



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

January 19, 2017

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) January 5, 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.

THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT
INFORMATION ITEM

Item # 9a

SUBJECT: Status of Priority Work Items

DATE OF MEETING: January 19, 2017

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

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

1. Comprehensive Plan Update – Staff and the consultant team have spoken a few times in the past two weeks, and weekly phone calls have been scheduled to discuss progress on the project over the next two months. Staff has reviewed numerous example plan documents (i.e. the comprehensive plans, land use plans, etc. of other communities) to decide how to best organize and design Purcellville’s comprehensive plan. A draft outline for the plan and a draft planning framework map have been created for review by the Planning Commission at its January 19th work session. Staff is also working with the consultants to finalize an appropriate template for the page design of Purcellville’s document.
2. OA16-03 Floodplain District Zoning Ordinance Text Amendment & RZ16-01 Floodplain District Remapping – On January 5th the Planning Commission held public hearings on these items and then voted to recommend Town Council approve the items with some small modifications. Town Council held its public hearings on these items on January 10th. The items will be scheduled for action at Town Council’s January 24th regular meeting.
3. Tree Preservation Regulations – No change.
4. OA16-01 Stream and Creek Buffer Zoning Ordinance Text Amendment – A draft amendment has been submitted to the Town Attorney for review.
5. Reduce Maximum Building Heights in the C-4 District – Commissioner Paciulli brought his initial notes on this item to the January 5th Planning Commission meeting, and he will discuss this item with the Board of Architectural Review (BAR) at its January 17th meeting.

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)* – A pre-application meeting has been requested with the BAR to discuss preliminary architectural designs for the proposed development. The BAR will discuss the designs with the applicant at its January 17th meeting.
 - b. *RZ15-02 O'Toole Property (X to MC)* – A pre-application meeting has been requested with the BAR to discuss preliminary architectural designs for the proposed development. The BAR will discuss the designs with the applicant at its January 17th meeting.
 - c. *SUP16-01 7-Eleven Fueling Station Expansion* – No change.
 - d. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – No change.
 - e. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – No change.
 - f. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – At Staff's request, the applicant provided digital copies of newly revised documents via email on January 11th. Staff hoped to verify that the previous minor comments were addressed prior to receiving printed copies that would be used for a public hearing before the Planning Commission. A few minor issues remained, so Staff provided additional review comments on January 11th. The applicant then submitted revised documents on January 13th which Staff has verified as ready for public hearing. The public hearing will likely be scheduled for the Commission's February 16th meeting.

MINUTES
PLANNING COMMISSION REGULAR MEETING
JANUARY 5, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

PRESENT: Theresa Stein, Chairman
Chip Paciulli, Vice Chairman
Tip Stinnette, Planning Commissioner
David Estey, Planning Commissioner

ABSENT: Britt Adkins, Planning Commissioner
EJ Van Istandal, Planning Commissioner
Kelli Grim, Planning Commissioner/Council Liaison

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

CALL TO ORDER OF REGULAR MEETING:

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

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARINGS:

- a. OA16-03 – Zoning Ordinance Text Amendment to Revise the Regulations of the Floodplain District
- b. RZ16-01 – Zoning Map Amendment to Revise the Boundaries of the Floodplain District

Chairman Stein opened the public hearing at 7:01 PM.

Daniel Galindo added that as he distributed a revised motion to the Commissioner's just prior to the meeting to fix a few minor editorial items that were noted in the draft that has been presented for public hearing. Mr. Galindo revised staff's recommendation of approval as presented to approval with the four modifications listed as well as any others that the Planning Commissioners would like to add.

Daniel Galindo summarized stated that the Town has been part of the National Flood Insurance Program since 1989, and a requirement of being part of the program is to have adopted certain floodplain regulations and to have identified those floodplains on the Town's zoning map. Mr. Galindo added that FEMA has been working on revised floodplain maps for Loudoun County for the past two years and has recently informed the Town that the revised flood insurance study and flood insurance rate map will become effective February 17, 2017. By that time, the Town and other jurisdictions in the County that are part of the National Flood Insurance Program must revise regulations, at a minimum, to adopt the flood insurance study and flood insurance rate map. Daniel Galindo stated that because it has been some time since the Town's floodplain regulations have been revised, the text amendment is lengthy to try to revise the Town's standards to comply with current standards of the National Flood Insurance Program.

There was no one signed up to speak.

Chairman Stein closed the public hearing at 7:05 PM.

PRESENTATIONS:

None

DISCUSSION ITEMS:

- a. **OA16-13 – Zoning Ordinance Text Amendment to Revise the Regulations of the Floodplain District**
- b. **RZ16-01 – Zoning Map Amendments to Revise the Boundaries of the Floodplain District**

Commissioner Paciulli asked if the amendment effected the property along Hirst and possibly across from the orchard. Daniel Galindo clarified that it only applies to properties along the south fork of the Catoctin Creek as shown on page 34 of the agenda packet. Mr. Galindo added that he has proposed to delete the listings of permitted uses and uses permitted with a variance because, as currently written, there is nothing that limits the uses to just those listed in the floodplain district. Mr. Galindo added that an alternative could be to revise the language to only allow the list of uses in the floodplain district as the County does.

Chairman Stein asked about page 19 referencing the language about a review by the Floodplain Administrator and where that person is defined. Daniel Galindo stated that is defined in section 18 of the amendments on page 26 and that it defines the Zoning Administrator as the Floodplain Administrator.

Chairman Stein stated that the Town of Purcellville is referenced throughout the amendment; however, on the end of page 19 the reference is "Purcellville town offices." She feels it should remain consistent and say "Town of Purcellville offices." Daniel Galindo agreed.

Chairman Stein added that in section 10 on page 20 the reference to Town Council in lowercase and should be capitalized. Daniel Galindo agreed.

Chairman Stein made a motion that the Planning Commission amend the January 5, 2017 agenda to add OA16-03 and RZ16-01 as action items. The motion was seconded by Commissioner Stinnette and passed with three absent.

Motion: Chairman Theresa Stein
Second: Commissioner Stinnette
Carried: 4-0-3 Absent

ACTION ITEMS:

- a. **OA16-03 – Zoning Ordinance Text Amendment to Revise the Regulations of the Floodplain District**
- b. **RZ16-01 – Zoning Map Amendment to Revise the Boundaries of the Floodplain District**

Commissioner Stinnette made a motion that the Purcellville Planning Commission forward OA16-03 and RZ16-01 to Town Council with a recommendation to approve the amendments with the modifications so annotated on the addition to the discussion items by Daniel Galindo dated January 5, 2017, which reflects four listed modifications with the addition of two administrative modifications for action. The motion was seconded by Commission Paciulli.

Motion: Commissioner Stinnette
Second: Commissioner Paciulli
Carried: 4-0-3 Absent

INFORMATION ITEMS:

- a. **Status of Priority Work Items**

Daniel Galindo stated he spoke with Emily Crow regarding the comprehensive plan and will be discussing issues with her further in the next few weeks at which time he will update the Planning Commissioners.

Chairman Stein confirmed that the work session for this evening has been canceled due to no new items for discussion.

Chairman Stein asked if there is an update on the discussion that was at the Town Council Meeting regarding the Kipfer property. Daniel Galindo noted that he believes this item will be on the January 24th Town Council meeting agenda.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

In Commissioner Grim's absence, Commissioner Stinnette stated, per her request, that the deadline for responding at EnvisionLoudoun.org is January 11, 2017.

CHAIRMAN'S COMMENTS:

None

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Paciulli stated he has been working with Patrick Sullivan on the stream and creek buffer and Patrick will be sending a draft to Sally Hankins, Town Attorney, for review. Discussion took place about the process to move the item forward to Town Council. Commissioner Paciulli added that on the C-4 Building Heights, there has been no interaction with the Town on this item; however, he has marked up the current version and will distribute and forward to Patrick Sullivan.

Commissioner Stinnette asked how it came to the 45'. Commissioner Paciulli stated he set that number however would like to refer back to the old zoning ordinance and compare to what it was and come up with reasons to set it at 45'. Commissioner Stinnette offered to get measurements on Nichols, Magnolia's, Nelis' building and where the bike shop was. Chairman Stein recommended reviewing the definition of how height is measured. Commissioner Paciulli suggested speaking to the BAR at their next meeting for input.

APPROVAL OF MINUTES:

- a. December 1, 2016 Regular Meeting

Commissioner Stinnette made a motion to approve the minutes of the December 1, 2016 Regular Meeting and waive reading. The motion carried 4-0-3.

ADJOURNMENT:

With no further business, Chairman Stein closed the meeting at 7:33 PM.

Theresa Stein, Chairman

Diana Hays, Town Clerk