



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

September 15, 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 25, 2016 Work Session
 - b) September 1, 2016 Regular Meeting
- 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.

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STAFF REPORT
INFORMATION ITEM

Item # 9a

SUBJECT: Status of Priority Work Items

DATE OF MEETING: September 15, 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 September 1 work session, the Commission discussed community design and historic resources. On September 8, the Commission held a joint work session with Town Council to discuss the status of the update process.
2. Floodplain Regulations – An updated draft text amendment is under review by the Town Attorney and Zoning Administrator. If necessary, the draft will be revised to address their comments before it is forwarded to the Virginia Department of Conservation and Recreation for a final regulatory review.
3. Civil Penalties – No change.
4. Sign Regulations – No change.
5. Accessory Dwelling Standards – No change.
6. Legislative Applications
 - a. *SUP15-02 Catoctin Corner Drive-through Facility* – The applicant has requested that the public hearing before Town Council be scheduled for October 25.
 - b. *CPA15-01 O’Toole Property (Designate as Mixed Commercial)* – On August 26, Staff distributed all review comments on the second submission to the applicant. Staff met with members of the applicant team on August 31 to discuss the review comments.
 - c. *RZ15-02 O’Toole Property (X to MC)* – See CPA15-01 update.
 - d. *SUP16-01 7-Eleven Fueling Station Expansion* – No change.

- e. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential) – No change.*
 - f. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential) – No change.*
 - g. *SUP16-02 Virginia Regional Transit Commuter Parking Lot – Staff reviewed the application for completeness and determined it to be incomplete. Revised documents were submitted by the applicant on September 6; Staff is currently reviewing the revised application for completeness.*
7. Other Items
- a. *Stream and Creek Buffer Zoning Ordinance Text Amendment – No change.*

MINUTES
PLANNING COMMISSION WORK SESSION
AUGUST 25, 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
Chip Paciulli, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner
Kelli Grim, Planning Commissioner/Council Liaison

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 Stein at 7:00 PM.

CHAIRMAN'S COMMENTS:

None

DELIVERY OF VISION STATEMENT WORKING DOCUMENT:

Chairman Stein presented the vision statement which included some minor changes that were agreed on at the last meeting. Daniel Galindo added that Intent section was moved up and the vision statement was broken down into numbers.

Commissioner Paciulli noted that under Transportation it should say something about encouraging commuter facilities and walking within Town. Commissioner Paciulli stated he initially included footpaths and feels that transportation system includes this item.

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

Brian James and Sandy Nave with the Parks and Recreation Advisory Board and Christie Morgan with the Economic Development Advisory Committee were in attendance.

The Planning Commission reviewed and discussed the Parks, Recreation and Open Space portion of the comprehensive plan.

Commissioner Stinnette asked where the Town stands with Fireman's Field. Commissioner Grim stated the Town owns it and is in negotiations with the County about the thirty year lease. Further discussion took place on the structure of the lease. Commissioner Stein added that the first paragraph needs to be updated to reflect the current situation. The Commissioners discussed PUGAMP as noted in the comprehensive plan as well as land available for park space.

Commissioner Grim gave an overview of the Tree and Beautification Committee.

Chairman Stein and Commissioner Stinnette talked about the item, Recreation is of High Value, and believes this should be included with item one, Quality of Life.

The Planning Commission requested a wish list of ideas from the Parks and Recreation Advisory Board and talked about possible missing trail links between the W&OD Trail and other paths to parts of Town as well as the connection of sidewalks.

Commissioner Paciulli talked about adding screening between residential and commercial under item six.

Discussion took place about moving item eight, Stewardship, to another location within the document.

The Planning Commission reviewed and discussed the Environment section of the comprehensive plan. Additional discussion took place about locations of bus shelters and routes.

Commissioner Grim noted she feels Public Works may have some input on Sensitive Environmental Areas and Water Resources. Daniel Galindo stated that item 2.3 is partially finished for revising parking lot standards and 2.4 is in progress with Commissioner Paciulli's update. The Commissioners talked about landscape buffers and open spaces.

Under Lighting and the Environment, Chairman Stein stated she feels there should be a standard in the zoning ordinance for lighting. Daniel Galindo stated that the lighting ordinance could provide more clarity.

The Planning Commission discussed the schedule for upcoming presentations and agreed on a Saturday and Thursday. Commissioner Grim recommended that the Planning Commission consider reinstating a citizen comment section on the agenda during work sessions as in the past.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 9:21 PM. The motion was seconded by Commissioner Estey and passed unanimously.

Theresa Stein, Chairman

Diana Hays, Town Clerk

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**MINUTES
PLANNING COMMISSION REGULAR MEETING
SEPTEMBER 1, 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
Britt Adkins, Planning Commissioner
Kelli Grim, Planning Commissioner and Council Liaison

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

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARING:

None

PRESENTATIONS:

None

DISCUSSION ITEMS

None

ACTION ITEMS:

None

INFORMATION ITEMS:

a) Status of Priority Work Items

Daniel Galindo stated he had nothing to add that wasn't already included in the report.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim stated Council did not meet in August.

CHAIRMAN'S COMMENTS:

None

PLANNING COMMISSIONERS COMMENTS:

Commissioner Paciulli stated he reviewed the information on stream and creek buffers and in response to the Town Attorney's concerns recommends that the word "mature" be dropped from any reference to trees and delete "as determined by the Zoning Administrator" from all locations. On accessory dwelling units, Commissioner Paciulli suggested that a hearing be held to delete accessory dwelling units because of the issues raised and because they are only permitted in certain parts of Town. Commissioner Paciulli talked about the status of downtown building heights and added he can work on wording for tree and screening regulations for review by the Tree and Beautification Committee.

Commissioner Stinnette talked about the priority list and discussing items as time permits rather than at every meeting. Commissioner Paciulli stated that there are two areas in town where the stream and creek buffer needs to be addressed soon or the stream will not be as protected.

Commissioner Grim talked about the strategic planning session addressing many of these issues. Commissioner Grim stated it would be helpful when listing rezonings and special use permits that there is something other than a number tagging them so the public knows what the number is. Commissioner Grim asked that the Planning Commissioners forward

any issues or concerns to her before the strategic planning session so they can be addressed.

Chairman Stein suggested that Commissioner Paciulli write up the resolution to what the Town Attorney's issue are on the stream and creek buffers and forward that to Daniel Galindo. He will review this when time permits then bring it forward to the Planning Commission for further action.

Commissioner Grim stated that item six, Legislative Application, was acted upon and should be deleted.

APPROVAL OF MINUTES:

- a) **August 11, 2016 Work Session**
- b) **August 18, 2016 Regular Meeting**
- c) **August 18, 2016 Work Session**

Commissioner Stinnette made a motion to approve the minutes and waive reading. The motion was seconded by Commissioner Van Istendal. Commissioner Grim stated that with the August 18th minutes, resident Patricia Kipfer's comments be included in the record and suggested that her notes submitted be shortened to remove duplication. Commissioner Stinnette made a motion to approve the minutes as amended and waive reading. The motion was seconded by Commissioner Grim and approved unanimously.

ADJOURNMENT:

With no further business, Chairman Stein made a motion to adjourn the meeting at 7:19 PM.

Theresa Stein, Chairman

Diana Hays, Town Clerk