



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

December 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) November 17, 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: December 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 online survey containing the questions from the November 5th workshop is scheduled to close on November 30th.
2. Floodplain Regulations – Staff is waiting to receive regulatory review comments from the Virginia Department of Conservation and Recreation (DCR) on the draft ordinance language that was sent to DCR on November 7th.
3. Tree Preservation Regulations – No change.
4. OA16-01 Stream and Creek Buffer Zoning Ordinance Text Amendment – No change.
5. Reduce Maximum Building Heights in the C-4 District – No change.
6. Civil Penalties – No change.
7. Sign Regulations – No change.
8. Accessory Dwelling Standards – No change.
9. Legislative Applications
 - a. *CPA15-01 O’Toole Property (Designate as Mixed Commercial)* – No change.
 - b. *RZ15-02 O’Toole Property (X to MC)* – No change.
 - c. *SUP16-01 7-Eleven Fueling Station Expansion* – On November 21st, Staff notified the applicant that the revised application was incomplete.

- d. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – On November 21st, Staff distributed the first round of review comments to the applicant.
- e. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – On November 21st, Staff distributed the first round of review comments to the applicant.
- f. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – On November 15th, the Town received a revised application which has been distributed for review.

MINUTES
PLANNING COMMISSION REGULAR MEETING
NOVEMBER 17, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

PRESENT: Theresa Stein, Chairman
Chip Paciulli, Vice Chairman/Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner
Britt Adkins, Planning Commissioner
Kelli Grim, Planning Commissioner/Council Liaison (arrived 7:01pm)

ABSENT: None

STAFF: Robert W. Lohr, Jr., Town Manager
Daniel Galindo, AICP, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF REGULAR MEETING:

Chairman Stein called the Planning Commissioner Regular Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

PLANNING COMMISSION AGENDA AMENDMENTS:

None

PLANNING COMMISSIONER DISCLOSURES:

None

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

a. SUP16-03 Mary's House of Hope (Transitional Housing)

Daniel Galindo stated he does not feel there is anything significant to add and that most of the work of the past couple of weeks has been on the Makersmiths application. Mr. Galindo added he has been asked about adding conditions to Mary's House of Hope, and he does not feel that any are needed since the ordinance was amended earlier in the year to include required standards.

Commissioner Van Istendal stated he was pleased to hear the meeting between Mary's House of Hope and Makersmiths went well and is ready to move forward.

Chairman Stein thanked staff for meeting with Makersmiths and Mary's House of Hope to work through the item and noticed staff's recommendation does not include a condition that they be in compliance with the concept plan and feels that should always be included. Daniel Galindo agreed and stated the conditional approval could be used.

Chairman Stein made a motion to move this item to an Action Item. The motion was seconded by Commissioner Stinnette and passed unanimously.

Motion:	Chairman Theresa Stein
Second:	Commissioner Stinnette
Carried:	7-0-0

b. SUP16-04 Makersmiths (Public or Government Building, Facility, or Use Not Otherwise Defined)

Daniel Galindo stated that a lot of work has been done on the application specifically on the conditions, and talked about the Commissioners bringing up events at the public hearing and asked if anyone had concerns.

Commissioner Paciulli talked about the weekend's work sessions and that some of the neighbors to Fireman's Field had concerns with noise with outside events and that this applicant has residents closer. Daniel Galindo confirmed that an event could take place outside of what is listed; however, it would depend on the type of activity. Chairman Stein stated she feels it would be appropriate to have a condition or restriction on the number and length of outdoor events. Commissioner Stinnette stated he does not feel that noise will be an issue, and since there is a working dialogue between the two, he would like to see how it works out. Commissioner Grim stated she agrees and feels since the Town will be holding a lease, the lease is fairly restrictive and would prefer to not see any additional restrictions. Commissioner Van Istendal stated he feels the two have demonstrated good communication and will be good neighbors. Chairman Stein stated the noise level is 60 decibels and feels that can be high for a residential neighborhood and

that the typical level is 55 decibels. Commissioner Stein talked about the screening not being clear about the minimum or maximum. Commissioner Paciulli stated he has concerns with noise along the screening line, and feels wording should be included to try to match the existing plants and that something should be added about screening along the Hirst Farm common lot line with lot 163, 162 and 50 feet north of lot 162 along parcel S. Commissioner Stinnette asked if it is the Town's intention to have Makersmiths plant trees. Rob Lohr added that originally the Town was looking at the hashed area as being retained by the Town for emergency operations but to work with Makersmiths to allow them to use it for storage or parking not during emergency use. Mr. Lohr added that at the time of looking at that part of the lease there was no discussion of making the lower entrance be the primary entrance, and that would need to be revisited. Commissioner Stinnette asked about the 60 decibel noise level, and Rob Lohr stated that both parties thought that would be a reasonable level and talked about a termination clause. Daniel Galindo stated the Town standard for continuous noise in a residential district or at the border of it is 55 decibels and for impact noise is 60 decibels. Chairman Stein stated she would like for it to be an opaque barrier because of the security issues with Mary's House of Hope. Commissioner Stinnette stated he feels the tree issue is a Town issue.

Commissioner Stinnette made a motion that the Planning Commission amend the November 17, 2016 agenda and add SUP16-04 as an action item. The motion was seconded by Commissioner Estey and passed unanimously.

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

c. Prioritization of Projects

This item was discussed after Action Item b.

Daniel Galindo stated he laid out the items that the Commissioners previously agreed to and those that were included in Council's resolution to initiate certain text amendments. He added that it is at the Commissioner's discretion whether or not they would like to reorganize the items.

Chairman Stein stated that she requested that this item be added because the Council had moved forward three items that require the Planning Commission to reprioritize their work list. After discussion, the Commissioners agreed to reprioritize the list as follows:

1. Comprehensive Plan
2. Floodplain Regulations
3. Tree Preservation
4. Stream and Creek Buffer
5. C-4 District Height Standards
6. Civil Penalties

7. Sign Regulations
8. Accessory Dwellings

Commissioner Grim stated she feels C-4 District Height Standards should be moved to item 3. Commissioner Stinnette stated he feels the order provided by Town Council should be followed as noted above.

ACTION ITEMS:

a. SUP16-03 – Mary’s House of Hope (Transitional Housing)

Chairman Stein made a motion that for the reasons stated in the staff report dated November 17, 2016, that the Purcellville Planning Commission forward to Town Council with a recommendation to approve SUP16-03 allowing transitional housing to be located at 781 S. 20th Street with the following condition: the use shall be developed as shown on the concept plan submitted with the application and titled Concept Plan 781 S. 20th Street, Purcellville, VA dated October 4, 2016. The motion was seconded by Commissioner Stinnette and passed unanimously.

Motion:	Chairman Theresa Stein
Second:	Commissioner Stinnette
Carried:	7-0-0

b. SUP16-04 - Makersmiths (Public or Government Building, Facility, or Use Not Otherwise Defined)

Commissioner Paciulli asked what property the motion covers as the parcel on the plat is 8.8699 acres and the motion does not cover the whole parcel. Daniel Galindo stated that the motion on page 23 does cover the entire parcel as it is written and the line would be defined as part of the lease.

Commissioner Stinnette made a motion that for the reasons stated in the staff report dated November 17, 2016, that the Purcellville Planning Commission forward to Town Council with a recommendation to approve SUP16-04 allowing a makerspace as a public government building facility or use not otherwise defined to be located at 785 and 787 S. 20th Street as depicted on page 37 with the seven conditions as noted on page 23 of the agenda packet and to amend item 3 so that it be changed from 60 decibels to 55 decibels.

Daniel Galindo asked about the intent of including the aerial image as part of the SUP to define that line or something else. Chairman Stein stated it is to define the special use permit area. Commissioner Paciulli referenced the case by Rob Lohr for not doing that.

Commissioner Stinnette amended his motion and withdrew the idea of including the aerial photo on page 37. The motion was seconded by Commissioner Van Istendal and passed unanimously.

Motion: Commissioner Stinnette
Second: Commissioner Van Istendal
Carried: 7-0-0

The applicants comments could not be heard.

INFORMATION ITEMS:

a) Status of Priority Work Items

This item was discussed under Discussion Items. Daniel Galindo had no updates.

CITIZEN COMMENTS:

Patricia DiPalma-Kipfer, 38038 W. Colonial Highway, came forward and stated the previous Town Council initiated an annexation of her residential property with six acres known as Catoctin Corner to the west and nine acres owned by Patrick Henry College to the north and east of her property. Ms. DiPalma-Kipfer stated that the annexations have produced several unintended consequences. Ms. DiPalma-Kipfer added that in 2011 the Town approved an amendment to change her land use designation from residential to mixed use commercial and requested that CPA11-01 be included in the final content of the updated comprehensive plan. Ms. DiPalma-Kipfer requested a recommendation for an amendment to change her zoning from Transition X to Dual Rezone of Residential/Mixed Use Commercial. Ms. DiPalma-Kipfer explained the reasons for her request and offered to meet with anyone to further discuss her request. Ms. DiPalma-Kipfer submitted her full comments for the record.

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim stated that the Tree and Beautification interviews will be held soon and expects the committee up and running in the next month. Commissioner Grim stated that legislative items are being forwarded to the General Assembly. Commissioner Grim added that Council is pursuing grant funding from VDOT for crosswalk improvements in various locations, 12th Street Drainage Issues, and a Traffic Signal at 32nd and Main Street. Commissioner Grim added that Town Council approved a revision to the comprehensive plan review resolution and denied the Kline annexation application.

CHAIRMAN'S COMMENTS:

Chairman Stein recognized the Planning Commissioners in attendance from Lovettsville. Chairman Stein stated she thought the input sessions were well run and was impressed with the attendance and found it very productive.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Paciulli talked about the online survey which is open until November 30th.

APPROVAL OF MINUTES:

- a. November 3, 2016 Regular Meeting
- b. November 3, 2016 Work Session

Commissioner Stinnette made a motion to approve the minutes of the November 3, 2016 Regular Meeting and Work Session and waive reading. The motion was seconded by Chairman Stein and passed unanimously.

OFFICER ELECTIONS:

Chairman Stein stated that her term as Chair and Commissioner Paciulli's term as Vice Chairman had expired and the election would be for the next full year.

Commissioner Stinnette made a motion that Theresa Stein remain as Chairman for the next year and that Chip Paciulli remain as Vice Chairman for the next year. The motion was seconded by Commissioner Estey and passed unanimously. Both accepted their nominations.

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

ADJOURNMENT:

With no further business, Chairman Stein closed the meeting at 8:09 PM.

Theresa Stein, Chairman

Diana Hays, Town Clerk