



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

February 15, 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**
 - a) Village Case
- 14) **Approval of Minutes**
 - a) December 7, 2017 Regular Meeting
 - b) December 21, 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
December 7, 2017 Regular Meeting Minutes

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

PRESENT: Tip Stinnette, Chairman
Mary Frances Bennett, Planning Commissioner
Chip Paciulli, Planning Commissioner
Theresa Stein, Planning Commissioner
Karen Jimmerson, Planning Commissioner/Council Liaison (arrived 7:29 PM)

ABSENT: EJ Van Istendal, Vice Chairman/Planning Commissioner

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

CALL TO ORDER OF REGULAR MEETING:

Tip Stinnette, Chairman, 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. PCA16-01 and CPA16-01 - Village Case

Chairman Stinnette opened the public hearing at 7:04 PM and stated the purpose of the hearing which would allow for the development of seven residential units at Pipers Brook Drive and seventeen residential units at 600 Yaxley Drive in the Village Case community.

Erin Goodrich stated she had received four emails from citizens – John and Megan O’Brien, Susan Biesecker, Lisa and Dave Harcrow and Matthew Lowers voicing support for the project. The letters were submitted for the record and are on file in the Town Clerk’s office.

Jason Brownell, applicant, gave a presentation on the new sheets submitted along with the issues that had been addressed.

Chairman Stinnette read the letters that had been submitted at the request of Kathleen Luczak.

Kathleen Luczak, 816 Kinvarra, came forward and spoke in favor of the homes rather than commercial and expressed her support for the project.

Robert Lauten, 808 Kinvarra Place, talked about the proffers and the services that were to be provided to residents. Mr. Lauten stated he is concerned about not having those amenities.

Jeffrey Sheldon, 604 S. Maple Avenue, talked about the changes that Mr. Brownell has made. Mr. Sheldon stated the residents spoke against the proposed fence and would prefer a tree buffer.

Chris Butkus, 829 Kinvarra Place, stated the developer has been very open to the residents and has listened to concerns and feels the plan is reasonable and meets expectations.

Christie Morgan, 608 Greysands Lane, stated she likes the non-commercial option and appreciates that it will be finished. Ms. Morgan stated she supports the project.

Tori Sullivan, 630 Kinvarra Place, stated she supports developing the commercial space with green space and feels there are a lot more questions to be answered. Ms. Sullivan recommended separating the two development options.

Eric Zicht stated he was the engineer for the project and stated that Yaxley is a public road which requires a cul-de-sac. Mr. Zicht added that on the original plans it showed an island in a roundabout at the intersection of Yaxley and Kinvarra. Mr. Zicht added that when he did the construction plans for the project VDOT requested that the island be taken out which is what was approved, built and accepted into the state system.

Chairman Stinnette stated that one of the Planning Commission's recommendations in the Comprehensive Plan is to update the Transportation Plan.

Mr. Brownell talked about the wetlands study and Mr. Zicht talked about the tree preservation easement.

Christie Morgan asked about the cul-de-sac with the island being proposed after previously stated it was not possible because of VDOT. Eric Zicht stated that VDOT has changed their decision and that their regulations permit islands in cul-de-sacs now. Ms. Morgan asked why the site would stay as part of the church site HOA. Mr. Brownell stated they have permission from the members of the association to rezone. Discussion took place about the placement of shrubbery.

With no further comments, Chairman Stinnette closed the public hearing at 7:56 PM.

Commissioner Stein asked if there is a redline version of the proffers and Mr. Zicht added that those were part of the concept plan and that there are no proffers being offered for the number of units. Commissioner Stein referenced the landscaping note that existing trees would be cleaned

up and augmented with new material and asked for a clear definition of what “cleaned up” means. Commissioner Stein suggested that specifics be included and recommended it be clarified in a proffer. Commissioner Stein noted the preservation areas and the buffers appear to be on the actual lot and if so, asked if the homeowner of the lot would be responsible for the preservation area as well as the fence. Mr. Zicht stated that there will be an HOA and that these can be assigned to the HOA. Commissioner Stein stated she feels that this restricts what the homeowner can do on their lot. Mr. Zicht agreed with adding more specificity and talked about adding it to an easement which gives the HOA the ability to do the maintenance. Jeff Sheldon stated this was discussed at their annual HOA meeting and talked about the variations of properties inside and outside of the HOA.

Commissioner Stein talked about the lots on Lot 152 being inconsistent with the lots of the existing development and that it is a different neighborhood from Village Case with no proffers or green space, and feels lot 152 should be a separte application.

Commissioner Jimmerson asked if the Piper’s Brook cul-de-sac would be in the Village Case HOA and Mr. Brownell confirmed that it would be. Commissioner Jimmerson asked why two applications were not submitted. Commissioner Jimmerson agreed that the cul-de-sac that is not part of the HOA is problematic and that it would more clear for the homeowners if they were separate.

Commissioner Bennett talked about potential traffic issues. Mr. Zicht talked about the traffic projections and noted that VDOT’s methods were used. Mr. Zicht added that it is agreed that the total amount of traffic will be less than if it were to be developed commercially.

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

None

CHAIRMAN'S COMMENTS:

None

PLANNING COMMISSIONERS' COMMENTS:

None

APPROVAL OF MINUTES:

- a. **October 19, 2017 Regular Meeting**
- b. **October 19, 2017 Work Session**

ADJOURNMENT:

With no further business, Chairman Stinnette made a motion to adjourn the meeting at 9:47 PM. The motion was seconded by Commissioner Jimmerson and carried 6-0-1 absent.

Tip Stinnette, Chairman

Diana Hays, Town Clerk

ITEM 14b
December 21, 2017 Regular Meeting Minutes

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MINUTES
PLANNING COMMISSION REGULAR MEETING
DECEMBER 21, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

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

ABSENT: None

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

CALL TO ORDER OF REGULAR MEETING:

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

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

Commissioner Stein stated that on December 11 she met at Town Hall with Mr. Brownell, Eric Zicht, Erin Goodrich and Patrick Sullivan to discuss Village Case and the easement questions that were brought up at the December 7, 2017 Planning Commission meeting.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

None

CHAIRMAN'S COMMENTS:

Chairman Stinnette stated he appreciated the email received from Mayor Fraser.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Stein wished staff and the Planning Commissioner's a happy holiday season.

Commissioner Van Istendal apologized for his recent absences due to illness in the family.

APPROVAL OF MINUTES:

a. November 2, 2017 Regular Meeting

Commissioner Stinnette made a motion to approve the minutes of the November 2, 2017 Regular Meeting and waive reading. The motion was seconded by Commissioner Van Istendal and carried 6-0.

ADJOURNMENT:

With no further business, Commissioner Van Istendal made a motion to adjourn the meeting at 7:05 PM. The motion was seconded by Commissioner Stein and carried 6-0.

Tip Stinnette, Chairman

Diana Hays, Town Clerk