



REVISED AGENDA

PLANNING COMMISSION SPECIAL MEETING / WORK SESSION Heritage Conference Room May 31, 2018

1. **Call to Order**
2. **Appointment of PC Representative to the Train Station Advisory Board (NEW TOPIC)**
3. **Approval of Completed Version 3.0 Change Matrix to be Posted Online for Public Review (NEW TOPIC)** (*FOIA requests for this document may be made by contacting Diana Hays at dhays@purcellville.gov*)
4. **Discussion of Version 4.0 Draft Comprehensive Plan** (*FOIA requests for this document may be made by contacting Diana Hays at dhays@purcellville.gov*)
5. **Discussion of Public Hearing Logistics (NEW TOPIC)**
6. **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact Stefanie Longerbeam at (540) 751-2331 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.



REPORT
ACTION ITEM

Item #10c

SUBJECT: Process for Nomination and Appointment of Members to the Train Station Advisory Board

DATE OF MEETING: May 22, 2018

CONTACTS: Mayor Fraser

SUMMARY and RECOMMENDATIONS:

The purpose of this item is to discuss and adopt a process for the nomination and appointment of members to the Train Station Advisory Board ("Board") for the purpose of fulfilling the duties as noted in the Covenants and Conditions.

Below is a proposed process for review, discussion and consideration by Town Council:

1. The Town Clerk will contact the Chairman of each of the three committees that will nominate a member to serve on the Board (Planning Commission, Economic Development Advisory Committee and Purcellville Historic Society). The committees will discuss their nomination at an upcoming meeting and forward their decision to the Town Clerk after their meeting. The Mayor will submit his nomination of a Council member to the Town Clerk. The Town Clerk will reach out to the Purcellville Historic Society for their nomination.
2. Members of the Town Council will solicit town citizens to serve on the Board using the attached letter (to be discussed and modified, if desired, by Council) which describes the purpose of the Train Station and the duties of the members of the Board. Nominations for citizen appointments should be forwarded to the Town Clerk by the close of business on Friday, June 1.
3. Council will discuss the nominations and make appointments no later than their second meeting in June 2018.

4. Terms of office for members of the Board will be for one year commencing on July 1, 2018 through June 30, 2019. If a members term on their original committee, commission or board expires prior to the end of their term on the Train Station Advisory Board and they choose not to be reappointed or are not reappointed by the Town Council, they shall vacate their term on the Train Station Advisory Board when the term of their original committee, commission or board expires or is vacated, leaving a vacancy on the Train Station Advisory Board.

MOTION(S):

1. I move that the Purcellville Town Council approve the process as stated above for re-establishing the Train Station Advisory Board. I further move that the Town Council approve the attached prospect letter to be used to share information about the purpose of the Train Station and the Advisory Board to the town's committees, commissions, boards and citizens.

OR

2. I move that the Purcellville Town Council approve the process stated above with the following changes_____

I further move that the Purcellville Town Council approve the attached prospect letter with the following changes_____

ATTACHMENT(S):

1. Draft Prospect Letter

May 22, 2018

Dear Train Station Advisory Board Prospect,

It is the desire of the Mayor and Town Council to re-establish the Train Station Advisory Board for the purpose of adhering to the Covenants and Conditions. The Covenants and Conditions (Section 1.) state that the Train Station is to be used and maintained as a museum, Town Visitor's Center, cultural and local display center, meeting room and public restroom facility. It is anticipated that the Covenants and Conditions may be amended to expand the permissible uses as proposed by the Town's Economic Development Advisory Committee to include art and civic oriented non-profit historical events, Visit Loudoun's presence on weekends for tourism purposes, weekend "pop-up" shops for small businesses, small retail kiosks and other items to promote our Town and attract visitors.

According to the current Covenants and Conditions (Sections 2a.-d.), the Train Station Advisory Board is responsible for annual inspections of the property, meeting at least once per quarter, establishing operating guidelines and procedures regarding the use of the property to include scheduling guidelines for the meeting room(s) and rental fees, and assisting the Town with how to best use the museum and meeting room(s).

The Covenants and Conditions (Section 2e.) further state that the Train Station Advisory Board shall consist of five members as follows: one Town Council member, one Planning Commission member, one Economic Development Advisory Committee member, one member of the Purcellville Preservation Association (now known as the Purcellville Historic Society), and one citizen appointed member. A second citizen may be appointed if the Purcellville Historic Society cannot or does not provide an individual for appointment.

The Mayor has proposed that the Town Council, Economic Development Advisory Committee, Planning Commission and the Purcellville Historic Society nominate one member each to serve a one year term starting July 1, 2018 through June 30, 2019. Nominations can be emailed to Diana Hays at dhays@purcellvilleva.gov.

If you would like to nominate someone or are interested in serving yourself to fill the one-year citizen-appointed position(s), please email your nomination to Diana Hays. All nominations are due by the close of business on Friday, June 8, 2018. Council will review and appoint members to the Board at either their first or second meeting in June.

If you have any questions about the committee or the nomination process, please contact Diana Hays by email or phone at 540-751-2334.

Sincerely,

Kwasi A. Fraser
Mayor