle on it this time. And they're trying to get the final things together so we can you know get it up and running within the next what six months.

Danny Davis: Hopefully before July 1 we will launch it. CivicPlus is a really great vendor, very functional and flexible system where it's essentially you know they build out the core pieces, but it's a drag and drop. I know I can, any of us can create a new webpage in five minutes you know with whatever capabilities you need. And it's very robust used by a lot of localities throughout the country. So we're really excited about that. And on that note I mean I think it's worth having a conversation if there's anything specific that you as a planning commission see you might be helpful for either Will's areas, you know Planning and Zoning, to have on the website or specific to the Planning Commission for you know beyond your documents. So you know who you are and what your purposes, but also if there are things just in your general use that you might say you know if we had this more clear on the webpage or whatever it might be you know that's an ongoing conversation and it doesn't have to all be nailed down when we go live. But definitely would be something worth exploring what you know might help you guys in doing your job or help the community understand better what you're doing as well.

Eric Combs: Do you some mechanism for putting notices out or advertising any input sessions.

Danny Davis: Yeah.

Eric Combs: We want to advertise and of course just highlighting the new comprehensive plan once we have that [inaudible].

Danny Davis: Yeah, absolutely.

Kevin Hazard: The last part of that was we're continuing discussion. You know we're trying to kind of been holding a couple things [inaudible] like the website, like the way finding based on the new branding. So here we're gonna go ahead use the you know the town seal is our logo and as we change the brand you know get everything done except we can just plug those in once they're decided so that we don't stop it. It continues, so we can still make that date and then just plug those things in even if it comes afterwards.

Danny Davis: Yeah absolutely. [Off mic]. Can I take a quick minute to provide one additional update? And I'm not sure if this has been shared directly with you all as well ,but in my couple of months being here I've had the opportunity to see the organization, see where we have our strengths and our opportunities and where we can really take ourselves to the next level. And one of those opportunities is to actually do a little bit of a reorganization in our in our small, but important structure here. And so effective a couple of weeks ago actually we gave Will a title promotion. He still gets to keep all his other duties too. [Laughter]. Will is now officially our Deputy Town Administrator a long as with being Zoning Administrator and Town Planner. It's a responsibility and a title well deserved for his great work and his great dedication to the town. Along with that, even though it's not formally approved, I've proposed an additional position in the planning area that would give an additional person take on some of maybe the more routine and more general activities in whether it's planning specific stuff or HDRC or other things like that and also the ability to take on some special projects that the council would like us to continue pushing projects forward. So assuming that continues and gets approved in the budget we see a really big strength here in building a little bit more additional support for Will and additional knowledge and

institutional knowledge in the area of planning and zoning as well as putting the operations of utilities here. Will already has building and maintenance and planning and zoning kind of underneath Will's scope. currently in the management structure. That's a great kind of support mechanism for me and for the town in general, and I think prepares us for some some good success down the road. So you all have worked with Will longer than I have, but he's a great asset to the town. I think it's a good recognition of his hard work and I really think he's going to have to help continue push these areas and operations even further forward.

Eric Combs: Thanks for the update. Thank you for recognizing.

Danny Davis: Yeah.

Eric Combs: All that Will has been doing. [Applause]. Big congratulations to [inaudible].

Will Moore: Thank you.

Don Woodruff: This was in lieu of a raise. [Laughter]. [Inaudible].

Danny Davis: I forgot that part. [Inaudible].

Eric Combs: I would second the need for somebody to to help Will with with some of the zoning and planning matters. Particularly as we move from the comp plan into what I hope is a comprehensive ordinance effort.

Danny Davis: Exactly.

Eric Combs: Which I know will be pretty consuming.

Danny Davis: Yeah.

Eric Combs: So I fully support that so long as that person is under Will's guidance.

Danny Davis: Yeah absolutely. [Laughter].

Kevin Hazard: As long as Will continues to work with us. [Laughter].

Will Moore: Here.

Danny Davis: Thank you.

Eric Combs: Thanks Danny. [Off mic]. Great. Excellent update as always Kevin. Thank you for that. Moving on to our discussion items. We have an item here for Mr. Orlich and comp plan amendment request 2019_01. I see that the applicant is not here as may have been suggested in the background materials, also that there really isn't any particular action item for us with respect to that application, but we do have new materials before us. Will if you want to give us any introductory type of stuff here we're happy to hear it, but then I'll just note that there's really not much to do with for the moment.

Will Moore: Exactly. I definitely wanted you to have your hands on this. As I note toward the end of my report the mayor has requested the applicant to give a presentation to council on this matter. Obviously this body has been dealing with Mr. Orlich for about a year now and staff for a number of months prior to that. Actually probably a full year before that. His representative was in meeting with us on occasion. Just a brief rundown of last year's activities. He had filed a rezoning and special use permit application or applications with the intent of doing an assisted living facility on that 15 acre parcel on the east end of

town. Those applications were tabled in February of last year due to numerous inconsistencies with our comp plan and a number of technical issues. And then we spent the better part of the year looking at kind of different iterations of things documents that weren't formally filed as a comprehensive plan amendment, but he was trying to work toward that direction. I think it's fair to say this body felt a little bit of frustration at times with kind of lack of response in this to some of the concerns that you were putting forward regarding scale of development that was being proposed, a lack of clear detail being provided. Eventually the applicant did withdraw those applications that had been previously tabled. Kind of midstream he started abandoning the idea of an assisted living facility and moving more toward what he was terming independent living. So upon the withdrawal of those applications he was immediately interested in still pursuing something but realized what he had filed was no longer viable. So now he is actually filed a private request to amend our comprehensive plan. And I kind of outlined just very briefly in three bullet points on my memo what he's proposing. And basically he is proposing that the land use section of the existing comp plan be amended with an additional action item that's not currently in there. That that action item would suggest very specific language that should be incorporated into the zoning board. So this is not a zoning ordinance amendment, which was something that was kind of tripping him up earlier, but and so what he's proposing is that there is a definition inserted into our zoning ordinance for that term that he was using a good bit last year but we didn't necessarily have an idea of exactly what he meant for independent living. Secondly, suggesting a another zoning ordinance amendment that would add that newly termed use independent living as a special exception use in the Agricultural Conservancy District. So taking a little bit different path, not trying to rezone the land, but trying to add this use as a special exception use which I credit where credit's due. He's not asking for it to be a by right use. So it would entail further review obviously, but he's proposing it and he has a few kind of performance standards that would go along with that. It would have to be on a parcel of a minimum 15 acres in size with frontage on Washington Street. Basically, tailoring it to that parcel and then the other thing that he's proposing in this submission is that the language that is in the existing plan that places limitations on the number of units and certain types of developments, assisted living, independent living, apartments, and universal design cottages. He's proposing those to be deleted. He took a little different tact in his initial draft of this and this is what precipitated the meeting that Eric referenced at the beginning under his disclosure where he, I, and the town attorney met with the applicant, the applicant's representative Nick Hanna who you're familiar with, as well as two representatives of the landowner. So in that first draft he was trying to make the argument that the limitation that's on the existing comp plan that says an assisted living facility should have no more than 24 units. He was trying to make the argument that the people who wrote the plan meant no more than 24 units per building but you could proliferate however many buildings. He was also proposing in that initial draft a density standard for independent living that would still have allowed him to do on that parcel upward of 100 units. So you know we had I think a somewhat productive meeting with him just based on the way this reads now. He's basically proposing that those limitations be removed and that any special use permit would determine what would be allowed there. So not the worst approach, but knowing that he does have an intention of building units at a scale that's greater than this body has told him that you were comfortable with it would still crack that door open at least. So and that's really all there is to highlight here. I will point out that the draft land use plan that you just reviewed for the comprehensive plan that you have under draft at this moment no longer references assisted living, independent living, universal design cottages in the Conservancy and Targeted use area. It simply states it reduces the language that's in the existing plan to talking about low Intensity, small scale uses, things like that, but it removes the implication. And that it was a result of discussions with this body was that you know if it's not financially viable to do an assisted living facility that only has 24 units should we simply just remove that as something that we're looking for in the conservancy and targeted use area? Because you've made it clear you're not open to something of the type of scale that the applicant was telling you was necessary to make it financially viable. That's pretty much what I wanted to highlight at this moment. I don't know that at this point there's a lot of value in the commission doing a more detailed review. I think it's very important that the applicant accepts the mayor's invitation to present to Council on February 14th, and maybe Council can give some better direction to the applicant as to what to expect in terms of the town being receptive because I still feel we're spinning our wheels maybe a little bit with the applicant, but he has made some revisions. He has

made some revisions that we suggested and requested to make it at least the type of application that gives us something to act on whether it's acted favorably on it or unfavorably it's something that is a little more coherent as a complete application. And I guess the other thing to mention at this point we had mentioned Ed had done some review of the draft comprehensive plan. He also submitted a comment regarding this and I'll just read from his comment which was I quote, "I recommended the Planning Commission not proceed with any land use rezoning changes in advance of development and approval of a new comprehensive plan. The purpose of the comprehensive plan is to look at development in Middleburg as a whole. Piecemeal changes in advance of development of the draft plan and without input from public hearings and public comment is premature. This is particularly true for Mr. Orlich's proposed development at the east side entrance to town." Unquote. [Off mic]. From Ed. Ed Fleischman, yeah. So he's basically saying that we shouldn't act to make a change to our existing comprehensive plan while we're in the midst of drafting a new one.

Eric Combs: Is that a prerogative? I mean Mr. Orlich has submitted an application and paid a fee to make an amendment.

Will Moore: Right.

Eric Combs: Which to me signifies that there should be some action on it.

Will Moore: I think Unless the applicant would voluntarily withdraw this we should take some action on this. Not this evening. I think it's important to let him get his input from council. But subsequent to that if the application remains active I think it's important for this body to schedule a public hearing and make an action with a recommendation to council on what he's asking for.

Eric Combs: Okay, great. So we as a body should really do nothing with this until we perhaps hear more from council [inaudible]?

Will Moore: I think that's correct. I think it's important to maybe spend a little time. You know I kind of gave you the the highlights of it, but dig into it a little bit maybe on your own. Before you would have any action on this I would develop you know more of a staff report for you to kind of comparing it to the existing plan, pointing out any what we might consider deficiencies or concerns.

Eric Combs: That was my next question to you was there anything else in the application materials along those lines or is what we have here the full extent of the application?

Will Moore: Yeah.

Eric Combs: OK.

Will Moore: The pages, page three and beyond that consolidated PDF that's the entirety of the application.

Eric Combs: Okay. Thank you. Any other comments or questions on this? Great. So we'll wait to hear what what comes of the what was that February 14th?

Will Moore: Yes sir.

Eric Combs: Council meeting. OK. Any other discussion items before we move to determining a quorum for February? Going once. Not all at once. Okay. February 25th we are on the calendar. Does that pose any issues for anybody? Okay. [Inaudible].

Kevin Hazard: Start at 6:30?

Will Moore: Yes sir.

Eric Combs: Yeah, 6:30. I don't think we can realistically do anything earlier than that.

Don Woodruff: That's a long walk.

Eric Combs: Even six thirty is a struggle.

Don Woodruff: Yeah. Parents don't pick their kids up on time. [Laughter] [Inaudible]. Last one left at 6:23.

Eric Combs: I oughta join that club. [Laughter].

Don Woodruff: I'm sorry?

Eric Combs: I said I oughta join that club. [Laughter]. Leave them with you as long as I can. [Laughter].

Don Woodruff: She'd run the school.

Eric Combs: [Laughter]. All right. [Off mic]. [Inaudible]. Unless anyone has anything else, thank you everybody.

Will Moore: Thank you.