



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

September 1, 2016

7:00 p.m.

- 1) **Call to Order** – Chairman Theresa Stein
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings**
 - a) None Scheduled
- 6) **Presentations**
 - a) None Scheduled
- 7) **Discussion Items**
 - a) None Scheduled
- 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) Status of Priority Work Items
- 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) **Council Representative's Report**
- 12) **Chairman's Comments**
- 13) **Planning Commissioners' Comments**
- 14) **Approval of Minutes**
 - a) August 11, 2016 Work Session
 - b) August 18, 2016 Regular Meeting
 - c) August 18, 2016 Work Session
- 15) **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.



STAFF REPORT
INFORMATION ITEM

Item # 9a

SUBJECT: Status of Priority Work Items

DATE OF MEETING: September 1, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY:

This report briefly summarizes any updates on the status of priority work items since the previous Planning Commission meeting.

1. Comprehensive Plan Update –The Planning Commission has continued its weekly work sessions devoted to the comprehensive plan. At its August 18 work session, the Commission reviewed the “Purcellville Forward” draft document prepared by Commissioner Stinnette and reached a general consensus on its content. The Commission also completed its discussion of demographics and housing. At its August 25 work session, the Commission discussed parks, recreation, open space and the environment.
2. Floodplain Regulations – The Town has received notification from the Federal Emergency Management Agency that new Flood Insurance Rate Maps for Purcellville and Loudoun County will become effective on February 17, 2017. By that date, the Town must adopt updated floodplain regulations in order to remain in the National Flood Insurance Program. Staff has already done preliminary work with the Virginia Department of Conservation and Recreation regarding updating these regulations, so there should be no problem meeting this deadline.
3. Civil Penalties – No change.
4. Sign Regulations – No change.
5. Accessory Dwelling Standards – No change.
6. Legislative Applications
 - a. *SUP15-02* – After the continued public hearing was conducted on August 18th, the Planning Commission moved the application to action and voted to recommend that Town Council disapprove SUP15-02. The application will now move on to a public hearing before the Town Council, but no date for the hearing has been set at this time.

- b. *CPA15-01* – No change.
 - c. *RZ15-02* – No change.
 - d. *SUP16-01* – No change.
 - e. *PCA16-01* – This application has been distributed for review.
 - f. *CPA16-01* – This application has been distributed for review.
 - g. *SUP16-02* – No change.
7. Other Items
- a. *Stream and Creek Buffer Zoning Ordinance Text Amendment* – No change.

MINUTES
PLANNING COMMISSION WORK SESSION
AUGUST 11, 2016, 7:00 PM
TOWN HALL HERITAGE ROOM

The work session of the Planning Commission convened at 7:00 PM in the Heritage Room:

PRESENT: Theresa Stein, Chairman
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Kelli Grim, Planning Commissioner/Council Liaison
David Estey, Planning Commissioner

ABSENT: Chip Paciulli, Planning Commissioner

STAFF: Daniel Galindo, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER:

The work session of the Planning Commission was called to order by Chairman Stein at 7:00 PM.

CHAIRWOMAN'S COMMENTS:

Chairman Stein stated she would like to complete the work sessions by 9:00 PM and stated the tasks for this evening are strategic imperatives, demographics and housing, and parks and recreation.

DISCUSSION OF COMPREHENSIVE PLAN UPDATE'S STRATEGIC IMPERATIVE:

Commissioner Stinnette stated he reviewed the 2025 statement as well as what the contractor put together and feels it is as ambiguous as the 2025 statement.

In an effort to put together a mission statement, the Commissioners and staff reviewed and discussed short and long term thoughts as well as comments and recommendations provided by each of the Commissioners based on public input received.

Commissioner Stinnette suggested that the Planning Commissioners write pages two and three of the plan which provides direction for the contractor and a message to the community. Further discussion took place about vision versus mission statements.

Chairman Stein suggested that Daniel Galindo work with Commissioners Stinnette and Grim and come up with a vision statement for the Planning Commission to review and comment on.

Extensive discussion took place about growth, annexation, and the vision of the community.

Commissioner Van Istendal had to leave the meeting at 8:37 PM.

The Commissioners talked about the length of the plan.

Commissioner Grim asked about the transportation plan and it coinciding with the comprehensive plan. Daniel Galindo noted it was his intention to provide that when that section of the comprehensive plan is discussed but that copies could be provided sooner.

DISCUSSION OF CURRENT PLANNING DOCUMENTS: DEMOGRAPHICS AND HOUSING:

Commissioner Grim talked about Catoctin Corner and its location to Harmony Meadows and potential traffic issues.

DISCUSSION OF CURRENT PLANNING DOCUMENTS: PARKS, RECREATION, OPEN SPACE AND THE ENVIRONMENT:

None

ADJOURNMENT:

With no further business, Commissioner Grim made a motion to adjourn the meeting at 9:15 PM. The motion was seconded by Commissioner Estey and passed unanimously

Theresa Stein, Chairman

Diana Hays, Town Clerk

MINUTES
PLANNING COMMISSION REGULAR MEETING
AUGUST 18, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

The Regular Meeting of the Purcellville Planning Commission convened at 7:00 PM in Council Chambers:

PRESENT: Theresa Stein, Chairwoman
Chip Paciulli, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner

ABSENT: Kelli Grim, Planning Commissioner and Council Liaison

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 Theresa Stein, Chairman, at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARING:

- a) SUP15-02 – Catoctin Corner Drive-through Facility

Chairman Stein opened the public hearing at 7:02 PM and stated the purpose of the public hearing is to continue the public hearing from August 4, 2016 to consider a special use permit application that seeks to amend the previously approved location of a drive-through facility at the Catoctin Corner development. Speakers were granted five minutes to speak.

Patti DiPalma-Kipfer, 38038 W. Colonial Hwy., came forward to express her concerns for the number of changes made to the original site plan as well as concerns for the overall development.

Chairman Stein noted that the Planning Commission received from the applicant yesterday an alternate entrance exhibit.

Commissioner Paciulli asked if the ingress/egress and water/sewer easements would be in place to serve Ms. Kipfer's property and also noted the speaker/noise ordinance the Town has in place.

Bob Sevila, who stated he represents the applicant, came forward and noted that the requested changes from the previous public hearing have been incorporated into the new concept plan. Mr. Sevila shared a presentation that included the new concept plan. Mr. Sevila noted one change still to be made is a front building entrance on W. Colonial Hwy as required by the proffers. Mr. Sevila shared plans for an alternate driveway entrance.

With no further comments, Chairman Stein closed the public hearing at 7:20 PM.

PRESENTATIONS:

None

DISCUSSION ITEMS

- a) SUP15-02 – Catocin Corner Drive-through Facility

Chairman Stein stated she was disappointed that the applicant did not provide the documents until yesterday which did not permit a lot of time to review the revised changes. She talked about the one-way access point from the front of the property and does not feel that addresses the traffic issues.

Daniel Galindo stated that there is no traffic light being proposed on W. Colonial/Rt. 7. Mr. Galindo talked about the replacement easement and asked the applicant where that stands. The applicant stated that it is an alternative access that is contractual between the applicant and Patrick Henry College and would likely be a simultaneous release of that easement when the site plan is recorded.

Commissioner Stinnette read comments provided by Commissioner Grim.

Commissioner Stinnette stated he feels that communication of the plan has been ineffective due to the number of questions still being asked at this point in the development.

Commissioner Van Istendal asked about the delay in getting the materials to the Commissioners. The applicant stated the new layout took time to work out and be sent for verification.

Chairman Stein stated she feels there are still some traffic concerns with the entrance.

Chairman Stein made a motion that application SUP15-02 for a drive-through facility at Catoctin Corner be added to the Planning Commission's August 18th regular meeting agenda as an action item. The motion was seconded by Commissioner Paciulli and passed unanimously with one absent.

ACTION ITEMS:

a) SUP15-02 Catoctin Corner Drive-through Facility

Commissioner Paciulli made a motion that the Planning Commission forward to the Town Council with a recommendation to disapprove SUP15-02 allowing a drive-through facility to be located at the Catoctin Corner development on the property identified in Loudoun County land records as parcel ID 452-18-7178-002 for the following reason: the proposed plan does not plan for adequate and safe vehicular access. The motion was seconded by Commissioner Stinnette and passed unanimously with one absent.

INFORMATION ITEMS:

a) Status of Priority Work Items

Daniel Galindo talked about the recently submitted applications including a proffer condition amendment and a comprehensive plan amendment for the Village Case properties that were previously discussed at a December 2015 Planning Commission meeting with Jason Brownell.

The second application is for a special use permit for a commuter parking lot on Virginia Regional Transit's properties off of Browning Court which is across from their main facility.

Daniel Galindo stated the applications are being reviewed for completeness and should be forwarded to the Planning Commissioners within two months at the earliest if there are no issues with the applications.

Commissioner Paciulli stated he would like the Stream and Creek Buffer Zoning Ordinance Text Amendment to be placed on the next meeting agenda for review. Daniel Galindo recommended that work on the item be continued on the side and ideas presented to him to discuss with the Town Attorney before it goes back to the Planning Commission for discussion.

CITIZEN COMMENTS:

Patricia DiPalma-Kipfer, 38038 W. Colonial Hwy., stated she found the Declaration of Easement and supporting items and will submit copies to the Planning Commission. Chairman Stein requested that copies also be submitted to Town Council.

Mark Wagner, 830 Maple Flats Terrace, talked about the New Town Development proposal which he heard about at the last Board of Architectural Review meeting that would consist of a gym and five retail spaces. Mr. Wagner talked further about the number of vacancies around town and the traffic flow issues related to this proposal.

Nedim Ogelman, 130 S. 32nd Street, stated he sits on the Board of Architectural Review and asked about the New Town Development. Daniel Galindo stated the application was received two weeks before the BAR meeting and this is the first time this site was discussed. The property is zoned MC which allows for the commercial building.

COUNCIL REPRESENTATIVE’S REPORT:

None

CHAIRMAN’S COMMENTS:

None

PLANNING COMMISSIONERS COMMENTS:

Commissioner Van Istendal stated a citizen approached him about the water fountain at the end of the W&OD Trail which does not work and asked if anyone knew the status. Daniel Galindo stated he would check with the Public Works Department and report back.

APPROVAL OF MINUTES:

- a) **July 28, 2016 Work Session**
- b) **August 4, 2016 Regular Meeting**
- c) **August 4, 2016 Work Session**

Commissioner Stinnette made a motion to dispense with the reading of the minutes from the July 28, 2016 Work Session, the August 4, 2016 Regular Meeting and the August 4, 2016 Work Session and approve as printed. The motion was seconded by Commissioner Van Istendal and passed unanimously with one absent.

ADJOURNMENT:

With no further business, Chairman Stein made a motion to adjourn the meeting at 7:51 PM.

Theresa Stein, Chairman

Diana Hays, Town Clerk

Galindo, Daniel

From: Grim, Kelli
Sent: Thursday, August 18, 2016 5:50 PM
To: Galindo, Daniel; Planning Commission
Subject: Fwd: Catoctin Corners

below is statement to be read into the record by clerk, or a Planning Commissioner.

RE: Public Hearing continuation of August 4, 2016 to August 18, 2016

Comments submitted by Planning Commissioner Kelli Grim, to be read aloud into the record by either the clerk or a Planning Commissioner

COMMENTS FROM PLANNING COMMISSIONER KELLI GRIM:

At the original public hearing on August 4, 2016, I brought forward a number of concerns and questions that I will make note of below. And I will raise others that have yet to be addressed.

As this is the continuation of the public hearing, I want the record to reflect that a change to the configuration/direction of the building for SUP 15-02 was just received by town staff and planning commissioners yesterday, August 18, 2016.

Although, this may be in response to some of the comments and questions from the August 4 public hearing. It is unfortunate that what staff and planning commissioners have been able to review before the public hearing, was not available to residents before this evening. Also, I would like to point out that the document I reviewed did not provide a rendering of the entire site so one could review how this change would or would not address the many vehicle and pedestrian issues I have.

My original and current questions and concerns to the applicant are as follows:

There are no details relating to the 50 foot easement the previous owner had provided to VDOT (this is adjacent to the Kipfer property). The plans appear to have the property owner building inside of it. Can someone address this and tell me what is going on with it. Documentation on this matter would be appropriate at this time.

The public/private road that shows the Fire Truck path into the shopping center does not serve as an official second entrance/exit based on the private arrangement between applicant and adjacent property owner of which there is no guarantee that Patrick Henry College could decide to eliminate access. And only the entrance at the traffic light in the VDOT right of way will be built to VDOT standards, not the road. What if the Purcellville Fire Truck was not available and we had a fire truck come from Hamilton? Could they access the property from the official main entrance? One would assume the highest risk for fire would be gas station and then restaurants. The drawing leaves me very concerned that this was not addressed. There is a primary main entrance to the property, so it should be included in the fire department input to be a complete review for safety of our residents, and this was not done.

I asked for the opportunity of a full review of the entire project plan to include elevations, landscaping, retaining wall, walking path, and pedestrian safety measures so we could understand the unique topography of this project that may be a factor at the entrance where the applicant wants to place the 2 buildings with the highest

vehicle intensity use. Why isn't this already available, it seems as though this project is being put together one piece at a time. This does not provide a complete and accurate picture of the issues that need to be considered.

One example, is the incline at the entrance where Coach's Corner is located in the Gateway shopping center. This does make it difficult when making that turn, and the vehicle leaving that parking row, has a tough time making a left turn out onto the main driving lane to leave the property.

Other issues are within the statement of justification by the applicant revised on June 13, 2016, but it would be a waste of time to parse words with the applicant at this time.

It is clear to all that the applicant already asked the question about moving this drive thru restaurant on July 2015 and was provided with some ambiguous and technical answers, but at the time, the applicant was not asking about this specific location change.

In closing, I hope the Planning Commission will follow the lead and policy of the current Town Council and not hold a vote on the same night of a public hearing. And my view at this time, based on all information the applicant has provided to the public and planning commission, and without the answers to my concerns and questions; I cannot support the re-location of this drive thru restaurant to the entrance of this property at this time.

Planning Commissioner Kelli Grim

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Planning Commissioner Kelli Grim

MINUTES
PLANNING COMMISSION WORK SESSION
AUGUST 18, 2016, 7:00 PM
TOWN HALL HERITAGE ROOM

The work session of the Planning Commission convened at 7:59 PM in the Heritage Room:

PRESENT: Theresa Stein, Chairman
Tip Stinnette, Planning Commissioner
Chip Paciulli, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner

ABSENT: Kelli Grim, Planning Commissioner/Council Liaison

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 Stein at 7:59 PM.

CHAIRMAN'S COMMENTS:

Chairman Stein thanked Commissioner Stinnette for his work on the mission statement.

DISCUSSION OF COMPREHENSIVE PLAN UPDATE'S STRATEGIC IMPERATIVE:

Commissioner Stinnette shared his version of the mission statement with the Planning Commissioners. Commissioner Estey stated he sent his comments to Daniel Galindo and had prepared a revised Purcellville Forward statement. Further discussion took place about the two versions as well as addressing the transportation report. Commissioner Stinnette suggested that each of the commissioners review the documents and send any changes to Daniel Galindo before the next meeting.

DISCUSSION OF CURRENT PLANNING DOCUMENTS: DEMOGRAPHICS AND HOUSING:

Chairman Stein talked about housing and commercial polices and does not feel they are interchangeable. Commissioner Stinnette suggested changing the words to balanced development. Daniel Galindo talked about the projections for what population wants to come to the area and asked which estimate should be used for the plan. The Commission

agreed to use the projection for 2.5% of Loudoun County’s population. Commissioner Paciulli talked about setting areas instead of numbers. Further discussion took place on housing growth and projections as well as housing types, affordable housing and rehabilitation.

Daniel Galindo noted that in the future he will provide a summarized version of the Commission’s decisions for approval and/or provide additional details.

DISCUSSION OF CURRENT PLANNING DOCUMENTS: PARKS, RECREATION, OPEN SPACE AND THE ENVIRONMENT:

Discussion was deferred to the next meeting.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 9:23 PM. The motion was seconded by Commissioner Van Istendal and passed unanimously with one absent.

Theresa Stein, Chairman

Diana Hays, Town Clerk