



**TOWN OF MIDDLEBURG  
PLANNING COMMISSION  
SPECIAL MEETING MINUTES**



**MONDAY, MAY 6, 2019**

**PENDING APPROVAL**

**PRESENT:** Eric Combs, Chairman  
Donald Woodruff, Vice Chair  
Terence S. Cooke, Member  
Rachel Minchew, Member  
Mimi Dale Stein, Member  
Kevin Hazard, Councilmember

**STAFF:** William M. Moore, Deputy Town Administrator/Town Planner  
Rhonda S. North, MMC, Town Clerk

**ABSENT:** Edward R. Fleischman, Member

The Middleburg Planning Commission held a special meeting on Monday, May 6, 2019 in the Town Hall Council Chambers, located at 10 W. Marshall Street in Middleburg, Virginia, to discuss the Comprehensive Plan update. Chairman Combs called the meeting to order at 6:34 p.m.

**Comprehensive Plan Update**

Deputy Town Administrator Moore reviewed the changes that were made to the document since the Commission last reviewed it. He noted that the executive summary was new to the document and advised that he expected some changes would be proposed. Mr. Moore advised that three options had been provided with regard to the cover – two that contained photographs and one that contained the Town seal. He reported that the Introduction was re-ordered; however, it contained the same content. Mr. Moore advised that the future land use map was changed as requested. He noted that with regard to the recommendation for high density residential development of the two parcels proposed by the Windy Hill Foundation, text was added explaining that what was proposed was specifically for the Windy Hill Foundation in order to prevent other developers from proposing a higher density use for the properties. Mr. Moore advised that the coloring on the two land use maps was changed so they were similar. He noted that the Salamander property was shown as conservation/targeted use on both the existing and future land use maps as it was subject to the Salamander Small Area Plan.

Deputy Town Administrator Moore opined that the draft document was “essentially there”. He further opined that any opportunities to make major improvements were in the executive summary. Mr. Moore suggested the goal of this meeting was to come out with a draft the Commission was comfortable posting for public consumption and to set the date for an open house. He advised that he would not presume to advise on its state of readiness for approval until after public comments were received.

Vice Chair Woodruff suggested there were grammatical and other errors in the writing that should be corrected before the document was presented to the public.

The Commission reviewed the document on a chapter-by-chapter basis.

Cover: After some discussion, the Commission agreed to go with the cover that included the Town seal, as opposed to a photograph, as this was a formal planning document.

Photos: The Commission suggested the photos be increased where appropriate to eliminate the white space on those pages that contained a lot of it.

Fonts: The Commission noted that the fonts for the titles and in the table of contents were different than that used for the text. They asked that the same font be used throughout the entire document.

Acknowledgment Page: The Commission asked that Eric Combs and Don Woodruff be identified as the Chair and Vice Chair, respectively, for the Planning Commission.

Edits: The Commission acknowledged that there were some minor edits that should be made to the text throughout the document. They agreed to submit them to the Deputy Town Administrator by the close of business on May 8, 2019.

Executive Summary: The Commission asked that the title/label be changed to “Comprehensive Plan Executive Summary”. They agreed there were no substantive changes to the summary itself.

Introduction: The Commission agreed there were no global issues associated with this section.

Chapter I: The Commission asked that the map on Page 3 be expanded proportionally and that it zoom in on Middleburg so it would stand out more.

Chapter II: No issues were raised.

Chapter III: The Commission asked that the reference to the establishment of Glenwood Park in 1932 be deleted from the timeline and that it be replaced with the placement of Middleburg on the National Historic District Register in 1982.

Chapter IV: Town Administrator Davis raised concerns about the population numbers cited in the table on Page 15 and noted that the population projections shown for Loudoun County in 2040 were far higher than those that were being proposed in Loudoun County’s own Comprehensive Plan update. The Commission noted that the population information used throughout this chapter was secured through different sources. It was suggested that the staff obtain the best data and include what was appropriate. It was noted that this may result in the need to make changes to the text.

Chapter V: The Commission asked that the caption under the Police Department Office photo be expanded to explain that the reference to “combined facilities” meant with the Town Office, not other agencies.

Chapter VI: No issues were raised.

Chapter VII: The Commission noted that the other chapters included visuals on the first page; however, this one did not. It was suggested that the photo on Page 24 be moved to Page 22.

The Commission agreed the maps were now more user friendly. Deputy Town Administrator Moore advised the Commission that the commercial district designation was extended on the future land use map to include the Asbury Church property as the Town Council was pursuing a possible commercial use for it, such as a museum or office.

The Commission noted that some of the text was cut off depending on what device a member was using to view the document. It was suggested that The Berkley Group make sure the images were optimized for all devices.

The Commission questioned whether the Federal Street sketches came from the Virginia Tech Plan. They suggested that if they did, Virginia Tech be given credit for them where appropriate.

The Commission noted the map on Page 27 that identified the different policy areas in Loudoun County. They further noted that the County has proposed changing some of their boundaries in their Comprehensive Plan update. The Commission suggested a date be added to the map or some type of clarification language be added to the text in the event the County changed their map in the future.

Chapter VIII: The Commission noted that the new sidewalk on Marshall Street and Stonewall Avenue was now complete. They asked that the sidewalk map be updated to reflect this.

The Commission asked that a reference to the arboretum be added to the captioning for The Hill School trail.

The Commission expressed concern about having too much white space on the final page of the document and suggested a closing paragraph be added to fill it. Chair Combs volunteered to draft the language.

Chair Combs stressed the need for the members to get their edits to the Deputy Town Administrator by the close of business on May 8, 2019.

### **Next Steps/Open House**

Deputy Town Administrator Moore noted that the goal was to have an updated draft by May 15, 2019. He advised the Commission that if they were comfortable in doing so, the staff could post the revised document on the front page of the Town's website as soon as it was available. Mr. Moore noted that the staff would begin accepting public comments via email immediately upon the posting and would accept them up until the time of the Commission's public hearing. He advised that based on the extent of the comments offered during this meeting, he would suggest the Commission hold a public hearing and make a recommendation to the Council during their June 24th meeting. Mr. Moore advised that if more time was needed based upon the public comments received, the Commission could delay making a recommendation until their July meeting. The members of the Commission concurred with this approach.

Deputy Town Administrator Moore suggested the concept of the open house required more discussion with The Berkley Group. He opined that while the consultant may offer a brief introduction during the open house, it would mostly involve individual stations with graphics and copies of the draft plan. Mr. Moore advised that it would be a come-and-go setting. He noted that public comments would also be accepted. Mr. Moore explained that the open house would be an opportunity for the public to view the draft and advised that the plan was to provide multiple avenues for people to view the document and to offer comments. He noted that this would not take the place of the public hearing and reiterated that it would be scheduled for the Commission's June 24<sup>th</sup> meeting.

Chair Combs and Vice Chair Woodruff noted that they had scheduling conflicts on June 24<sup>th</sup>. Deputy Town Administrator Moore advised that he would explore rescheduling the meeting to June 17<sup>th</sup>.

After some discussion, the Commission agreed to schedule the open house for Wednesday, May 29<sup>th</sup> from 6:00-8:00 p.m. at The Hill School.

Deputy Town Administrator Moore advised the Commission that as of this moment, there were no applications pending for the May 20<sup>th</sup> meeting. He advised that if none were received by the deadline, it would be cancelled.

There being no further business, Chair Combs adjourned the meeting at 8:03 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

**Middleburg Planning Commission Transcript  
May 6, 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](http://www.middleburgva.gov))**

**Eric Combs:** We'll start with you.

**Rhonda North:** Rhonda North Town Clerk.

**Mimi Stein:** Mimi Stein.

**Eric Combs:** Eric Combs.

**Terry Cooke:** Terry Cooke.

**Kevin Hazard:** Kevin Hazard.

**Rachel Minchew:** Rachel Minchew.

**Don Woodruff:** Don Woodruff curmudgeon. [laughing]

**Will Moore:** Will Moore I concur.

**Eric Combs:** Great. Thank you everybody. Well we have before us the newest latest hot off the presses draft that tiling company and Will clearly worked hard on and in quick order so Will thank you for this. I see a lot of progress in here and I think it's great evident that everybody's been working hard on that. Yeah. We could added wordsmith after your curmudgeon comma wordsmith. Well why don't we jump right in with a discussion. I'm happy to just take this document page by page or Will if you think a different approach might be more productive. I'm all ears.

**Will Moore:** Maybe if I can just highlight a couple of things that have changed since the last draft and then at your discretion how you want to proceed from there. So new to this version is the first draft of an executive summary. So we expect some changes there but we hope it was a good first effort at least. And the format I think that Todd chose to go with kind of just a chapter by chapter summary I think was a good approach to that. But we could talk a little more about any particular language in there. Maybe of smaller importance maybe not based on some discussion we've had about potential cover art. We've given you at least three different options to kind of consider that we could talk about what we have done some reordering of page 3 in particular which is the introduction chapter. Mr. Woodruff helped with that as well as Mr. Hazard. And Mimi evidently. Yes. So that has been reordered but it essentially most of the content is as it was just presented in a different order. The land use policy map or future land use map. We made the changes as we discussed at your last meeting which was returning the couple of parcels that are have frontage on the Plains Road to the commercial designation rather than the mixed use. We did include as discussed the couple of parcels that sit north of Levis Hill house that Windy Hill is potentially interested in developing. We did leave those with a change from medium density residential to high density residential. However at your request we did include some accompanying text and that was inserted on page 25 of the document which gives a breakdown of the different identified future uses. And if you look at the bottom of page or the bottom of column one on page 25 continuing on to the top of column two under high density residential. It references those two particular lots the very last sentence on

the bottom of column one as being designated that way in particular because they might be used in the future by Windy Hill Foundation but may not be appropriate for other high density residential uses. So that would support if you know if another land owner came in and just wanted to do multifamily units but maybe not geared toward providing housing for a certain population that doesn't say it's wide open for that. So we did include that language. And the other thing we did one thing that we have been talking back and forth about particularly Todd and myself and Ed had made a number of comments on it. A: the color coloring of both maps is more similar now. So if you go back and forth between it helps to highlight the select areas where the future land use might be different from the existing land use and we chose to designate the Salamander resort property as both existing and future use as the conservation/targeted use. We felt that was more appropriate. Obviously it is a commercial use but we think it is a one that is targeted. It was subject to a small area plan in our existing comprehensive plan and was developed in such a way that we would call it a targeted use and distinguish that from other commercial uses that we might find in the core of the town. That essentially highlights the major changes we've made from the last draft that you saw.

**Eric Combs:** Thanks Will where. Well I'd be curious to hear your thoughts just generally where you think this draft is relative to where you'd like to see us in final form.

**Will Moore:** So I think it is essentially there. I think if you want if there is if probably any opportunity to make major improvements is probably maybe in the executive summary again because that's new to you. I'm thrilled with the progress that we collectively have made on it recently. And I think it's getting very close. The target is to come out of this meeting with a draft that you are comfortable posting for the public consumption. That does not mean that can't direct a few changes here but I'm hoping that you will be at a comfort level coming out of this meeting where you can say with change one two and three go ahead and post it for the public to begin looking at. We can then set our open house date based on that and it gives us plenty of time to take in public comments which is the big thing. I don't want to presume anything as to its state of readiness for your approval until you get comments from the public.

**Eric Combs:** Thanks Will any other general comments? Don please.

**Don Woodruff:** I would say I agree with you 95 percent of the way. But I think there are a number of grammatical and other types of errors in the writing that need to be corrected before we present it to people because I think some people could find that to be difficult to deal with. So we need to make sure that everybody I know that Terry probably has a lot and everybody else. I think we should get those to you shortly.

**Eric Combs:** Thanks Don. Any other general comments?

**Mimi Stein:** Well I wasn't here last week sorry. But I like the way all the pictures look now. I really do I think you know they're pretty good. They all have similar tonality. [inaudible] however they're cropped and really I think it looks good.

**Will Moore:** We did make a number of changes to photos as well. I did not highlight that but yes.

**Don Woodruff:** I would add an artist that I know rather well said if you're going to have that on the cover don't have it on page. On this page also. But she thought having this or this. Then presenting. And then using whichever one you don't use back here was a good idea.

**Will Moore:** Agreed and actually both of those photos are included within the first few pages of the documents so we would probably whichever one we put on the cover we would probably want to swap out. Yes.

**Eric Combs:** Ok. Mimi sorry. Go ahead.

**Mimi Stein:** I love that image where from the community center meeting where all the [inaudible] Middleburg. [inaudible]

**Eric Combs:** Yeah on page 4 I think. That one you're referring to.

**Mimi Stein:** I think it's reassuring too.

**Eric Combs:** Yeah. Agreed. Okay. Well why don't we. Maybe it would make the most sense to talk about the things that have changed most substantively since we last looked at the document. First item being the cover. Todd and Will provided us with three options. There was some debate last two weeks ago regarding whether we wanted a picture or whether that was too touristy and to instead go with something more official looking like the emblem. Where are people on that thoughts comments regarding the three options or perhaps a suggestion for something we don't have before us.

**Mimi Stein:** I was the one that pushed [off mic] but when I see that like oh it makes you want to read it. [off mic] This would be fine if we wanted.

**Rachel Minchew:** Yeah I agree on the second picture I think it just it doesn't it could be anywhere any town. It's just a parking in stores. Yeah. That one. The next one with the seal. It's appropriate too.

**Mimi Stein:** This one makes me think there's energy in the plan and when I look at it I feel like there's going to be something important [inaudible].

**Eric Combs:** Other thoughts? I have a comment here from Ed who voiced an opinion in favor of the second page. The picture that seems. There's a majority of people against picture two.

**Kevin Hazard:** I agree with that. I think. It is a comp plan and. Maybe we should just go with. Just this. [inaudible] No. [inaudible] Well I think we have that picture early on.

**Don Woodruff:** [off mic].

**Rachel Minchew:** I think you're. I just think that's where the seal is more formal for the document. It's not you're not attracting tourism you're giving the information to the community at large and I think that that seems more appropriate more formal.

**Eric Combs:** I agree and I like the formality of the town seal. I also like just how clean it is in that. It's not a busy page. And upon opening it the second page of the executive summary has something that is certainly. Yeah that would be my vote.

**Kevin Hazard:** A question. It is a really nice picture. If you go to the next page. I mean that's basically takes up two pages. And if you go to the second page of the executive summary. Maybe we could make that picture larger. Use more of that space. In other words would it make sense to make that and then just shift this over or are we just grasping at straws? There's plenty of room to do it because you've got this much space on the second page.

**Will Moore:** So maybe let's move land use to the top of the second column and then take up more space.

**Don Woodruff:** I think they can work on that because one of the things comments made by two people who read it who are art folks is too much white space.

**Eric Combs:** Don do you mean here on the executive summary?

**Don Woodruff:** [inaudible] starting off right there. [inaudible] That's exactly what it. You must be an artist. [laughing]

**Eric Combs:** Ok. So do we have consensus on the town seal being the appropriate cover for the document? OK.

**Kevin Hazard:** And you go into the next page should we instead of say summary should we say executive summary? You consciously left that out. And I'm sure you went back and forth. But I mean should we just say executive summary there instead of just summary?

**Terry Cooke:** Well it's a summary though. I mean what's the significance of labeling it an executive summary I don't understand. I understand when I see an executive summary it's typically in a report or a business plan or something of that nature. This is intended for all the citizens of Middleburg. I mean. I don't think it's worth spending a whole lot of time debating but I'm fine with just summary.

**Kevin Hazard:** I don't feel strongly either way. I like it but if. [off mic]

**Eric Combs:** I'm not hearing feelings strong enough to change it is that.

**Don Woodruff:** Why can you not say comprehensive plan executive summary?

**Terry Cooke:** Are you being paid by the word now? [laughing].

**Don Woodruff:** I'm eliminating whitespace.

**Mimi Stein:** I like the term executive summary I like your thing too it seems to it gives it like a sense of authorship or something that's my only argument.

**Eric Combs:** Compromise. Comprehensive plan executive summary it is.

**Don Woodruff:** [inaudible] Henry Clay. Great compromiser.

**Kevin Hazard:** Here is something then. If we're going to do that in every other case where we've done this. So if you go to the introduction. We have [inaudible] I mean if we're going to be consistent we have it in the blue at the top with that introduction and then we say introduction. You know to start it in a larger type. Do we want to do that with the summary also? Or is that just too much?

**Eric Combs:** I would I mean. I would almost suggest that the the large Roman numeral headings that we have at the beginning of each chapter. It seems a little odd to me that it's in a different font than the rest of the document. For example introduction.

**Kevin Hazard:** I do have one suggestion under [inaudible]. We say Eric Combs [inaudible].

**Mimi Stein:** [inaudible] Here's a second time we put town council liaison.

**Kevin Hazard:** [inaudible] as town council and.

**Mimi Stein:** I know it seems like people who don't know you might think [inaudible] was that supposed to be there twice.

**Eric Combs:** I don't need the [multiple speakers] but I could get voted out come January. [inaudible]



**Will Moore:** I've actually already passed that suggestion to Todd. That was one thing that he missed actually from this update was to list both the chair and vice chair Mr. Woodruff as appropriate. [laughing]

**Eric Combs:** Well with respect to the executive summary I don't know that it makes sense to go through this word by word. This is a new provision that we haven't all laid eyes on. And I've got some textual edits and I'm sure others do as well. Might it make sense just to have any general comments regarding the executive summary structurally is it what people expect to see. Should we go back to the drawing board is there any other substantive type of comment with respect to the executive summary?

**Terry Cooke:** I think it's sufficient as drafted.

**Eric Combs:** Thanks Terry.

**Don Woodruff:** I agree with Terry.

**Eric Combs:** Great thanks Don. OK. So then if anybody has any text edits on the executive summary let's get them over to Will by tomorrow? Is that too ambitious? Wednesday.

**Will Moore:** Wednesday would be fine. Absolutely.

**Eric Combs:** Ok. Then with that said. Will I know in the table of contents the numbers the page number references also have that same different font. You change those too. Ok. How do folks feel about the new restructured introduction? Again specific textual edits changes. I think we can just mark those up and get them over to Will but any more global types of issues? I for one I like how it's been reworked. I think it's a much improved version of the introduction than we had previously.

**Terry Cooke:** Yeah I agree. I like it I like the icons. I think that's helpful to have those in there. It dresses it up a bit and I think things have been shifted around consistent with the way others on the commission have suggested they be realigned. So I think it's fine.

**Eric Combs:** Any other comments on the introduction? Don please.

**Don Woodruff:** One thing I noted. I thought that the map showing Middleburg on page 3 could be expanded a little bit. Just to give you a better idea. Maybe it's just old eyes but it doesn't stand out to me at this size.

**Eric Combs:** Don are you thinking that we just make that rectangle bigger or would you like to see the map inclusive of an area that's larger than what shown there or both?

**Don Woodruff:** I think no. I think mainly bigger. You could include a little bit more of the area would be good to give people a better idea. But I think really we're focusing on where is Middleburg and if it could be a little larger it would be great.

**Kevin Hazard:** So make it just Loudoun County? Are you saying that you know so in context it's a larger percentage or?

**Don Woodruff:** If it were me I would just broaden it slightly and raise it just a hair so that it was just it stood out a little more. And size wise also Kevin.

**Eric Combs:** Ok. Other introductory comments introduction comments? And Will I just note that you have already addressed Ed's comments that he sent via email regarding an executive summary I don't see any need to raise them here. OK unless you feel otherwise. Ok then. Moving on to natural environment. Natural and environmental resources. Chapter 2.

**Kevin Hazard:** If you go to page six. And I'm just thinking about what Don said that [inaudible].

**Don Woodruff:** Or perhaps the feeling would be that the people will look at this comprehensive plan really knowing where Middleburg is but it just seems like a lot of space is wasted there that could emphasize the location and its proximity to Leesburg and Washington. With slightly larger map.

**Eric Combs:** Don just for clarity I don't mean to belabor this. So perhaps no need to include in that map on page three Washington County Maryland Jefferson County West Virginia. So zoom in and enlarge the picture. Ok. Any other natural and environmental resources comments? Ok then moving on chapter three history and historic resources.

**Mimi Stein:** [off mic]

**Eric Combs:** So Mimi are you proposing strike out Glenwood racecourse established 1932?

**Mimi Stein:** [inaudible]

**Eric Combs:** Okay. Thank you Mimi.

**Kevin Hazard:** I'm sorry what does that mean? What happened in 1982?

**Mimi Stein:** Middleburg was put on the national historic register.

**Kevin Hazard:** As a town? The whole town was. [multiple speakers]

**Will Moore:** Which is not necessarily the same job. [off mic]

**Kevin Hazard:** And I asked the question and because it says the Glenwood Park Racecourse was completed just north of Middleburg in 1932 and then [inaudible] U.S. Department of the Interior in 1982. And I didn't understand what that meant when I read it. [multiple speakers] the same page as the timeline of historic events under 19th and 20th century third paragraph.

**Eric Combs:** They're attributing that fact to the Department of the Interior. [multiple speakers] Yeah I see it in a couple other paragraphs. It's a source.

**Kevin Hazard:** I'd rather see a footnote. [laughing]

**Eric Combs:** Okay. Other historic resources comments? Will on page 12 under local trends. Looks like we have some red line markups there in the PDF? [inaudible] Those are just working draft comments?

**Will Moore:** Yes. So those were based on some comments that Ed e-mailed to you. And it was actually a previous comment he had he wanted to ensure that we included in the second paragraph [off mic] the boundary line adjustment was made that brought the entire track into the town as well as I don't think he mentioned it but the rezoning and special needs permit [off mic]. So it's just adding a couple of years.

**Eric Combs:** Great. OK so. Comments on population and housing?

**Will Moore:** Danny and I had a conversation earlier based on the table that you see on page 15. So in particular the population estimates for Loudoun & Fauquier above. If you look at that number for 2040 for Loudoun as well as the others for Loudoun they are way and above what Loudoun itself is projecting. Now these are based on data from Weldon Cooper Center which we typically rely on for population estimates but can methodology sometimes maybe a little bit questionable but it really is a start number.

And in particular with some of the commentary that's been going on about planning around the Loudoun 2040 comprehensive plan in particular certain groups. Being critical of kind of the assumption that we need to plan we and Loudoun need to plan for growth that was based on an unrestrained study. And even with their own numbers in 2040 they're looking in the high 400s. 486,000 six. So the question is do we want to put a number in there. It's based on a source that we would typically use.

**Eric Combs:** I would like I mean I would think perhaps a footnote there would be perfect to identify Loudoun County's 2040 plan is projecting a number vastly different which is at least put in the Loudoun County 2040 plan number.

**Will Moore:** And that was one option that Danny and I discussed. I don't know if he had other ideas.

**Danny Davis:** Yeah I think you have multiple options ahead of you. Yeah I know you want to try to use an apples to apples comparison as much as possible. This one just sticks out because it's quite a significant jump. I mean it's almost a 40, 50 percent increase over the county's own expectations and so whether consideration is you use the county's figures an asterisk that saying you know coming from the county demographics department though then the question is what do you do with Fauquier county and you know so. I don't know if there's a perfect answer there. We would be happy to get what the county feels like the best number for us to use would be just so you know we at least have that for future drafts. It doesn't affect the overall content of the plan itself. But I think it's important to be sensitive to that where we are. We could also reach out to the Weldon Cooper Center I don't know if we'd be able to get a response as quickly just to say you know this this seems a little aggressive maybe.

**Will Moore:** Yeah I will state that if you roll back a couple of pages to page 12 the first paragraph under local trends kind of tackles this subject that population estimates are all over the place. So that same table that we're looking at with those very high numbers for Loudoun also has our existing population at 656 which is considerably less than the last census and it's considerably less than what the American Community Survey estimates is our current population which is over 800 now. But we try to if we're going to use numbers we generally try to use them from a single source to keep some sort of.

**Eric Combs:** I guess. I'm sorry Kevin go ahead.

**Kevin Hazard:** Who has the most rational number for right now in Loudoun County? Do we have any idea what that is? I mean that would give us an idea of the Weldon Cooper number is way off. I mean if it's right now it's 380 and we're projecting 440 for next year then it's a silly number.

**Danny Davis:** I just ran across I can't find it. The current population estimate for the county by the county is in the low 400s. 404 I want to say [inaudible] so 440s I mean to get to that for next year is not out of the question because that was actually 2018 number they typically do it as of April 1st of every year to coincide with what the census date would be. So if you think of between 2018 to 2020. [inaudible] But to jump from 440 to 527 in another 10 years anticipates the continual and yeah probably four or five percent growth over that period which the county at least today doesn't have that planned in their documents. Or even their draft. I mean yeah.

**Terry Cooke:** Do we have Fauquier county's planned growth numbers at all? We were to swap out Weldon Cooper [inaudible] county projections. We're gonna do it for Loudoun [inaudible].

**Will Moore:** We can certainly check on that.

**Eric Combs:** And then I would suggest if we do stick with Weldon Cooper that we then qualify that by citing the relevant county numbers for each county if we can get it. Because it's pretty wild.

**Danny Davis:** Yeah it is. And it's really Will and I were talking earlier. It's really even harder for towns because especially a small place the numbers can fluctuate wildly. A number of people per household is not necessarily very static. We don't have a lot of growth so it's not that we are adding 20 homes and we need to calculate that out. But even just change in ownership can mean a fairly big difference and so between our best guess the ACS from the mid-year census kind of mid cycle census process Weldon Cooper I think we just have to take our best guess at where we think we are. I appreciate that.

**Eric Combs:** Yeah. No. Thanks for calling that out.

**Kevin Hazard:** Would we want a wordsmith that in the first sentence? Of local trends?

**Eric Combs:** On page 12 there Kevin.

**Kevin Hazard:** Yeah. I mean does that. Or is that pretty much say it?

**Eric Combs:** [multiple speakers] we get into regional trends a bit. With Loudoun with the county at least.

**Kevin Hazard:** For example you could say under local trends we cannot determine what we're having a hard time determining so we're using blank to determine ours. Whichever way we go we go Weldon Cooper. We go Loudon or we go county estimates. And then that ties into what we do on [inaudible].

**Mimi Stein:** I think it's weird to say we don't we're having a hard time. We just say using county estimates [off mic]

**Kevin Hazard:** But that's what we say in local trends.

**Don Woodruff:** [inaudible] You're using Weldon Cooper on one side and then earlier you're using American. What's the name of it? [multiple speakers] [inaudible] I can't make any comment [inaudible]. But I think you guys know better than we do.

**Will Moore:** We'll get our best sources and we'll decide what we think are the closest numbers and then we'll cite them appropriately. I think it's the best thing to do. That's pretty easy fix I think. [inaudible] We'll make sure the accompanying text clarifies.

**Eric Combs:** Any other comments on population and housing? Ok. Chapter Five. Community facilities and services.

**Kevin Hazard:** And I think we talked about this but under strategies. Number two limit future public water and sewer service to within the town's corporate limits. We're running it what 50 percent do we want to. I mean anything we brought in would make everybody's tax bill cheaper or utility cheaper right?

**Will Moore:** So that strategy is based on kind of a long time stance policy if you will of council. It's nothing that's formally adopted necessarily. There's nothing that would prevent you. I think it's a good discussion to have. Now whether you want to make that choice now the Planning Commission as to how you include or don't include that is a strategy and then let Council debate on that particular issue when it gets the planning gets forwarded to them. Fine. But that's kind of a high level policy decision. Do we want to. And an example is just on the west side of town there is a subdivision that was approved quite a number of years ago on the north side of Route 50 right as you go into the four lane divided section. OK. Yeah. So that subdivision has been platted and been approved for some time. There are some water issues there the issues with the groundwater that would prevent them from being able to have individual wells essentially in order to build this subdivision of it somewhere around maybe 18 lots. It would require them to build their own treatment facility and then to have somebody come in and take that over which would just astronomically raise the cost of development to a point where at least at this point no developer has

chosen to take it on. There have been discussions with the landowner or landowners in the past about the potential for extending water and sewer or just water to that development. And that has been in the past my understanding because I've not been involved in these discussions with council but in prior to me coming here that was not received well that we wanted to stick within our own boundaries so that's again that's a policy decision there are probably pluses and minuses but you know to Kevin's point more customers from a cost standpoint can oftentimes be a good thing from a revenue standpoint can be a good thing.

**Kevin Hazard:** Because we're running at 50 percent of capacity and with the size of the town as it is. There's no way we could ever get the capacity. I mean we've got we're 80 plus percent built out. [inaudible] But I don't think we want to say we want to aggressively go out and court new customers but. When I was reading I was thinking limit future public water sewer services. To keep it within our. You know what we can.

**Eric Combs:** I would just say given the implications of this.

**Kevin Hazard:** Leave it alone?

**Eric Combs:** Yeah. [inaudible] even touch it as a strategy for the community facilities and services chapter. But more so with respect to the town and what encouraging or even allowing the possibility of extending the utilities outside of town limits does for the town's future. And what that means. I think it's a Pandora's box.

**Will Moore:** And another way to read that is not necessarily that we'll never extend our water and sewer lines but it may you may read it to say that we need to come into the town so we can be beneficiary of the additional real estate revenue kind of thing.

**Eric Combs:** And my recollection and I could be wrong on it is that was born out in some of our public input sessions. Some dialogue regarding utilities but perhaps I mis-remembering.

**Will Moore:** I'll have to double check on that. I was reviewing some of that earlier today.

**Eric Combs:** [inaudible] when we had the tables perhaps it was just unique to the table where we were sitting. But nonetheless. [inaudible] [laughing] Ok. Other facilities and services comments? I do like the new picture of the water treatment facility as opposed to the old manhole cover. [laughing] I had one thought regarding the picture for the police department. We just say in the caption in new combined facility should be planned. Do we want to elaborate at all combined with what? And the reason I know we've got reference to it in text elsewhere in the document but for folks who just flip through and look at the pictures. [inaudible] Right. Do we want to be more specific there?

**Will Moore:** Yeah we can come up with something like that combining town administrative staff and police. OK.

**Eric Combs:** Other facilities and services comments? Chapter 6. Economy. I'll note that the pictures and the first two pages of the economy chapter look very promotional. [inaudible]

**Mimi Stein:** [off mic] but I do like the pictures are pretty but if we said like Washington Street Middleburg's main commercial street [off mic] pet friendly shops because [off mic]

**Will Moore:** Not averse to it.

**Eric Combs:** Terry.

**Will Moore:** No. Okay.

**Eric Combs:** Other economy comments? Land use chapter. Chapter 7. [laughing]

**Mimi Stein:** [off mic]

**Eric Combs:** I hadn't noticed that Mimi.

**Will Moore:** We can see if we can find [multiple speakers].

**Mimi Stein:** I think it'd be nice if [inaudible].

**Eric Combs:** It might look nice there. Ok Will called out the change in the existing land use map and land use policy map. The two maps on twenty three and twenty six. I know we discussed those at some length last meeting but does anybody have any comments now that those are changed to look more similar at least in terms of coloration? More user friendly.

**Will Moore:** I will note one additional change that was not on your radar as of last month. So at the intersection of Marshall Street and J Street we have an office building there. It was showing on the existing land use map it shows correctly that its commercial use. So it's kind of the one on East Marshall Street it's the one parcel that you see in red on the existing land use map to the north of Marshall Street. [inaudible] Yes. So just again on the existing land use map that shows the office property is commercial it shows the church property as public/civic. So on the land use policy map or future land use map previous iteration actually showed the office property as residential use for future land use which obviously is not the desire. There's been no expressed desire to change that use it actually has a residential zoning district which I think is why that mistake was there. So we've corrected that to show it for future as commercial use as it is existing. We have also extended the commercial designation to the Asbury church property to the north. The reason we have done that our council is considering a couple of proposals for potential future users of the property of all of the nonconformity is that the property had when it was when it was a church have since lapsed because it has been vacant for so long. So under the existing R-2 zoning that's in place for the Asbury church essentially the only future use that you could viably establish there would be a single family residence. The council is and they put it out when they issued the request for proposals. Basically said we are willing to consider anything that you are willing to put forward and we don't have to weigh that when considering your proposals but not limited to what was by right in the existing zoning which again would have been a single family residence. So what we're suggesting is not only the office property on the corner to the south but extending the designation for future use of the Asbury church as commercial which could open it up for office use it could open up for museum use it could open up for any number of things. So that's why that change has been shown on here. Also I think it was Ed's suggestion. The map on page 28 which is the kind of zoomed in look at the Salamander residential areas and mixed use areas. A key has been added or legend has been added to that map which was a good catch. Definitely.

**Kevin Hazard:** Will can I ask a global question? The last couple of times I've looked at this it's been 11 on 17. It makes it really easy and I'm now looking at it on my iPad and I've got a large iPad and it cuts off a lot of the. For example at the map on 28. The bottom of all the letters on the scale and this is not uncommon are cut off. Are we gonna be able to make it scalable so that we don't?

**Will Moore:** I'm not seeing anything cut off on my electronic feed here.

**Danny Davis:** I think it depends on the zoom percentage you're at.

**Kevin Hazard:** Well that's what I'm saying. I'm on a 12.9 iPad. [multiple speakers] See how this is this is being cut off?

**Mimi Stein:** Cutting off the bottom half of the letters.

**Danny Davis:** Is that the same thing that Kevin is saying?

**Will Moore:** It is.

**Kevin Hazard:** [inaudible] Oh yeah. If I come in. But I've got to go to a. [multiple speakers] It's not scaling. So you have to have you know I don't know that. Is that something Todd's gonna work on or we're gonna work on to make sure that. Because people you know scalable is pretty important.

**Danny Davis:** I think we can work with them. It's an Adobe processing issue or something else.

**Kevin Hazard:** This isn't the first one I've seen. Some of the other ones they just have a line through it. And that was on really tiny print. I'm thinking OK we're just not going to you know it's just not going to scale. But people going to look on this on on. Well maybe not. Maybe they're not going to look at the comp plan on a telephone but. [inaudible] So I'd ask if we could you know that could be worked on.

**Eric Combs:** Yes. So if there's a way to make sure that all of these images are optimized for [multiple speakers] Desktop or laptop and mobile device. If there is a way to do that. Kevin you make a great point. [multiple speakers].

**Will Moore:** Well I haven't intentionally looked at it on hard copy desktop and on this device including in tablet mode and it doesn't do that.

**Eric Combs:** Yeah it works fine on this. [multiple speakers]

**Will Moore:** We can investigate that a little bit.

**Eric Combs:** Ok other land use Chapter comments. Whether with respect to the maps or otherwise maps being something we've addressed quite a bit.

**Don Woodruff:** On page 32. My question was. This is from the Virginia Tech Plan correct?

**Will Moore:** It is adapted from the Virginia Tech plan.

**Don Woodruff:** We have to give them credit?

**Will Moore:** I'll look into that. It has been adapted. But it's worth [multiple speakers]

**Don Woodruff:** Mentioning that in some manner. [inaudible]

**Will Moore:** I think it's adapted from Virginia. [multiple speakers]

**Eric Combs:** But we also had [multiple speakers] the transportation chapter as a standalone.

**Will Moore:** And they did these but I can't remember what it was based on. Now what you see on Page 31 kind of some.

**Eric Combs:** That's from Virginia Tech.

**Will Moore:** Well it was based on Virginia Tech but we've changed it ourselves updated it. But it's a point well-made that will make sure that credit needs given.

**Eric Combs:** It reminds me or more of the J2 documents that we got way back.

**Will Moore:** It definitely is. [inaudible] We'll make sure.

**Eric Combs:** 32 and 33 I think of the J2 images. Any other land use Chapter comments? Will I just had a question regarding the Loudoun County map on page 27. Do we want to know anything about the demarcations with transition policy area and. Some of those borders are a little up for grabs in the different draft documents we've seen at the county level. Do we just want to indicate that this the date of this version?

**Will Moore:** I mean we could do that. I mean you would typically assume that something you're showing is current as of the date of publication.

**Eric Combs:** I know some of those boundaries particularly the transition policy area ones up north and along that.

**Will Moore:** There's not a huge area but there is an area that's proposed to be moved from rural into transition. [inaudible] We can put some clarifying language that it's from the revised general plan.

**Eric Combs:** OK thanks. Any other comments on land use? If not we'll march on to chapter 8. Transportation. Any comments here? I have just one comment on the existing and future sidewalks. Now that we have an existing sidewalk. On Marshall Street.

**Will Moore:** I think that could be. [inaudible] Pretty easy fix and we would probably remove funded from the legend is in those are I think the only sections of funded sidewalk there.

**Eric Combs:** So just an update there. Which I have worn well in the few weeks [laughing] [multiple speakers]

**Don Woodruff:** Under the map of the bridge going over the old school it was suggested to me that we include the fact that the [inaudible] arboretum which is read a nationally registered arboretum now. Might be mentioned under the map just as you know here. It is a nice asset and [inaudible] I put it on my. Just in case.

**Eric Combs:** I like the signage there too when you go over that. The signage there when you go [inaudible] it's all really nice.

**Don Woodruff:** Well and I must admit that's all new signage. It wasn't all there a year ago. And the dedication was [inaudible]

**Eric Combs:** Other transportation comments?

**Rachel Minchew:** Just to what Don said before got a lot of whitespace on that last page.

**Eric Combs:** I had a thought. Do we want any conclusion paragraph or anything like that? Sort of seems unfinished to just end with [inaudible]. It can be short a couple sentences perhaps just.

**Will Moore:** It's atypical of a comprehensive plans to have a conclusion if you will but.

**Eric Combs:** I was thinking and not that we can wrap it all up with something descriptive but perhaps it's an indication that you know this is the plan as such and such date in keeping with its obligations which



are mentioned in the introduction. Middleburg will be revisiting or updating what not. I'm just something along those lines. [inaudible] Eat some of that whitespace.

**Don Woodruff:** I saw it as also including the fact this although it's been mentioned in what Berkeley group did with the meetings etc. This is all the result of a long and careful process. I like the inclusion of very careful process.

**Will Moore:** Would the chairman like to take a stab at that language? I mean I liked what you were saying is if you have that that would be it helpful [inaudible]

**Eric Combs:** Ok. Other transportation related comments and or general campaign comments? If none I will just repeat that any text edits. Let's aim to get those over to Will by Wednesday. And then Will assuming receipt of comments on Wednesday. Where does that put us in terms of potential?

**Will Moore:** Our goal was to come out of this meeting and you let me know if we're there. There were a lot of comments given here this evening but I think none of them really require a lot of heavy thought. It's pretty straightforward the direction on them. So if you are comfortable with us posting a revised draft without your review again and meeting again the goal and I think Todd is prepared to tackle this is to have an updated draft by May 15th that would incorporate all these comments and then any text comments that you provide by Wednesday and that we would then post that plan to the website for public consumption. I mean this current version is there if you dig far enough but it would be front page. We've included a mailer in our utility bills which just went out may not have received those just yet. But if you haven't it'll be in the next day or two. That basically says starting on May 15th. Keep an eye on our Web site because this will be there. The plan then would be to begin accepting comments via email immediately from the public. We would then and we're going to discuss possible dates for the public open house. We would also if we're able to decide on a date this evening we would post that date start promoting that we would continue to take e-mail comments up to your public hearing which would be your June meeting we would take comments at the open house obviously and then as well as comments during the public hearing at your June meeting. And based on the extent of those public comments you know if they're generally supportive and require little revision you could potentially take action to make a recommendation on your plan at your June meeting. But if we think it needs more time to incorporate comments that were forthcoming from the public during that process then we have until your July meeting to incorporate those comments after your June public hearing and then you could potentially take action in July to recommend the plan. So that's kind of the tentative timeline if you were comfortable with that approach.

**Eric Combs:** How do folks feel about that? Terry?

**Terry Cooke:** It's about right. Tell me. Let's talk about the open house. What exactly does that entail? What's going to happen?

**Will Moore:** That's going to require a little more discussion with Todd. What I envisioned would be a brief presentation by the consultant at the front of the meeting so we're thinking maybe a 6 p.m. to 8 p.m. timeframe. But if you want to be able to get there right at 6:00 p.m. we would have some exhibits some graphics future land use map being a big one. Copies of the plan available maybe several stations with some different things set up so that it was more of a come and go as you please. You know there will be maybe a a brief again presentation but if you weren't able to get there until 7:00 there would still be plenty for you to see graphically and then we could again take comments more of a just kind of an open rollout of a gallery almost if you would.

**Terry Cooke:** All right but just to be clear it's not akin to a public hearing. It's an opportunity for the public to come in for the first time perhaps and get a hands on view if you will.

**Will Moore:** Absolutely. So you are required to have a public hearing. But that would be scheduled for your June meeting. The date is the 22nd or 24th. 24th. So you would you would have a formal public hearing at that time. But this is. We want to give multiple avenues for people to be able to see the plan digest the plan and to give us feedback.

**Eric Combs:** I know already I have a conflict with the June 24 date hearing. I don't want that to hold up scheduling. Don does as well. I don't know what the calendar looks like for the town for the month I don't have it on me. But might we be able to find a different date in June so that we don't extend this another month unnecessarily. [inaudible]

**Will Moore:** So we're talking about your June meeting? Okay. [inaudible] Have to check the calendar. [multiple speakers] I mean if we're free on the 17th which is a Monday a week prior I would be okay. I would for your public hearing I would avoid moving it to a different day of the week. Just granted we don't get a lot of visitors but have some continuity. It's on a Monday a Monday evening to keep that schedule but maybe moving forward a week would be okay.

**Eric Combs:** OK. Something to consider. Yeah so that would be June the 17th. [inaudible] [multiple speakers]

**Will Moore:** The 24th is definitely out. Okay. I'm not so sure I didn't include June 24th in the language of the newsletter. I don't think it was. Maybe it was. We can figure that out. [inaudible] [multiple speakers] We'll figure out something that works.

**Don Woodruff:** So we'll go through the logistical calendar on what we need to do all the way through.

**Will Moore:** For what you need to do. [inaudible] So first thing would be any recommended text edits beyond what we discussed in the room this evening would be submitted to me by close of business Wednesday. From then it would be to attend the public open house. I will talk with Todd more about the format and if he would have any expectations of the individual commissioners during that meeting. So does Eric man the station where the land use policy map is. Those kind of things. But otherwise it would then be to have the public hearing. And I think we're going to see if June 17th works and the next step is to take action in recommending a plan to the council. So whether that happens at your June meeting whether that happens at your July meeting. You know we may need to make some revisions subsequent to the public hearing and all the input that we may receive prior to that. So it may require revising the plan after your June public hearing. Reviewing that and then making some final edits and taking action the following month.

**Don Woodruff:** What date do you think we might have the open house?

**Will Moore:** Yes so that is the next agenda item here that we're looking at. No. It's perfect segue way. So I did throw out quite a number of dates to the community center as generally our preferred venue. The only date of the seven or eight that I sent was June 11 which is getting a little later than I was hoping at least. But that is the only date for the community center that's available. Subsequent to that I reached out to Mr. Woodruff and asked about availability at the Hill School. So there are a couple of possible dates that he provided. And it depends on our kind of anticipated crowd which is hard to guess. If you attended the first two public input sessions one was a crowded house and the next was less than 20. Yeah. So basically there are several dates available if we're anticipating fewer than 40 people. But if we wanted to use the theater which would give room for a larger crowd we could do either May 28 or May 29 which are a Tuesday and Wednesday respectively so those would those would be. I would be more comfortable with the earlier dates especially if we're pushing up the public hearing just because it gives us a lot more time to digest any comments that may be offered during that session.

**Eric Combs:** If we went with the smaller room and we got more than 40 is a smaller room the front room where we've had other [inaudible].

**Don Woodruff:** The lobby and the alumni room would I mean not as a general just meeting we can have up to about 30 in the alumni room. We could go over to the music building and use the main music room and the lobby there and easily have 50. If the dates the 28th and 29th for the theater did not work and Trevor was very amenable to any of those sources.

**Will Moore:** Gut reaction is if we could do the theater it would be best only so we don't want to have a space it's too small. And the other thing is some of our residents might not be as familiar with the campus and it's maybe more of a landmark for people who come who would come there.

**Eric Combs:** Yeah [inaudible] 28th 29th.

**Will Moore:** I personally have a conflict with a 28th but I can make that conflict go away if that's preferred for the commission.

**Eric Combs:** OK I would be in the same boat. I might have one for the 20th but could similarly make it disappear. Any other thoughts on those two dates? [inaudible] Wednesday the 29th?

**Will Moore:** Wonderful. Excellent.

**Terry Cooke:** And that would be at 6:30? 7?

**Will Moore:** I think we were going to do 6 to 8 p.m.

**Eric Combs:** So that would give folks a good two weeks to read the paper or online available version and provide e-mail comments and whatnot in advance of the open house. [inaudible]

**Will Moore:** If we don't we can come up with something. Yeah we can talk about how best to provide some directional signage. [inaudible] Yeah we can figure something out for that. Yeah.

**Don Woodruff:** We have a bunch of students standing around. [inaudible]

**Will Moore:** The town administrator donned a reflective vest during Christmas in Middleburg and was directing traffic so he may be available. [laughing]

**Eric Combs:** Okay. Any other questions statements criticisms actions grievances? Anything with respect to the comp plan or planning commission?

**Will Moore:** Thank you for taking the time for a special meeting. I will say one thing I neglected to mention. Rhonda went ahead in as we do essentially every May we bump our regular meeting up a week because it would conflict with Memorial Day otherwise but we do not have any pending business as of this time. So if that stays true we would not anticipate having a regular meeting during this month we would between this meeting and open house that would constitute your meetings. We'll let you know if something on an emergency basis comes up. Otherwise.

**Eric Combs:** Well thank you everybody.