



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

February 18, 2016

7:00 p.m.

- 1) **Call to Order** – Chair Doug McCollum
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings**
 - a) None Scheduled
- 6) **Presentations**
 - a) Conflicts of Interest – Town Attorney Sally Hankins
- 7) **Discussion Items**
 - a) Conflicts of Interest
 - b) February 6th Comprehensive Plan Update Meetings
- 8) **Action Items**
 - a) None Scheduled
Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) **Information Items**
 - a) None Scheduled
- 10) **Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) **Chairman’s Comments & Council Representative’s Report**
- 12) **Planning Commissioners’ Comments**
- 13) **Approval of Minutes**
 - a) February 4, 2016 Regular Meeting & Work Session
- 14) **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 Tucker Keller at (540) 338-2304 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.

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STAFF REPORT
PRESENTATION & DISCUSSION ITEM

Item # 6a & 7a

SUBJECT: Conflicts of Interest

DATE OF MEETING: February 18, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

A few Planning Commissioners have recently requested education about conflicts of interest, and the Town Attorney will provide a brief presentation. After her presentation, the Commission can discuss the presentation and is welcome to ask further questions, if necessary.

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STAFF REPORT
DISCUSSION ITEM

Item # 7b

SUBJECT: February 6th Comprehensive Plan Update Meetings

DATE OF MEETING: February 18, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

Staff would like the Planning Commission to discuss their initial impressions of the February 6th Comprehensive Plan Update Meetings at the Carver Center. What did the Commission like or not like about the format? What have citizens said to Commissioners about the event? Is there anything that can be improved for future meetings?

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**MINUTES
PLANNING COMMISSION REGULAR MEETING
FEBRUARY 4, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

The Regular Meeting of the Purcellville Planning Commission convened at 7:00 PM and the following attended:

PRESENT: Doug McCollum, Chairman
Theresa Stein, Vice Chair
Chris Bledsoe, Planning Commissioner
Chip Paciulli, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Nedim Ogelman, Planning Commissioner
Tip Stinnette, Planning Commissioner

ABSENT: None

STAFF: Daniel Galindo, Senior Planner
Michele Snyder, Planning Associate

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

The regular meeting of the Planning Commission was called to order by Chairman McCollum at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

Commissioner Stinnette stated his daughter wrote an article for *World Magazine* about Mary's House of Hope.

PUBLIC HEARINGS:

Chairman McCollum opened the three Public Hearings at 7:03 PM

- a) CPA15-02 – Comprehensive Plan Amendment for 781 South 20th Street – Institutional/Government to Residential – 2 Dwelling Units Per Acre
- b) RZ15-01 – Zoning Map Amendment for 781 South 20th Street – IP to R-2

- c) OA15-04 – Zoning Ordinance Text Amendment to Add Transitional Housing as a SUP in R-2, Add a Definition for Transitional Housing, and Add Use Standards for Transitional Housing

There were no citizens signed up to speak. Staff had nothing to add. With no further comments, Chairman McCollum closed the Public Hearings at 7:05 PM.

DISCUSSION ITEMS:

- a) CPA15-02 – Comprehensive Plan Amendment for 781 South 20th Street – Institutional/Government to Residential – 2 Dwelling Units Per Acre
- b) RZ15-01 – Zoning Map Amendment for 781 South 20th Street – IP to R-2
- c) OA15-04 – Zoning Ordinance Text Amendment to Add Transitional Housing as a SUP in R-2, Add a Definition for Transitional Housing, and Add Use Standards for Transitional Housing

Commissioner Stein asked if staff has created a definition for transitional housing. Daniel Galindo stated that information is provided in the agenda packet.

Chairman McCollum stated the purpose of the transaction is to continue the use of the house as Mary's House of Hope and added that Council has not yet approved the terms of the sale.

Commissioner Stein talked about the items being specifically for one user and expressed concern that this would not be sound policy. Commissioner Van Istendal agreed with Commissioner Stein. Commissioner Ogelman stated that as a zoning use concept, why would this be just in R-2 and not R-3, R-8, and IP. Daniel Galindo stated he feels this is a valid concern and can be expanded if the Planning Commission chooses. Commissioner Stein added that by making it an SUP it has to go through the public process and most of these facilities may not want to go through the public process. Commissioner Paciulli stated he supports it as written and talked about the 250 feet restriction. Commissioner Ogelman stated he would like to hear from people in the Town as to how they would like to address the issue. Chairman McCollum suggested that the Planning Commission email their questions to the Town Attorney, specifically about spot zoning, and if there is a reason why it would have to be SUP and not stay institutional.

Daniel Galindo added that because this would be rezoned to R-2, he does not believe it could be spot zoning, and added that allowing it in other districts is a valid concern. Commissioner Paciulli stated that items can be moved forward to Town Council with noted concerns with the recommendation. Commissioner Ogelman asked if there is a need to do this right away. Chairman McCollum stated he does not know. Daniel Galindo added that he believes that Town Council requested that this be completed

quickly; however, he does not see it being an issue if the vote were deferred to the next meeting.

Commissioner Ogelman stated he would benefit from hearing from the Town Attorney about the issues, specifically if there are alternative ways of defining this as far as planning for the Town. Commissioner Stein suggested that staff show Commissioner Ogelman how other jurisdictions define it, and Commissioner Ogelman agreed that it would be helpful to have the comparison. Chairman McCollum requested that Daniel Galindo provide the references in an email to the Planning Commissioners for review prior to the next meeting. Daniel Galindo responded to the various Commissioner comments by explaining that he had already discussed many of these issues with the Town Attorney.

The Commission discussed when these items should be moved to action. Commissioner Stinnette made a motion to move Discussion Items a, b and c to Action. The motion was seconded by Commissioner Paciulli.

Motion: Commissioner Stinnette
Second: Commissioner Paciulli
Carried: 7-0-0

Paciulli -	Aye
Ogelman -	Aye
Van Istendal -	Aye
Stinnette -	Aye
Bledsoe -	Aye
Stein -	Aye
McCollum -	Aye

Commissioner Stinnette made a motion that the Purcellville Planning Commission forward CPA15-02, RZ15-01 and OA15-04 to the Town Council with a recommendation to approve the applications for the reasons stated in the February 4, 2016 Staff Report. The motion was seconded by Commissioner Paciulli.

Motion: Commissioner Stinnette
Second: Commissioner Paciulli
Carried: 6-1-0

Stinnette -	Aye
Bledsoe -	Aye
Stein -	Nay
McCollum -	Aye
Paciulli -	Aye
Ogelman -	Aye
Van Istendal -	Aye

Commissioner Ogelman stated he has questions about the specific case however since it is about a particular house voted in favor of the motion.

Vice Chair Stein stated if it is going to move forward with a recommendation of approval that Town Council should also look at adding transitional housing in the IP district as it makes sense to be there.

INFORMATION ITEMS:

- a) None

CITIZEN COMMENTS:

None

CHAIRMAN'S COMMENTS & COUNCIL REPRESENTATIVE'S REPORT:

Chairman McCollum stated he appreciates all of the comments on the Annual Report which will be forwarded to the Town Clerk to be distributed to the Town Council and made available to the public.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Bledsoe stated that the first Comprehensive Plan Review Meetings are Saturday.

Commissioner Stein asked staff if the zoning changes that were done several months ago have been approved by Council and if the Commissioners can receive copies of the revised text. Dan Galindo stated it has been approved and he will distribute it to the Planning Commissioners.

APPROVAL OF MINUTES:

- a) December 3, 2015 Regular Meeting
- b) January 7, 2016 Regular Meeting
- c) January 21, 2016 Regular Meeting

Vice Chair Stein made a motion to approve the minutes for the December 3, January 7 and January 21 Regular Meetings wave reading. The motion was seconded by Commissioner Bledsoe and approved unanimously.

Chairman McCollum stated he was absent from the December 3 and abstained from the vote.

ADJOURNMENT:

With no further comments, Chairman McCollum adjourned the meeting at 7:42 PM.

Chairman McCollum added that Pat Giglio, Chair of the Board of Architectural Review and Council member Nave were both in attendance, and welcomed Mr. Hamilton, candidate for Town Council.

Doug McCollum, Chairman

Diana Hays, Town Clerk

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MINUTES
PLANNING COMMISSION WORK SESSION
FEBRUARY 4, 2016
TOWN HALL COUNCIL CHAMBERS

PRESENT: Doug McCollum, Chairman
Theresa Stein, Vice Chair
Chip Paciulli, Planning Commissioner
Nedim Ogelman, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Chris Bledsoe, Planning Commissioner
Tip Stinnette, Planning Commissioner

ABSENT: None

STAFF: Daniel Galindo, Senior Planner
Michele Snyder, Planning Associate

CALL TO ORDER:

The work session of the Planning Commission was called to order by Chairman McCollum at 7:44 PM.

DISCUSSION OF FEBRUARY 6TH COMPREHENSIVE PLAN UPDATE MEETINGS:

a) Introductions

Chairman McCollum introduced Emily Crow, lead consultant for the comprehensive plan review process. Ms. Crow introduced Julie Herlands who will be helping with the fiscal and economic components of the planning process and Geoff Griffin with Kimley Horn who will be working on the transportation component of the project.

b) Schedule

Ms. Crow stated the schedule is between twelve and eighteen months with a lot of review time incorporated as well as six public events included with most being held early in the project for public input to be considered.

Ms. Crow added that after the initial phase comes research and analysis where the team will pull in their expertise as well as an assessment of the existing conditions and building that in with public comments.

Ms. Crow talked about the guiding principles which Council should sign off on prior to actually drafting the plan.

Chairman McCollum asked each of the Commissioners if they had any questions.

Commissioner Paciulli stated he is looking forward to learning as they go and will provide input when it's meaningful.

Commissioner Ogelman stated he was intrigued by guiding principles being formally supported by the Planning Commission and then by the Town Council and asked if that gives them the chance to make changes from what the citizens have said. Ms. Crow stated a planning process works within the system of a community that we have and that not every person in the community will attend meetings and provide feedback; however, she believes we will receive significant comments and input about the tone and values that should be embraced in the plan. Ms. Crow added that the process was designed to hear the public and have them be able to help determine what is important. Commissioner Ogelman added he would like for it to be clear what the Planning Commission and the Town Council's roles are in the process.

Commissioner Van Istendal stated he supports the plan.

Commissioner Stinnette stated he feels it is important to lock in the vision by Town Council and feels the outlined process encourages community engagement. Commissioner Stinnette questioned the vision timeline and why it would take so long to confirm the vision. He stated being concerned about planning fatigue. Ms. Crow talked about having an informed vision through the research and analysis component and an element of education. Further discussion took place about the upcoming public meetings and applying that information to future public sessions.

Commissioner Bledsoe talked about previous comprehensive plan reviews and asked if the current metrics and demographics will be updated from that. Chairman McCollum stated a review was completed in 2011 however the recommended changes were not acted on. Commissioner Bledsoe asked about being able to see the consolidated data in the interim prior to other meetings. Ms. Crow stated she believes the Planning Commission has one meeting per month dedicated to comprehensive plan discussion and public input will be discussed during that meeting. Daniel Galindo confirmed that within the next couple of weeks the existing documents will be posted on the website.

Commissioner Stein asked about the guiding principles that will move forward to Town Council as well as those that will not. Ms. Crow talked about receiving feedback from residents and categorizing those into themes and then coming up with language to support or not support and see what comes out on top. Ms. Crow added that even though there may not be a guiding principle in the plan, it is part of the process. Chairman McCollum asked about the format for the Saturday sessions and added that by the Virginia Code the Planning Commission has the responsibility for putting together the comprehensive plan and recommending to the Town Council, and asked about how to keep Council informed. Ms. Crow stated she will continue with the one on one

discussions and will work with Dan Galindo to report as needed. Chairman McCollum added that it would be helpful for Council to have a progress report.

Commissioner Ogelman stated he does not share the view about planning fatigue; however, if the public states they do not want to do anymore, that is different. Commissioner Ogelman added he does not want at any time for the Planning Commission to say people are not going to want to talk about specific items. Ms. Crow added that it is a process fatigue and that people do get tired of planning. She noted that people eventually want to take action and see results of what the planning process does. Commissioner Ogelman asked who decides when there is process fatigue, and Ms. Crow stated you would be able to see that through a lack of participation. Commissioner Ogelman suggested that the Commission make the reasons transparent to the public.

Chairman McCollum talked about the project length being approximately 18 months. Commissioner Van Istendal talked about the budget restrictions and the timeline. Ms. Crow reminded the Commissioners that the comprehensive plan is a guide and not a law and that there is a five year review process. She added that once the plan is in place there are other things that need done.

c) Three Questions to Be Posed to the Public

Ms. Crow stated the three questions to ask the public are as follows:

- 1) What do you love about Purcellville?
- 2) What do you think are our biggest opportunities and/or strengths?
- 3) What do you think are our biggest challenges?

Ms. Crow asked the Commissioners to answer the questions and then had each of the Commissioners share their answers.

d) Final Preparations

The Planning Commissioners discussed who would attend what meetings on Saturday. Daniel Galindo added that items on the website would remain open until February 26. The Commissioners discussed other ways to get the materials out. Chairman McCollum stated he would prefer to encourage referring people to the website.

ADJOURNMENT:

There being no further business, Commissioner Ogelman made a motion to adjourn the meeting. The motion was seconded by Commissioner Bledsoe and the meeting adjourned at 9:03 PM.

Doug McCollum, Chair

Diana Hays, Town Clerk