



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

March 1, 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) Legal Counsel Availability
- 8) **Action Items** (*Format: Statement of Position/Final Discussion, vote called by each Commissioner*)
 - 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) December 14, 2017 Work Session
 - b) December 21, 2017 Work Session
 - c) January 4, 2018 Regular Meeting

- d) January 4, 2018 Work Session
- e) January 18, 2018 Regular Meeting
- f) January 18, 2018 Work Session
- g) February 1, 2018 Regular Meeting
- h) February 1, 2018 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.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

ITEM 9a
Status of Priority Work Items

THIS PAGE INTENTIONALLY LEFT BLANK



STAFF REPORT

INFORMATION ITEM

Item #9a

SUBJECT: Status of Priority Work Items
DATE OF MEETING: 3/1/2018
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 "Version 2.3" for PC review and comment. Still some work to be done. Limited budget remaining. Will make editorial edits in house as much as possible.
2. **Comprehensive Plan Update Implementation Matrix** – Will be completed after adoption of the Comp Plan update, and adopted separately.
3. **Ordinance Revisions per the Comp Plan** – Will need to address open space. No change.
4. **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. Waiting to review updated Comprehensive Plan before resubmitting.
- ii. CPA16-01 / PCA16-01 – Village Case
Neighborhood Commercial & Institutional/Government to Residential. TC Public Hearing on 03/13.
- iii. SUP16-01 – 7-Eleven Fueling Station Expansion
Revising plans with 3 x 1 pup configuration (instead of 2 x 2) and will resubmit plans. Will need to be re-reviewed by PC.
- iv. PCA 17-01, RZ17-01, and SUP17-03 – Purcellville Gateway
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. Staff and referral agency comments sent to applicant, and applicant will revise and resubmit plans.
- v. RZ10-01 – Hombach Property [Revised]
Rezoning 200 S. 20th Street from R-3 Duplex Residential to R3-A, Historic Office / Residential.

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
December 14, 2017 Work Session Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
PLANNING COMMISSION WORK SESSION
DECEMBER 14, 2017
TOWN HALL HERITAGE ROOM

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

ABSENT: EJ Van Istendal, Vice Chairman/Planning Commissioner
David Estey, Planning Commissioner

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

CALL TO ORDER:

Chairman Stinnette called the Planning Commission Work Session to order at 7:03 PM.

COMPREHENSIVE PLAN REVIEW AND DISCUSSION:

Chairman Stinnette stated that the group would review the comment matrix sheet that Erin Goodrich provided to planning commission that is broken down into critical, substantive and administrative type comments. Discussion at the meeting should focus on critical and substantive comments, and the group would approve the editorial comments by exception. The group reviewed the revised handout regarding the Enhancement Area's and Maps.

Commissioner Paciulli stated his concern regarding liability associated with land use characterization on the eastern end of town.

Commissioner Stein discussed the future land use maps and the defined areas. Wants the consultant to make sure the boundaries on the enhancement areas are consistent with the future land use boundaries.

Chairman Stinnette stated that the Planning Commission must understand exactly what has changed and why between the legacy land use and the future land use maps. After examining this over a period of time, the obvious thing that has change is adding more categories. The community knows the land use maps and zoning maps inside and out, therefore, the legacy land use map needs to be correct. The planning commission discussed all possibilities. The consultant will change the maps to make sure they all stay consistent.

Each commissioner discussed their five top concerns regarding the comment matrix. Commissioner Stein discussed her concerns that annexation was not addressed in the Comprehensive Plan Draft. The group decided a policy should be added in the amendments section of the comprehensive plan.

Planning Commission requested inputs from the Town Council by December 20, 2017, and the hope is that Town Council will meet that deadline. The group agreed the remaining 45 editorial comments will be reviewed at next work session.

ADJOURNMENT:

With no further business, Councilmember Jimmerson made a motion to adjourn the meeting at 9:44 PM. The motion was seconded by Commissioner Stein and passed unanimously.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder

ITEM 14b
December 21, 2017 Work Session Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

**MINUTES
PLANNING COMMISSION WORK SESSION
DECEMBER 21, 2017
TOWN HALL HERITAGE ROOM**

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

ABSENT: None

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

CALL TO ORDER:

Chairman Stinnette called the Planning Commission Work Session to order at 7:09 PM.

COMPREHENSIVE PLAN REVIEW AND DISCUSSION:

Chairman Stinnette talked about changing the terminology for “Enhancement Areas” to “Community Feedback Focus Areas” or something that relates to community feedback. Commissioner Stein noted she feels “Enhancement Areas” reflects the true definition but feels “Focus Areas” may work. Commissioner Van Istendal recommended “Community Focused” or “Community Noted”.

The Commissioner’s reviewed the proposed changes and they were recorded in the matrix.

ADJOURNMENT:

With no further business, Commissioner Jimmerson made a motion to adjourn the meeting at 9:19 PM. The motion was seconded by Commissioner Van Istendal and passed unanimously.

Tip Stinnette, Chairman

Diana Hays, Clerk of Council

ITEM 14c
January 4, 2018 Regular Meeting Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
PLANNING COMMISSION REGULAR MEETING
January 4, 2018, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

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

ABSENT: Karen Jimmerson, Planning Commissioner/Council Liaison

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:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

- a. Status of Priority Work Items**
- Strategic Priorities
 - Operational Priorities
 - Tactical Priorities
 - Sign Regulations
 - Accessory Dwelling Standards

Additional detail on the status of these items was provided in the Staff Report written by Erin Goodrich, Senior Planner, and provided in the agenda, but no further comments were made during the meeting regarding the items.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

None

PLANNING COMMISSIONERS' COMMENTS:

None

CHAIRMAN'S COMMENTS:

None

APPROVAL OF MINUTES:

- a. November 9, 2017 Work Session**

Chairman Stinnette mentioned a few typo's that needed to be corrected and would discuss those with Erin Goodrich off record.

Commission Stein made motion to approved the minutes of the November 9, 2017 work session and waived reading.

Motion: Commission Stein
Second: Commissioner Istendal
Carried: 5-0-1

ADJOURNMENT:

With no further business, Chairman Stinnette made a motion to adjourn the meeting at 7:03 PM. The motion was seconded by Commissioner Stein and carried 5-0-1.

Tip Stinnette, Chairman

Diana Hays, Town Clerk

ITEM 14d
January 4, 2018 Work Session Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
PLANNING COMMISSION WORK SESSION
JANUARY 4, 2018
TOWN HALL HERITAGE ROOM

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

ABSENT: Karen Jimmerson, Planning Commissioner

STAFF: Erin Goodrich, Senior Planner

CALL TO ORDER:

Chairman Stinnette called the Planning Commission Work Session to order at 7:07 PM.

COMPREHENSIVE PLAN REVIEW AND DISCUSSION:

Chairman Stinnette sent an email to the group regarding the new path for the comprehensive plan to obtain planning commission agreement on the final comprehensive plan by February 1, 2018 rather than January 11, 2018 in order to have a planning commission public hearing on March 1, 2018 instead of February 1, 2018, in order to present to Town Council on April 3, 2018. Erin Goodrich was asked to request a 20 chart power point presentation covering the vision, focus areas and strategy to support the plan from the consultant.

The matrix that the commissioners worked from during the meeting was dated December 27, 2017. There were about 160 additional comments to review mostly from the Mayor and Vice-Mayor. With the conclusion of the resolution of these remaining 160 comments, than the expectation is Erin Goodrich will round out the matrix making sure we have the appropriate agreed upon action reflected inputs from the Vice-Mayor Ogelman and Kipfier. We will have specific language in the planning commission response to comments, as well as, the planning commission recommendation.

This should be our last weekly meeting until the consultant is able to present us with a Version 2.0., which will incorporate all 520 comments we have received to this point.

Chairman Stinnette read the comments from the Mayor and Vice-Mayor Ogelman. Commissioner Stein pointed out that the Mayor and Vice-Mayor provided these comments as citizens, and reiterated that these comments do not represent the Town Council review nor were this passed through them, so to wholesale accept every one of their comments would not be acceptable because that wasn't done for other citizens. It was decided they should be discussed

by the group. Commissioner Stein noted three themes in the Mayor and Vice Mayors comments, which included:

- Editorial
- Focus on green space and preservation
- Comments to assign decisions made to Staff/Consultant

Commissioner Stein objected to the later a great deal, noting that the Planning Commission has been working on the comprehensive plan for two years and that Planning Commission and Town Council need to take ownership of it. Chairman Stinnette thinks it's fair what Commissioner Stein articulated is certainly held by majority of the planning commission. The group discussed the comments to which there were questions or concerns and the responses were recorded in the matrix document. The matrix containing all citizen comments discussed during the work session is on file in the Community Development Department.

The revised matrix will be distributed to planning commission. They will discuss the comments at the January 18, 2018 meeting before it gets posted for public review. The change matrix will be posted on Town's website so the citizens can see how planning commission resolved all comments.

ADJOURNMENT:

With no further business, Commissioner Van Istendal made a motion to adjourn the meeting at 8:37 PM. The motion was seconded by Commissioner Stein and carried 5-0-1.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder

ITEM 14e
January 18, 2018 Regular Meeting Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
PLANNING COMMISSION REGULAR MEETING
JANUARY 18, 2018, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

PRESENT: Tip Stinnette, Chairman
EJ Van Istendal, Vice Chairman/Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Chip Paciulli, 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:

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:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

None

PLANNING COMMISSIONERS' COMMENTS:

None

CHAIRMAN'S COMMENTS:

None

APPROVAL OF MINUTES:

a. November 16, 2017 Regular Meeting

Chairman Stinnette made motion to approved the minutes of the November 16, 2017 Regular Meeting and waived reading.

Motion:	Commissioner Istendal
Second:	Council Member Jimmerson
Carried:	5-0-1

ADJOURNMENT:

With no further business, Chairman Stinnette made a motion to adjourn the meeting at 7:03 PM. The motion was seconded by Commissioner Stein and carried 5-0-1.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder

ITEM 14f
January 18, 2018 Work Session Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
PLANNING COMMISSION WORK SESSION
JANUARY 18, 2018
TOWN HALL HERITAGE ROOM

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

ABSENT: Theresa Stein, Planning Commissioner

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

CALL TO ORDER:

Chairman Stinnette called the Planning Commission Work Session to order at 7:08 PM.

COMPREHENSIVE PLAN REVIEW AND DISCUSSION:

Chairman Stinnette shared with the group the update he provided Town Council at their meeting earlier in the week, which read, "Since we last updated you on December 12, 2017, the Planning Commission has met four times, tallying over ten hours of discussion and resolution of 520 comprehensive plan inputs. As of this past Thursday, we completed the resolution of all comments essentially one week behind the December 28, 2017 estimate that was initially decided. We plan to post the comment matrix for public access on or about January 19, 2018. We are standing by for the consultant's estimate for completion of a publication ready document (Version 2.0), incorporating the Planning Commission resolution for all comments. We previously estimated a two week consultant turn in our critical path planning. This was overly optimistic and we expect Version 2.0 on approximately February 1, 2018 instead of January 11, 2017 given the complexity volume of influence. Once the planning commission locks down the final version, we would like to provide the community one month to review prior to holding a planning commission public hearing. Following the public hearing, planning commission will need at least one month to make adjustments bringing us to an April 3, 2018 presentation to the Town Council. Again, our critical path at this point is totally depended on how long it takes the consultant to turn our inputs into publication of a document."

Senior Planner, Erin Goodrich gave an update on the consultant. The updated versions should be available by January 31, 2018 which will be publication ready. Erin will distribute to planning commission by February 9, 2018. This will allow her to compare all changes made to the matrix. For budget reasons, the implementation matrix will be an appendix or a separate document to the 2.0 version of comprehensive plan.

Chairman Stinnette, discussed the upcoming timeline regarding comments/reviews on the comprehensive plan and the change matrix.

The Commissioner's reviewed the proposed comments and changes.

ADJOURNMENT:

With no further business, Commissioner Van Istendal made a motion to adjourn the meeting at 8:06 PM. The motion was seconded by Commissioner Jimmerson and passed unanimously.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder

ITEM 14g
February 1, 2018 Regular Meeting Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
PLANNING COMMISSION REGULAR MEETING
February 1, 2018, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

PRESENT: Tip Stinnette, Chairman
EJ Van Istendal, Vice Chairman/Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Theresa Stein, Planning Commissioner
Chip Paciulli, Planning Commissioner
Ed Neham, 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:

Commissioner Stinnette stated they had no agenda amendments.

Newly Appointed Planning Commissioner:

Mayor Kwasi Fraser sworn in Planning Commissioner Ed Neham at 7:04 p.m.

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

None

ACTION ITEMS:

a. Swearing in of Edward Neham

Mayor Fraser performed the ceremony and issued the oath.

a. PCA 16-01 and CPA 16-01- Village Case

Erin Goodrich clarified that the 1.8 DUA that is mentioned in the staff report is when you look at the original development plan for the neighborhood. If you look at Village Case as it is now, the density of those homes are obviously much higher than 2 DUA.

Commissioner Stein asked what the original acreage was for Village Case.

Erin responded, the original acreage was over 94 acres.

Commissioner Stinnette asked about the lot sizes.

Erin responded, she looked through the plats of the established development and determined the “Village Lots” some are approximately .2 acres (some are smaller than .2 acres and some are larger than .2 acres). The “Hamlet Lots” are the larger lots North East of the development and they are approximately .8 acres. On the new plans the applicant submitted, they do have lot sizes indicated. Section 8 and Lot 152 shall be larger than 6,800 square feet and smaller than 22,000 square feet.

The properties are zoned PDH-2 already. We are not rezoning them, they are allowed to do that by right other than when the original development was approved. Section 8 could be used as commercial and Lot 152 could be used as a church. Zoned PDH-2, but those uses were permitted on those parcels during the original application, we are removing that specification.

The floor was then opened for citizen comments on the matter.

Kelli Grim- Devonshire Circle

- Subsidized Development; Density- PDH-2, Lot#152 is proposed for 3.33 DUA per acre and Section 8’s density is 3.28 DUA per acre. Ms. Grim did not understand how the overall development being proposed is than less than the 2 dwelling units per acre.
- Village Case coming together as two projects- Researched but couldn’t verify where this has been PDH-2 since the original rezoning. Two parcels were set out for the church, however, the church did not want all of one, the developer has a place to build bunch of homes.
- Village Case HOA- The 8 residential homes could easily be describable and make sense to be part of the Village Case HOA. The HOA wouldn’t be taken on a lot of common area, expense, liability. However, Ms. Grim stated the 17 residential homes don’t match what our PDH-2 specifies. The residents of Purcellville will subsidize if the deal is approved. She can’t blame Village Case HOA, for wanting to see that road dedicated to the Town, so the Town residents would pay for the maintenance.

- Tree Save/Open Space- Ms. Grim questioned if this space will be deeded as part of the lot of the owners. Questioned if homeowners would be required to maintain that space in lieu of the HOA having it as common area.
- Parcel #152 should be its own HOA. Questioned why a Town resident should subsidize this project overall. The property itself is over the density, and the existing roads in Village Case are not deeded to the community.
- As a voting member of the community, Kelli would like to see Community Development require what the actual by right density would be and what they are asking for. This would help residents clearly see the developer is asking the Town and Planning Commission to coalesce our guidelines, code, and do something different by making a special exception.

Bill Ruscitella- 929 Queens Cliff Court (Written Submission)

- I'm in full support of Jason Brownell's rezoning proposal for the two commercial acres located within Village Case to be converted to residential homes.

Ken Blaine- 600 Greysands Lane and Board Member of Village Case HOA

- Mr. Blaine was surprised to hear Kelli Grimm comments regarding Village Case. Mr. Brownell has been a huge correspondent between Village Case, residents and HOA regrading what their plans are.
- Lot #152- HOA board has documentation from prior meetings from residents and HOA board members that support Lot 152 will be a public street, common area will be taken care of by those homeowners.
- Village Case HOA- their understanding is those additional 15-17 homes will be a part of the HOA. Anything pertaining to the road maintenance, common area and buffer will not be the HOA responsibility. They have their own issues with Village Case with maintaining their private streets. They are not looking to take on anymore financial responsibility regarding another street and anything associated with that.
- Residents and Village Case HOA are comfortable with the decision and information Mr. Brownell and his attorney have proposed.

Planning Commissioner Jimmerson questioned the pavilion that was supposed to be constructed per an email in the staff report package. She asked Ken Blaine if Village Case was ok with the pavilion not being constructed. Mr. Blaine responded with absolutely, that wasn't a concern to the HOA. The Board is very comfortable with those 7-8 lots within in Village Case. Their original concern was with Lot #152. They feel they have come to a conclusion from their HOA board and developer. They are satisfied with what has been proposed.

One point of the density concerns and that is one of the reason why we asked for a comparison in terms to square feet/acreage lot sizes. As a discussed previously there are merits for Lot 152 to be its own HOA expressed by Kelli Grim. Also there are merits for it be include with the community. Planning Commission talked about easements and buffers, decided they were appropriate articulated in the convents deeds.

Council member Jimmerson-mentioned concerns of the maintenance and care of the memorial and Village Case responded that it will be done through a non-profit 501.3C.

Commissioner Istendal-talked about possible signage in terms to traffic mitigation, which would be an action to the HOA, not the developer, acknowledging that the HOA is responsible for the traffic flow within their community. He also expressed concerns regarding construction security.

Planning Commission biggest concerns were those associated with roles and missions between the Town, HOA and eventually the new homeowners.

Council member Jimmerson, raised concerns that the Town may be looking at some litigation down the road as new homeowners on Lot 152 realized their road and sidewalks are not maintained by the HOA.

Commissioner Paciulli-pointed out that the plats are the actually Proffers.

Commissioner Stinnette-mentioned the applicants concern about an attorney reviewing documents. Staff was asked to facilitate as much as possible.

For the Proffers, we ought to be seeking proffers not only benefit the immediate community but the Town at large. Going back to the original proffers on Village Case, the biggest proffer that stands out to everyone is the north trail. Come to find out, actually there are problems regarding the adjoining properties on the northern boundary. Collectively we all stated that's something we can't not do. We are left with the Village Green pavilion and 30 foot tree preservation easement.

Chairman Stinnette thanked all the stakeholders in this project for their active involvement in getting us to planning commission action on this application this evening. He believed the combined efforts of the community, staff, and applicant have made this application better. He also believe, sustained engagement thought the engagement throughout the remainder of the process will continue to improve the application. It is important to note planning commission actions is merely a recommendation to the town council who exercise ultimate decision authority on the application, so I encourage all stakeholders to remain engaged through the town council's public hearing. I've been encouraged by the communication between the applicant, community and staff to address and seek resolution on each and every concern raised. While I'm sure not everyone has been satisfied by the proposed resolutions, I'm confident the appropriate due diligence has been accomplished in addressing each issue. I'm equally confident all concerned parties have been fully transparent throughout the deliberations. Regardless of the outcome, planning commission action this evening, I'm heartened and pleased by the vetting process to this point as it has been accomplished and designed with collaboration, and everyone should be congratulated for their engagement. With this in mind, he entertained a motion proceed on The Village Case Application.

Commission Stein made motion based on the findings in the staff report dated February 1, 2018, I move that the Purcellville Planning Commission approve allowing the buffer to fall within easements on individual lots, as well as, recommend that Purcellville Town Council 1) approve the removal of the northern trail, the pavilion and the reduction of the preservation buffer, and 2)

approve PCA16-01 and CPA16-01 allowing development of the seven homes in Section 8 and seventeen homes in Lot 152 in Village Case, subject to the following conditions outlined in the staff report dated February 1, 2018.

Motion: Commission Stein
Second: Commissioner Istendal
Carried: 6-1-0

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

None

PLANNING COMMISSIONERS' COMMENTS:

None

CHAIRMAN'S COMMENTS:

None

APPROVAL OF MINUTES:

a. November 30, 2017 Work Session

Commissioner Stein made a motion to approve the minutes of the November 30, 2017 Work Session Meeting and waive reading. The motion was seconded by Council member Jimmerson and carried 7-0.

ADJOURNMENT:

With no further business, Chairman Stinnette made a motion to adjourn the meeting at 8:21 PM. The motion was seconded by Commissioner Stein and carried 7-0.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder

ITEM 14h
February 1, 2018 Work Session Minutes

THIS PAGE INTENTIONALLY LEFT BLANK

MINUTES
PLANNING COMMISSION WORK SESSION
FEBRUARY 1, 2018
TOWN HALL COUNCIL CHAMBERS

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

ABSENT: None

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

CALL TO ORDER:

Chairman Stinnette called the Planning Commission Work Session to order at 8:21 p.m.

COMPREHENSIVE PLAN REVIEW AND DISCUSSION:

The group discussed the schedule for review of Version 2.0. Version 2.0 will be available Friday, February 9, 2018, from that point we will have a work session on February 15, 2018 to discuss preliminary thoughts on the comprehensive plan as it stands. The week of February 9th-15th, planning commission members need to start reviewing the revision and compiling any comments and get those back to Erin so she can input into the matrix. On February 22, 2018 those revision will be discussed along with the matrix.

The group discussed the implementation matrix. The consultant had major concerns about completing the implementation matrix when there are revision that may still need to be incorporated, especially after Town Council receives and reviews the comprehensive plan. To spend extra time revising the implementation matrix multiple times wouldn't be the best use for the consultants time and budget.

Council member Karen Jimmerson, asked about a tracking system to show what our consultant has done for us and how that's been charged for the entire budget we have for this project. Erin stated she has started a tracking system beginning in September, however, other than the invoices, she was not sure how prior Senior Planner kept track of the comprehensive plan budget.

Therefore, the implementation matrix will be an annex to the comprehensive plan, this will be a separate document given to the Town Council for review.

Timeline for Comprehensive Plan:

- February 9th- Will receive a copy of the 2.0 version
- February 15th- Commissioner need to review 2.0 version
- February 22nd- Want commissioner top 5 concerns about comprehensive plan
- March 1st- Discuss the concerns

The community will be able to give their input at Planning Commission public hearing and Town Council public hearing. The community will be given 30 days prior to both meetings to review the comprehensive plan and bring their comments/concerns to those meetings.

ADJOURNMENT:

With no further business, Chairman Stinnette made a motion to adjourn the meeting at 8:37 PM.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder