

**MINUTES
PLANNING COMMISSION REGULAR MEETING
JUNE 2, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

The Regular Meeting of the Purcellville Planning Commission convened at 7:00 PM in Council Chambers and the following attended:

PRESENT: Doug McCollum, Chairman
Theresa Stein, Vice Chair
Chip Paciulli, Planning Commissioner
Nedim Ogelman, Planning Commissioner
Tip Stinnette, Planning Commissioner
Chris Bledsoe, Planning Commissioner
EJ Van Istendal, Planning Commissioner

ABSENT: None

STAFF: Daniel Galindo, Senior Planner
Michele Snyder, Planning Associate

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

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

AGENDA AMENDMENTS:

Staff had no amendments.

Commissioner Paciulli stated he would like to discuss Building Heights in the Historic Town District. Chairman McCollum approved the item as number 7.b.

COMMISSIONER DISCLOSURES:

Commissioner Van Istendal stated he and Commissioner Bledsoe attended the land use class and thanked the Town for the opportunity.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

a. Stream and Creek Buffer Zoning Text Amendment

Daniel Galindo stated he, the Zoning Administrator and the Director of Public Works reviewed the language at the request of the Planning Commission and the comments were provided and discussed. Daniel Galindo added he made a change to the subcommittee's draft which is provided with the staff report along with the Zoning Administrator's letter written to the Planning Commission. Chairman McCollum asked for comments on the proposed language from the subcommittee members, Commissioner Paciulli and Vice Chair Stein. Vice Chair Stein deferred to Commissioner Paciulli who described the intention of the draft.

Chairman McCollum asked about the process for existing situations as referenced on page two of the Zoning Administrator's letter. Daniel Galindo stated that would depend on the type of change. Also in reference to the Zoning Administrator's letter, Commissioner Ogelman asked about the term "land disturbance" being too broad and lacking clarity but "new construction" being clear. Daniel Galindo explained that new construction comes in with plans that can be reviewed where land disturbance with no definition could mean digging. Vice Chair Stein referenced Section 5-Exceptions and asked how the minimization is determined and reviewed and what the standards are. Daniel Galindo stated that any new construction being reviewed would go to the Zoning Administrator, and for immediate repairs, the Public Works Director reviews it and advises staff. The Commissioners further discussed the interpretation being left to one person. Commissioner Ogelman suggested trying to have the latitude be by delimiting more strictly that there are exceptions for emergencies for Public Works and to leave the SUPs in place.

Commissioner Paciulli talked about creating a fee structure. Commissioner Van Istendal stated he agrees and feels the SUP would create more of a barrier particularly with Scout projects, and suggested that examples of land disturbance be provided within the verbage. Chairman McCollum asked for a scope of determination for minimization and how the Zoning Administrator would make the determination. The Commissioners agreed that this would be helpful to have. Vice Chair Stein stated that if there will not be an SUP process that there may be a performance standard in place to determine if the impacts are minimized. Commissioner Paciulli requested a meeting to discuss the concerns. Daniel Galindo stated he can ask the Zoning Administrator to determine what minimization is. Chairman McCollum suggested that Commissioner Paciulli and Vice Chair Stein schedule a meeting with the Zoning Administrator and provide a list of criteria and issues concerning minimization then report back to the Planning Commission.

b. Height Standards in the Historic Town District

Commissioner Paciulli talked about concerns for permitted building heights in downtown Purcellville and referenced the comprehensive plan noting that the existing C-4 central commercial zoning district should be revised. Commissioner Paciulli referenced additional sections of the comprehensive plan relating to this item and the purpose of the district. Commissioner Paciulli added his objective is to have the building heights on 21st Street be the same as the existing buildings, and proposed having staff review the changes and provide feedback. Commissioner Stinnette talked about the process of building the comprehensive plan then crossing that into the zoning ordinance. Commissioner Stinnette talked about identifying disconnects between the planning document and the ordinance and then addressing the disconnects. Commissioner Paciulli agreed. Commissioner Van Istendal suggested getting an accurate measurement and moving forward from there. Commissioner Ogelman talked about getting the citizens input throughout the process of updating the zoning ordinance and comprehensive plan. Chairman McCollum suggested that each of the Commissioners send their concerns to Daniel Galindo to compile and then have them provided at an upcoming meeting for prioritization.

ACTION ITEMS:

None

INFORMATION ITEMS:

a. Status of Comprehensive Plan Update

Daniel Galindo noted there were 35 people who actively participated in the May 19th workshop at Town Hall. The next day the maps and input to date were reviewed to come up with three consolidated scenarios that were presented to the public on May 21st at the Music and Arts Festival which are also online. The visioning exercise was then posted online asking for people to respond to the different possible guiding principles for elements of the plan. Daniel Galindo added that the intent of the fourth round is to produce the results of round three and to test the scenarios regarding their potential fiscal and transportation impacts and then to report back to the community. Daniel Galindo stated that as of early March there had been 34 different outreach attempts and another 37 since March. Commissioner Ogelman asked about putting something in water bills as well as on sign boards and electronic signs. Daniel Galindo noted the community sign has been used for each meeting as well as ads placed in the paper and added that the electronic signs are mostly used for major events that impact getting around Town. Daniel added that there is a cost associated with putting something in the water bills which has not been budgeted for; however, he will look into the cost of an addition to the water bill. Commissioner Bledsoe requested a quote on placing something in an upcoming water bill.

CITIZEN COMMENTS:

Kelli Grim, Council member and citizen, came forward and talked about the stream and buffer item and stated she is happy it is being addressed. Ms. Grim stated she would recommend gathering information from surrounding municipalities to see what their ordinances say about this Stream Buffer item. Sometimes larger municipalities have very comprehensive ordinances that we could benefit from reviewing and comparing to what is currently in place, what has been revised in the past 5 years, and what is being proposed. Ms. Grim added that she would like to see a list of properties in the town this would affect and noted that some municipalities have the requirement that the applicant must identify details of the stream buffer corridor that will be affected on their site plan when submitted.

Ms. Grim also stated that in 2009/2010 sweeping changes occurred that removed the steps regarding presentation of applications of a development rezoning, annexation etc. from being brought to the Planning Commission at the time submitted to the town. This was a step that provided added oversight and opportunity to review with the applicant issues that usually included comprehensive plan amendments and special use permits. This is what I identify as the important transparent oversight and a roll of the Planning Commission between the staff and the public. Residents currently are not aware of applications without a great deal of research, or relying on the press to report information or locate information in a town agenda. And by that time, residents are alarmed and sometimes misinformed.

Ms. Grim talked about the height standards in the C4 district that was discussed earlier this evening. This major change to the district occurred in 2008. Ms. Grim added that citizens have been very vocal about their desire to see our small town character preserved, and it does not include more than two or three stories throughout the C4/Downtown Commercial district.

Ms. Grim stated that on the comprehensive plan review she thought there would and should be more public communication and talked about using HOAs and the water bill as a means of that communication to engage and inform more residents.

CHAIRMAN'S COMMENTS & COUNCIL REPRESENTATIVE'S REPORT:

Chairman McCollum stated that the visioning exercise stays open until June 17th. Chairman McCollum added that the Town has a new website and encouraged the Commissioners to review it and provide feedback. Chairman McCollum stated that as of July 1st when Commissioners Bledsoe and Ogelman are sworn in as Council members they are automatically off of the Planning Commission, and added his term ends June 30th.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Ogelman noted that at the last Comprehensive Plan Meeting he was troubled by how some discussion was framed by the lead speaker about the Town having no control over what happens to areas just outside of the Town. He does not believe that it is a good strategy to frame the discussion that way. Chairman McCollum added that he believes that came from the Virginia Supreme Court and the consultant was taking the framework from them. Commissioner Stinnette recommended that Commissioner Ogelman do the latest visioning exercise and added staff and the consultant have done a good job of framing this.

Vice Chair Stein stated that Loudoun County is doing their Comprehensive Plan and encouraged participation.

Commissioner Bledsoe stated he attended the State of the County by Chair Randall and noted there was emphasis on western Loudoun. Commissioner Bledsoe stated he completed the Certified Planning Commissioner course and was grateful for the opportunity. Commissioner Bledsoe talked about the proposed development on Short Hill Mountain by AT&T to build a 3-acre building on the crest of the mountain and the concerns with the application. Commissioner Bledsoe suggested that at the next meeting the Planning Commission talking about providing comments on the process from a technical standpoint.

APPROVAL OF MINUTES:

a) May 5, 2016 Regular Meeting

Commissioner Stinnette made a motion that the Planning Commission approve the minutes of the May 5, 2016 meeting waive reading. The motion was seconded by Vice Chair Stein and approved unanimously.

Motion:	Commissioner Stinnette
Seconded:	Vice Chair Stein
Carried:	6-0-1 Abstain (Van Istendal)

ADJOURNMENT:

With no further business, Commissioner Bledsoe made a motion to adjourn the meeting at 8:44 PM. The motion was seconded by Commissioner Ogelman and approved unanimously.



Doug McCollum, Chairman



Diana Hays, Town Clerk