



**PLANNING COMMISSION  
REGULAR MEETING AGENDA**

January 18, 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) 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) **Council Representative’s Report**
- 12) **Chairman’s Comments**
- 13) **Planning Commissioners’ Comments**
- 14) **Approval of Minutes**
  - a) November 16, 2017 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 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 14a  
November 16, 2017 Regular Meeting Minutes

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**MINUTES**  
**PLANNING COMMISSION REGULAR MEETING**  
**NOVEMBER 16, 2017, 7:00 PM**  
**TOWN HALL COUNCIL CHAMBERS**

**PRESENT:** Chip Paciulli, Chairman  
EJ Van Istendal, Vice Chairman/Planning Commissioner  
Mary Frances Bennett, Planning Commissioner  
Tip Stinnette, Planning Commissioner  
David Estey, Planning Commissioner  
Karen Jimmerson, Planning Commissioner/Council Liaison

**ABSENT:** Theresa Stein, Planning Commissioner

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

**CALL TO ORDER OF REGULAR MEETING:**

Chip Paciulli, Chairman, called the Planning Commission Regular Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

**AGENDA AMENDMENTS:**

Chairman Paciulli requested to move agenda item 10 to between 7 and 8 and to 5a. Chairman Paciulli added "SUP16-01 7-Eleven to item 8, pending the outcome of the public hearing. The Commissioners agreed to the amendments.

**COMMISSIONER DISCLOSURES:**

None

**PUBLIC HEARINGS:**

**a. SUP16-01 – 7-Eleven Fueling Station Expansion**

Chairman Paciulli opened the public hearing at 7:03 PM.

Karen Cohen, Attorney with Vanderpool, Frostick & Nishanian, P.C., came forward as the agent for the applicant, 7-Eleven. Ms. Cohen shared a presentation of the proposed project.

Ms. Cohen stated the Board of Architectural Review has approved the canopy and talked further about the use and compatibility as well as the traffic impact study.

There were no citizens signed up to speak.

Commissioner Bennett asked if the apron on the Main Street entrance be widened. Ms. Cohen confirmed that it would be.

Commissioner Van Istendal stated his concern was the security at the pumps and feels that has been addressed and talked about the equipment.

Commissioner Stinnette referenced the vehicle stacking plan as compared to the existing and about parking for store access. Commissioner Jimmerson referenced page SP-3 that shows the stacking plan.

Brett Davenport with EMG came forward and stated he assisted with the fuel plans and confirmed the width is for two vehicles.

With no further comments, Chairman Paciulli closed the public hearing at 7:23 PM.

**PRESENTATIONS:**

None

**DISCUSSION ITEMS:**

**a. SUP16-01 – 7-Eleven Fueling Station Expansion**

Commissioner Van Istendal made a motion that the Planning Commission suspend the rules and allow action on SUP16-01 the same night as the public hearing. This approval requires two thirds affirmative vote. The motion was seconded by Commissioner Stinnette and carried 5-1-1 Absent.

**b. PCA16-01 and CPA16-01 – Village Case**

Chairman Paciulli stated that this was not the public hearing but was time for citizens to allow for comment.

Jason Brownell, Managing Member of Charcol, LLC, stated the application is for rezoning of two undeveloped parcels in Village Case. Mr. Brownell explained the two parcels and that they would like to change the zoning to residential, which is compatible with the community. Mr. Brownell talked further about the proposal as included with the staff report.

Commissioner Jimmerson referenced the HOA portion of section eight and lot 152 that is not part of the HOA and asked why it is considered one application. Mr. Brownell stated that it was recommended to be done as one application. Patrick Sullivan's comments could not be heard.

Chairman Paciulli granted citizens three minutes to speak.

Mike O'Brien, 921 Queenscliff Court, came forward and agreed with Mr. Brownell's comments about the undeveloped areas needing attention and that he does not want a commercial structure to be built. Mr. O'Brien stated that Mr. Brownell builds a quality product and that it would fit into the neighborhood and that he supports the application.

Alice Klotsko, 814 Kinvarra Place, stated her house is in the area where the proposed seven houses are to be built. Ms. Klotsko stated the streets are narrow and feels that additional traffic would not be supported and would affect the existing houses in the area. Ms. Klotsko asked if the proposed houses would have front loading garages. Mr. Brownell stated the information provided is in the best interest of the homeowners and will not have rear loading garages.

Jeffrey Sheldon, 604 S. Maple Avenue, President of the Village Case HOA, stated that Mr. Brownell has gone to the HOA several times to discuss the project. Mr. Sheldon added that they have requested, if approved, that there be a tree canopy or infill so that it is aesthetically pleasing. Mr. Sheldon talked further about the vandalism, illegal dumping, bike track and maintenance. Mr. Sheldon agreed that it should be two applications due to the possibility of needing public or private road outside of the HOA.

Commissioner Van Istendal asked if there has been police involvement with the vandalism, dumping, etc. Mr. Sheldon stated the police have indicated that this is a private area that would not currently require assistance. Commissioner Van Istendal asked if there is a Neighborhood Watch Effort in place and Mr. Sheldon stated that there was not an official watch in place. Mr. Sheldon spoke as a resident and that the majority of citizens support it but that some do have concerns and that the board would not take a side and require more discussion.

Commissioner Stinnette referenced the October 25 letter from Steven Allen that says "there was wide approval of the proposed change by those present" and asked how many are represented in the HOA. Mr. Sheldon stated the HOA represents 144 home units and that sign in sheets for meetings can be provided to the Planning Commission upon request, but estimates at least 50 are in support of the project.

Tori Sullivan, 630 Kinvarra Place, stated she has attended meetings and that her only concern for the plan presented is an area she feels is tight for traffic currently and recommended that the turn lane be made wider. Ms. Sullivan requested that a wetlands study of the area be conducted. Eric Zicht, Zicht Engineering, stated a wetlands study had been done when the project was originally approved in 2002 and it did show some wetlands which is under the limit for volume. Mr. Zicht added that due to the age of the study that a new one would need done as part of the construction plans.

Rene Grady, 822 Kinvarra Place, stated she is in between both areas being discussed. Ms. Grady stated she attended the three HOA meetings with Mr. Brownell and spoke in support of the project and for Mr. Brownell's flexibility with the project as far as what the property owners have asked. Ms. Grady stated she would like to see some trees/green space along the top side between his development and Village Case.

Semon Samaha, 604 Greysands Lane, HOA Board Member, stated Mr. Brownell has been very responsive to the residents. Mr. Samaha talked about the turn being narrow but that it keeps traffic slow, and does not think the proposed development would have much of an impact on traffic in the neighborhood, and spoke in favor of the project.

Eric Zicht, Zicht Engineering, talked about the narrow curve and that it serves the purpose of traffic calming.

Mark McCaffey, 626 Kinvarra Place, asked about replacing some of the trees. Mr. Brownell stated that some clean up would take place and that the construction plans would include a plan for buffering.

David Jung, 833 Kinvarra Place, lives near section eight and asked what would happen with the two existing spurs. Mr. Brownell stated it would be cut off and the curb would run in a linear form and a sidewalk would be added.

Chairman Stinnette asked if the proposed housing density of the two developments is equal to, greater or less than. Mr. Zicht stated it is less than the original sections. Discussion took place about the elevations.

Chairman Paciulli stated that this is a preliminary meeting and not a public hearing. Mr. Brownell requested that the public hearing take place on December 7.

Chairman Stinnette asked the reason for combining the two lots instead of two applications. Patrick Sullivan stated that it is not a rezoning but an amendment to the proffered plan which is for the whole PDH. Chairman Stinnette asked why the HOA was divided and it was confirmed it was because of the church property.

Commissioner Jimmerson asked how the Village Case zoning is linked to the church zoning and stated the proffer statement should not include the church property since it was not part of Village Case. Patrick Sullivan stated that churches are permitted in residential districts. Commissioner Jimmerson noted the proffer goes with the HOA community and not with the church site and Mr. Sullivan clarified that the proffer goes with the PDH. Commissioner Jimmerson requested a copy of the original proffer and a breakdown of what has been fulfilled before the public hearing.

Commissioner Stinnette summarized the reason for one application is because the proffer was for the entire area which is what is being talked about and that a wetlands study need may need conducted.

Patrick Sullivan's comments could not be heard.

The Commission discussed the 30 ft. easement. Erin Goodrich added that the setbacks are 8 ft. Commissioner Stinnette requested that the applicant be asked what the impact would be if relief was not given to the 30 ft. easement.

**ACTION ITEMS:**

**a. SUP16-01 – 7-Eleven Fueling Station Expansion**

Commissioner Van Istendal made a motion that based on the findings in the staff report dated November 16, 2017 that the Purcellville Planning Commission recommend that the Purcellville Town Council approve SUP16-01 allowing the expansion of the fueling station at 700 E. Main Street subject to the following condition:

1. The use shall be substantially developed as shown in the concept development plan entitled Concept Site Plan as prepared by Core States Group and dated March 28, 2017.
2. Refuse shall be stored within the existing dumpster storage area onsite and an opaque screen shall be provided as shown on the SUP plan and in accordance with the dumpster enclosure plans by Core States Group approved by the town on November 15, 2017 CDA16-15A Dumpster Revision. The enclosure gate shall be closed when refuse containers are not being accessed. Compliance shall be demonstrated as a condition of final site plan approval.

The motion was seconded by Commissioner Estey and carried 5-1-1 absent.

**INFORMATION ITEMS:**

**a. Status of Priority Work Items**

Chairman Paciulli requested that the order of the agenda be changed:

- Call to Order
- Pledge of Allegiance
- Agenda Amendments
- Commissioner Disclosures
- Public Hearings – to include discussion and action, if applicable

Commissioner Stinnette stated it is a general rule to note vote right after the hearing. Chairman Paciulli stated in past experience that it is more efficient to discuss and/or vote on the item in order to avoid having citizens stay longer.

Commissioner Jimmerson stated all Discussion Items should occur after Citizen Comments. Chairman Paciulli agreed.

Commissioner Stinnette stated that when the Town Council discusses the 7-Eleven project that the parking issue should be discussed. Commissioner Jimmerson suggested asking the applicant for the 7-Eleven to provide a top down drawing with vehicles and more accuracy to reflect the flow.

**CITIZEN COMMENTS:**

None

**COUNCIL REPRESENTATIVE’S REPORT:**

Chairman Paciulli welcomed Commissioner Jimmerson to the Planning Commission.

**CHAIRMAN’S COMMENTS:**

Chairman Paciulli referenced an article from 2013 about him from Inova Health and that he is considering stepping down as Chair. Commissioner Stinnette suggested the Commissioner’s appoint a new Chair and offered to fill the role.

**PLANNING COMMISSIONERS’ COMMENTS:**

Commissioner Jimmerson made a motion that the Planning Commission appoint Tip Stinnette as Chairman of the Planning Commission. The motion was seconded by Commissioner Bennett and carried 6-0-1 absent.

Erin Goodrich talked about the baseline report which she compared to the matrix and feels the Enhancement Areas could be modified.

Chairman Stinnette stated that the Comprehensive Plan does not have line numbering as requested. Ms. Goodrich stated the consultant was unable to make this change.

Chairman Stinnette stated he reviewed the meeting minutes and noted the recommendations and requested that all of the recommendations be added to a master change matrix. Erin Goodrich stated this had been previously sent out and includes work session inputs.

Erin Goodrich stated she went through the updated baseline Plan and the matrix and noted what had not been done and expects to be complete early next week. Chairman Stein stated that before November 30, each Planning Commissioner should review the Comprehensive Plan and use the change matrix and annotate all changes that they want made in the matrix and provide those to Erin. Chairman Stinnette noted comments from the Open Mic night would follow into the matrix and that another version would not be issued until all comments are in.

Chairman Stinnette stated that at the next meeting (Nov. 30) the Planning Commission would review the public comments in addition to comments from all stakeholders line by line.

Chairman Stinnette stated that at Tuesday’s Council meeting he updated Council on the Open Mic session and were tentatively scheduling the Planning Commission Public Hearing on February 1 and to Town Council by February 27.

**APPROVAL OF MINUTES:**

- a. **September 21, 2017 Work Session**
- b. **September 28, 2017 Work Session**
- c. **October 5, 2017 Regular Meeting**

**d. October 12, 2017 Work Session**

Chairman Stinnette made a motion to approve the minutes as written and waive reading. The motion was seconded by Commissioner Van Istendal. Commissioner Jimmerson abstained since she was not yet on the Planning Commission. The motion carried 5-0-1 abstention.

**ADJOURNMENT:**

Commissioner Van Istendal made a motion to adjourn the meeting at 9:48 PM. The motion was seconded by Commissioner Estey and carried 6-0-1 absent.

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Tip Stinnette, Chairman

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Diana Hays, Town Clerk