



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

January 4, 2018

7:00 p.m.

- 1) **Call to Order** –Chairman Tip Stinnette
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings** (*Format: Staff Presentation, Applicant Presentation, Public Comment, Commission Discussion and Q&A, Action (as appropriate)*)
 - 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 9, 2017 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 the Department of Community Development 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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ITEM 9a
Status of Priority Work Items

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STAFF REPORT

INFORMATION ITEM

Item #9a

SUBJECT: Status of Priority Work Items
DATE OF MEETING: 1/4/2018
STAFF CONTACT: Erin Goodrich – Senior Planner

The report briefly summarizes any recent updates on the status of the Planning Commission's priority work items.

STRATEGIC PRIORITIES. *Directly tied to TC's four strategic initiatives: 1) promote community and economic well-being, 2) practice good governance, 3) strengthen community partnerships, and 4) fund the future. Enduring timelines.*

1. **Comprehensive Plan Update** – Consultant delivered "Base Draft" aka "Version 1" for review and comment on 11/16. Seeking Town Council review and comment in the "change matrix" format on the "Base Draft" as soon as possible ideally before 12/7. Public input opportunity "Open Mic" discussion on 12/6, comments received will be input to "change matrix" format.
2. **Ordinance Revisions per the Comp Plan** – No change.
3. **Transportation Plan Update** – No change.

OPERATIONAL PRIORITIES. *Tied to enabling TC's Action Agenda for each of the four Strategic Initiatives. Discrete timelines.*

1. **OA16-01 – Stream and Creek Buffer Zoning Ordinance Text Amendment** – No change.
2. **OA16-04 – Tree Preservation Regulations Zoning Ordinance Text Amendment** – No change. Could the TESC potentially lead this effort?

3. Legislative Applications:

- i. CPA15-01 / RZ15-02 / SUP17-01 – O’Toole Property
JLMA to Mixed Use Commercial / X to MC / SUP for Assisted Living Facility. PC discussion item on 10/19. TC discussion item on 1/9. PC Public Hearing TBD.
- ii. CPA16-01 / PCA16-01 – Village Case
Neighborhood Commercial & Institutional/Government to Residential. PC Public Hearing on 12/07. Vote TBD.
- iii. SUP16-01 – 7-Eleven Fueling Station Expansion
Recommended for approval by PC on 11/16. TC Public Hearing TBD.
- iv. PCA 17-01, RZ17-01, and SUP17-03 – Purcellville Gateway [NEW]
Rezoning of a portion of the Purcellville Gateway property from R-3 to MC, proffered condition amendment to modify concept plan (RZ06-01), and special use permit for the expansion of Harris Teeter.

TACTICAL PRIORITIES. *Address emerging community council and staff issues and concerns. Ephemeral in nature.*

1. **Sign Regulations** – No change.
2. **Accessory Dwelling Standards** – No change.

ITEM 14a
November 9, 2017 Work Session Minutes

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MINUTES
PLANNING COMMISSION SPECIAL MEETING/WORK SESSION
NOVEMBER 9, 2017, 6:00 PM
TOWN HALL HERITAGE ROOM

PRESENT: Tip Stinnette, Chairman/Planning Commissioner
EJ Van Istendal, Vice Chairman/Planning Commissioner
Theresa Stein, Planning Commissioner
Chip Paciulli, Chairman/Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Nedim Ogelman, Planning Commissioner/Council Liaison

ABSENT: David Estey, Planning Commissioner

STAFF: Patrick Sullivan, AICP, Director of Community Development
Erin Goodrich, Senior Planner

CALL TO ORDER OF SPECIAL MEETING/WORK SESSION:

Chairman Stinnette called the meeting to order at 7:05 PM.

DISCUSS POSSIBILITY OF INCORPORATING ANOTHER PUBLIC INPUT OPPORTUNITY:

Commissioner Van Istendal asked for clarification on additional funding that was discussed prior to the meeting. Patrick Sullivan stated that they would be moving forward with the plan.

Chairman Stinnette noted the purpose is to provide the community the opportunity to engage the Planning Commission.

Commissioner Stein stated that the consensus is to move forward with the public input session and the Planning Commissioners agreed. After discussion, the Planning Commissioners talked about having the input session for December 7 which is the same night as a regular meeting. Commissioner Stinnette proposed December 6 for the public input session instead of moving future agendas around. As there were no other Town meetings scheduled for that evening the Planning Commissioners agreed to hold the public input session on December 6.

DISCUSS FORMAT OF PUBLIC INPUT SESSION/OPEN MIC:

Theresa Stein noted via a question from Erin Goodrich that the session would be held in the Council Chambers at 7:00 PM and feels it should be recorded. After discussion it was determined that tables would be set up for attendees to talk at and that copies of the plan be made available.

PREVIEW CHANGE MATRIX FORMAT AND BEGIN ADDRESSING OUTSTANDING ISSUES:

Commissioner Stinnette suggested a different font. Erin Goodrich stated the consultant noted it would take a lot of time to change the font and asked the Commissioners for thoughts. Commissioner Van Istendal agreed that it would take a lot of time and feels the current text is ok as is. Commissioner Stein noted she does not feel the added value would be worth the time. Chairman Stinnette suggested making this a low priority item if time is left at the end of the project.

Chairman Stinnette reviewed the suggested changes.

- indented paragraphs would be easier to read
- remove cross street sections
 - o Commissioner Stein stated she likes the cross section in a comprehensive plan as it puts people on notice. After discussion the Commissioners agreed these would stay.
 - o Typical subdivision pattern figure – remove and replace with Google Earth image. After discussion the Commissioners agreed the pictures would reflect Purcellville and be Google Earth.

The Planning Commission reviewed the bullet points provided by Erin Goodrich which were based on comments from the public input.

Chairman Stinnette suggested that on page 67 of the Comprehensive Plan that in the overview that language be added about a crosswalk, the elements of the Purcellville Comprehensive Plan and the elements of the County's Comprehensive Plan then have an element of the Planning Commission actively engaged with the development of the Loudoun County Comprehensive Plan.

The Commission discussed open space and trees and beautification and Chairman Stinnette noted that based on the feedback feels this should be in the Environment Resources section of the Plan.

Chairman Stinnette summarized that the public input session would be on December 6 and a baseline draft would go out to the Town Council when it comes in.

ADJOURNMENT:

With no further business, Commissioner Van Istendal made a motion to adjourn the meeting at 8:50 PM. The motion was seconded by Commissioner Stein and carried 6-0-1 absent.

Tip Stinnette, Chairman

Diana Hays, Town Clerk

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