



**PLANNING COMMISSION  
REGULAR MEETING AGENDA**

October 6, 2016

7:00 p.m.

- 1) **Call to Order** – Vice Chair Chip Paciulli
- 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) September 1, 2016 Work Session
  - b) September 8, 2016 Joint Work Session with Town Council
  - c) September 15, 2016 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 Tucker Keller 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.



**STAFF REPORT**  
**INFORMATION ITEM**

Item # 9a

**SUBJECT:** Status of Priority Work Items

**DATE OF MEETING:** October 6, 2016

**STAFF CONTACT:** Daniel Galindo, AICP – Senior Planner

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**SUMMARY:**

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

1. Comprehensive Plan Update – The Planning Commission has continued its weekly work sessions devoted to the comprehensive plan. Two public workshops were held at the Carver Center on September 24, and a third workshop was held at Town Hall on September 29.
2. Floodplain Regulations – Staff is awaiting comments from the Town Attorney on the content of the updated draft text amendment.
3. Civil Penalties – Councilmember/Commissioner Grim has brought this item forward to Town Council requesting that Council initiate this zoning text amendment as soon as possible.
4. Sign Regulations – No change.
5. Accessory Dwelling Standards – No change.
6. Legislative Applications
  - a. *SUP15-02 Catoctin Corner Drive-through Facility* – Staff has begun preparations for a public hearing before Town Council on October 25.
  - b. *CPA15-01 O’Toole Property (Designate as Mixed Commercial)* – No change.
  - c. *RZ15-02 O’Toole Property (X to MC)* – No change.
  - d. *SUP16-01 7-Eleven Fueling Station Expansion* – No change.
  - e. *CPA16-01 Village Case (Neighborhood Commercial & Institutional/Government to Residential)* – No change.
  - f. *PCA16-01 Village Case (Commercial & Church to Single-family Detached Residential)* – No change.

- g. *SUP16-02 Virginia Regional Transit Commuter Parking Lot* – No change.
- 7. Other Items
  - a. *Stream and Creek Buffer Zoning Ordinance Text Amendment* – Councilmember/Commissioner Grim has brought this item forward to Town Council requesting that Council initiate this zoning text amendment as soon as possible.
  - b. *Reduce Maximum Building Heights in the C-4 District* – Councilmember/Commissioner Grim has brought this item forward to Town Council requesting that Council initiate this zoning text amendment as soon as possible.

**MINUTES**  
**PLANNING COMMISSION WORK SESSION**  
**SEPTEMBER 1, 2016**  
**TOWN HALL HERITAGE ROOM**

The work session of the Planning Commission convened at 7:29 PM in the Heritage Room:

**PRESENT:** Theresa Stein, Chairman  
Tip Stinnette, Planning Commissioner  
Chip Paciulli, Planning Commissioner  
EJ Van Istendal, Planning Commissioner  
David Estey, Planning Commissioner  
Britt Adkins, Planning Commissioner  
Kelli Grim, Planning Commissioner/Council Liaison

**ABSENT:** None

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

**CALL TO ORDER:**

The work session of the Planning Commission was called to order by Chairman Stein at 7:29 PM.

**CHAIRMAN'S COMMENTS:**

Chairman Stein stated she looks forward to productive discussions and that the implementation strategies should be focused on whether they are valid, need to be updated, presented to the BAR for input, etc.

**DISCUSSION OF CURRENT PLANNING DOCUMENTS: COMMUNITY DESIGN AND HISTORIC RESOURCES:**

Daniel Galindo talked about the Community Design Principle section and feels one portion that may be out of place is that the last Design Principle is really about land use and some of the items need to be restated. Mr. Galindo talked about the disservice of not requiring items that the group feels are vital to the community's character regarding architecture, site design, and the layout of streets and developments.

Chairman Stein talked about the need to update the Community Design Principles.

Commissioner Stinnette talked about the Design Principles and asked why the chapter is written and formatted differently from the others. He stated that he would like for it to be

consistent. Pat Giglio, Chairman of the Board of Architectural Review, stated that in a lot of revised general plans the items that are mentioned should be scattered throughout the document when talking about design principles. Further discussion took place on maintaining consistency. Commissioner Paciulli talked about adding sign lighting under *Develop Safe, Landscaped Environments*.

*Develop Exemplary Public Buildings.* The Planning Commissioners talked about having more descriptive language in the plan. Commissioner Grim stated that on pages 113 and 114 of the comprehensive plan it breaks down downtown commercial and professional office and feels it can be broken down even more. Daniel Galindo summarized that the three story height did not seem to be an issue amongst the Planning Commissioners, they would prefer to be flexible with building heights based on perceived height, they support empowering the BAR with text changes, and they support allowing flexibility in design elements to allow changes at various levels of discretion. Commissioner Stinnette talked about making the plan the right size for the town and its resources.

*Encourage Thoughtful, Unobtrusive Signage.* Pat Giglio talked about signage and how it seems to have gone to whatever the maximum allowable is whether than what is compatible for the streetscape. Further discussion took place about the sign application process and the master sign plan, which is determined by each development following the Town's guidelines.

Commissioner Stinnette requested that when topics are repeated that it be referenced where else they can be located within the document.

*Develop a Connected Street Grid Pattern.* Chairman Stein stated she feels better connectivity to make the town accessible is needed, however not necessarily through developments. Daniel Galindo talked about focusing on promoting and requiring more connections whether via a true grid or another method then looking at the type of connection possible for new development versus something for existing.

*Develop Appropriately Sized Attractive Parking.* Chairman Stein talked about keeping minimal parking spaces along Main Street. Further discussion took place about having parking behind buildings rather than in front.

*Provide Adequate, Directed Lighting.* After some discussion the Commissioners agreed that lighting should conform to “dark sky” principles.

*Overview of Purcellville's Historic Resources.* Dan Galindo suggested bringing this item up as part of a future presentation to see what type of feedback is received as to whether or not to expand the historic district.

Pat Giglio suggested partnering with other organizations in addition to the Purcellville Preservation Association.

The Commissioners and staff talked about the format and presentation for the joint meeting with Town Council.

**ADJOURNMENT:**

With no further business, Commissioner Van Istendal made a motion to adjourn the meeting at 9:31 PM. The motion was seconded by Commissioner Grim and passed unanimously.

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Theresa Stein, Chairman

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Diana Hays, Town Clerk

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**MINUTES  
PLANNING COMMISSION JOINT WORK SESSION WITH TOWN COUNCIL  
SEPTEMBER 8, 2016, 7:00 PM  
TOWN HALL COUNCIL CHAMBERS**

The work session of the Purcellville Planning Commission convened at 7:00 PM in Council Chambers with the following in attendance:

**PRESENT:** Theresa Stein, Chairman  
Brittany Adkins, Planning Commissioner  
EJ Van Istendal, Planning Commissioner  
Tip Stinnette, Planning Commissioner  
Chip Paciulli, Planning Commissioner  
David Estey, Planning Commissioner  
Kelli Grim, Council Liaison/Planning Commissioner

**ABSENT:** None

**STAFF:** Daniel Galindo, AICP, Senior Planner  
Patrick Sullivan, Director of Community Development  
Danny Davis, Assistant Town Manager  
Diana Hays, Town Clerk

**CALL TO ORDER OF WORK SESSION:**

Chairman Stein called the meeting to order at 7:00 PM.

**STAFF PRESENTATION ON COMPREHENSIVE PLAN UPDATE:**

Daniel Galindo provided an in-depth presentation about the timeline and status for the review and update of the comprehensive plan. The Planning Commission and Town Council then discussed various items relating to the comprehensive plan.

**DISCUSSION OF PLANNING COMMISSION'S PRIORITY WORK ITEMS:**

No discussion.

**ADJOURNMENT**

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 9:16 PM. The motion was seconded by Commissioner Van Istendal and approved unanimously.

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Theresa Stein, Chairman

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Diana Hays, Clerk of Council

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**MINUTES**  
**PLANNING COMMISSION REGULAR MEETING**  
**SEPTEMBER 15, 2016, 7:00 PM**  
**TOWN HALL COUNCIL CHAMBERS**

The Planning Commission Work Session of the Purcellville Planning Commission convened at 7:00 PM in Council Chambers:

**PRESENT:** Theresa Stein, Chairman  
Chip Paciulli, Planning Commissioner  
Tip Stinnette, Planning Commissioner  
EJ Van Istendal, Planning Commissioner  
David Estey, Planning Commissioner  
Britt Adkins, Planning Commissioner  
Kelli Grim, Planning Commissioner and Council Liaison

**ABSENT:** None

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

The regular meeting of the Planning Commission was called to order by Theresa Stein, Chairman, at 7:00 PM. The Pledge of Allegiance followed.

**AGENDA AMENDMENTS:**

Daniel Galindo recommended adding under Action Items, Item A, to Schedule a Special Meeting for September 24 and September 29.

**COMMISSIONER DISCLOSURES:**

None

**PUBLIC HEARING:**

None

**PRESENTATIONS:**

None

**DISCUSSION ITEMS**

None

**ACTION ITEMS:**

**a) Scheduling of Special Meetings on September 24 and September 29**

Daniel Galindo talked about the ability of Boards to meet with other Boards and stated that the Town Attorney has recently advised that for any item that the other body might discuss in the future, the body cannot take part in the conversation outside of one of their regular or special meetings. Mr. Galindo added that Town Council approved a list of special meetings that coincide with the Planning Commission Work Sessions and Comprehensive Plan Workshops so that Council members can attend and discuss the item.

Daniel Galindo recommended that for the two workshops on September 24 and the workshop on September 29 that the Planning Commission make a motion to schedule those as special meetings.

Chairman Stein made a motion that the Planning Commission schedule special meetings for September 24<sup>th</sup>, 2016 from 10:00 AM to 12:00 PM at the Carver Center, September 24, 2016 from 2:00 PM to 4:00 PM at the Carver Center and September 29, 2016 from 7:00 PM to 9:00 PM at Town Hall. The motion was seconded by Commissioner Stinnette and passed unanimously.

**INFORMATION ITEMS:**

**a) Status of Priority Work Items**

Daniel Galindo stated per Commissioner Grim's request that he has added titles to the codes for the legislative applications.

Commissioner Grim stated that the Town Council is reviewing the Steam Buffer issue as well as other priorities which will be discussed at the next meeting. Commissioner Grim added the item was removed from the public hearing by the Town Manager for reasons of not being sure how the Town Council's procedures may change when an ordinance change or revision came from the Planning Commission. Commissioner Grim added that during Council's Strategic Planning Session it was determined that it will go on Council's next agenda so it can be moved forward.

Commissioner Paciulli stated it is not inappropriate for the Planning Commission to initiate items. Commissioner Grim stated she feels the Town Manager needs the Council to provide the direction that the Planning Commission can initiate items so that the

procedure is clarified and the Planning Commission can move it forward to a public hearing.

Commissioner Stinnette asked if the Planning Commission can currently initiate items or if they have to go through Council. Commissioner Grim stated that is what the Council will decide so the Town Manager and staff is aware of how to proceed.

**CITIZEN COMMENTS:**

None

**COUNCIL REPRESENTATIVE'S REPORT:**

Commissioner Grim stated the Council held their Strategic Planning Session and thanked Chairman Stein for providing a great presentation on where the Planning Commission is. Commissioner Grim added the joint meeting was well attended and hopes to get some of the priority items up and running.

**CHAIRMAN'S COMMENTS:**

Chairman Stein stated she attended the Strategic Planning Session and provided a progress report of what the Planning Commission has been doing. She also stated that she provided Council with an Annual Report for the Planning Commission.

**PLANNING COMMISSIONERS COMMENTS:**

Commissioner Paciulli talked about a resident that came to the Planning Commission less than two years ago about child care and changes about the rules between the state and the town. The resident presented her concerns, and the Planning Commission worked on a new ordinance and a public hearing was held. From there it went to the Town Council who approved the same, and then the resident made the application to the Town so she could have a special exception and was just approved by the Board of Zoning Appeals. Commissioner Paciulli stated he feels that as a body they should listen when a resident comes to the Planning Commission.

Commissioner Grim stated she attended that BZA public hearing and feels the impacts for six additional children in a home daycare compared to a four story hotel in a mixed-use commercial or busy roadway doesn't seem that it follows the examination of what proper planning may be. Commissioner Grim requested a copy of the Annual Report mentioned by Chairman Stein. Commissioner Grim stated she brought a sample of a door hanger that was talked about for the upcoming sessions and has a copy of everything from 1986 to date of all that took place between the Town and the County with PUGAMP and annexation agreements.

**APPROVAL OF MINUTES:**

- a) **August 25, 2016 Work Session**
- b) **September 1, 2016 Regular Meeting**

Commissioner Van Istendal made a motion to approve the minutes and waive reading. The motion was seconded by Commissioner Stinnette and approved unanimously.

**ADJOURNMENT:**

With no further business, Chairman Stein made a motion to adjourn the meeting at 7:21 PM.

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Theresa Stein, Chairman

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Diana Hays, Town Clerk