

**MINUTES  
PLANNING COMMISSION REGULAR MEETING  
JUNE 16, 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  
Chip Paciulli, Planning Commissioner  
Tip Stinnette, Planning Commissioner  
Chris Bledsoe, Planning Commissioner  
EJ Van Istendal, Planning Commissioner

**ABSENT:** Theresa Stein, Vice Chair  
Nedim Ogelman, Planning Commissioner

**STAFF:** Daniel Galindo, Senior Planner

**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.

Chairman McCollum referenced the Supplemental Agenda that was emailed to the Commissioners.

Commissioner Stinnette requested the addition of two items: The cost of a water bill insert and the status and schedule for comprehensive plan review input. Chairman McCollum approved both items as discussion items.

**COMMISSIONER DISCLOSURES:**

None

**PUBLIC HEARINGS:**

None

**PRESENTATIONS:**

None

**DISCUSSION ITEMS:**

**a. Stream and Creek Buffer Zoning Text Amendment**

Commissioner Paciulli stated he met with Patrick Sullivan and understood his view on the subject, and feels the major difference is the requirement for special exceptions. Commissioner Paciulli added that he would like for the Commission to send this forward, and asked the Commissioners for feedback on the two options.

Commissioner Stinnette stated that the Commissioners should select one of the two instead of sending both forward, and talked about the differences. Commissioner Stinnette added he supports the staff's position, and Commissioner Paciulli stated he is fine with moving forward with the staff's position.

Commissioner Bledsoe stated he is fine with the staff's position.

Commissioner Van Istendal stated he feels the staff's position provides the bulk of the information and addresses the issues in question.

Chairman McCollum made a motion that the Planning Commission move the staff's recommended amendment forward for a public hearing. The motion passed unanimously with two absent.

Commissioner Van Istendal summarized the item since a Town Council member joined the meeting.

**b. C-4 Height Standards Zoning Text Amendment**

Commissioner Paciulli summarized the staff report and referenced page 114 of the comprehensive plan and talked about new buildings being designed and constructed to be compatible with adjacent buildings. Commissioner Paciulli talked about the wording for the C-4 district that was provided by Dan Galindo on page 37 and added that it supports his thoughts. Commissioner Paciulli reviewed his edits under section 9.8 Height standards and other edits throughout the document as noted in the staff report, then suggested that the Commission move forward with the changes.

Chairman McCollum asked about the ordinance in Municode as referenced in the staff report. Dan Galindo clarified that the height standards in the ordinance that is online are incorrect. Chairman McCollum asked Commissioner Paciulli what his objective is or the issue he is trying to address. Commissioner Paciulli stated he is trying to leave the

character of downtown as it is built or as the comprehensive plan calls for, and feels the proposed adjustments address this.

Commissioner Stinnette proposed leaving the language as is in the new paragraph four in regards to the water tower. Commissioner Paciulli agreed. Commissioner Stinnette added he would also leave paragraph 5, delete paragraph 3 and clarify the wording in paragraph 2 so that it is more intent driven.

Commissioner Van Istendal suggested that a surveyor come out and get a measurement so that the information is available at the public hearing. Chairman McCollum noted that several Commissioners would like to see the revised text from staff to determine further review or public hearing. Commissioner Stinnette added that the Planning Commission should provide input to staff on how to clean up paragraphs two and three with possible consolidation for the Commissioners review.

Further discussion took place about the number of items being discussed and the amount of staff work involved. Commissioner Stinnette added that the comprehensive plan has been and should be the number one priority, and agrees with the top five priorities as noted in the staff report. Commissioner Van Istendal agreed with the comprehensive plan being the priority and suggesting moving Accessory Dwelling Standards to before Civil Penalties since the issue was brought up a couple of years ago by a resident. Commissioner Paciulli suggested leaving a subcommittee in place to look at the items.

**c. Prioritization of Projects**

Dan Galindo talked about the projects on the list, staff's schedule and turnaround time. Commissioner Stinnette requested a comprehensive listing of projects and confirmed with Commissioner Paciulli that the priority items fall under six and seven in the staff report. Commissioner Stinnette suggested taking items six, seven and eight as a group and prioritizing those activities and provide the Commissions intent to staff while staff is working on items one through five. Commissioner Paciulli asked for permission to work on the four items as part of a committee and then bring it to the Commission. Commissioner Stinnette summarized that the Commissioners agree that the top five items are priority and that Commissioner Paciulli will continue to move forward with the items and the remaining items are to be prioritized. Dan Galindo suggested that Commissioner Paciulli/sub-committee work on items six and seven to start. Chairman McCollum suggested that after July 1<sup>st</sup> the Planning Commission have an agenda item that provides an update on the priority items.

**d. Update of Planning Commission Ordinance**

Dan Galindo had no additional information to add.

Commissioner Stinnette asked about contracts with consultants in section 2-338 and asked why it was included. Dan Galindo noted that a lot of state planning statutes are

based on the same model where Planning Commissioners had more authority, and that the section could remain or be struck. Chairman McCollum added that the statutory references are incorrect and need modified to reflect the current code.

**e. Cost of Water Bill Insert**

Dan Galindo stated that there is an option to include something in the August issue of the Purcellville Post however not for an individual mailing. The October billing could be an option for an individual insert. Dan Galindo added that the cost for a color, duplex print would be approximately \$325.

Dan Galindo noted that the visioning exercise closes Friday and that a small Facebook ad was bought to promote the previous posts.

**ACTION ITEMS:**

None

**INFORMATION ITEMS:**

None

**CITIZEN COMMENTS:**

Kelli Grim, Council member and resident of 812 Devonshire Circle, came forward and stated that the last mailer in the water bill that went out was about the Wine Festival and Solarizing and that the fliers were in color and one-sided which left space for other items. Ms. Grim stated that the majority of Council has a list of items that citizens have directed them to handle, and thanked Mr. Paciulli for his aggressiveness with the issues which have captured the majority of those. Ms. Grim stated she attended a law seminar where the proffer law was discussed and stated the Planning Commission, staff and new Council need to be up to speed on it. Ms. Grim added the height limits in the C-4 are not just a 21<sup>st</sup> Street issue but carry throughout the district, including Hatcher. Ms. Grim referenced the most recent citizen survey and the strong input received compared to the previous survey which was not mailed to residents. Ms. Grim talked about the online visioning exercise and the number of responses and talked about it being printable for citizens that do not have computer access.

Dan Galindo stated in response that the guiding principles is the same document that was available the evening of the work shop and that the development scenarios are online but not in printable form because the large and small pages need reformatted.

Commissioner Stinnette stated he provided a proposal that provided targets on outreach and the status of it and expressed concerns for the counting and reporting methods.

Commissioner Stinnette requested that Daniel bring all of the numbers to the next meeting for review and discussion in order to set targets.

**CHAIRMAN'S COMMENTS & COUNCIL REPRESENTATIVE'S REPORT:**

Chairman McCollum reminded the Commissioners that the July 7<sup>th</sup> meeting has been canceled due to lack of quorum. Chairman McCollum stated that he attended the PBA luncheon this week where representatives from Mayfair and Catoctin Corner provided updates on their developments. Chairman McCollum stated the meeting tonight was his last meeting on the Planning Commission as council liaison and that he has served since 2010 and thanked the Commissioners for their support.

**PLANNING COMMISSIONERS' COMMENTS:**

Commissioner Paciulli thanked Chairman McCollum for his work.

Commissioner Van Istendal talked about the AT&T project at Short Hill Mountain and the 3 acre building and stated that the application has been withdrawn, however could be resubmitted with changes.

Commissioner Bledsoe expressed appreciation to Chairman McCollum for leading the Planning Commission, and thanked the other Planning Commissioners and staff for their work as this may be his final meeting. Commissioner Bledsoe talked about the importance of the planning commission certification.

Commissioner Paciulli requested that in the appointment letters to Planning Commissioners that something be added so that members know about the certification.

**APPROVAL OF MINUTES:**

**a) June 2, 2016 Regular Meeting**

Commissioner Stinnette noted that on page 12 of the packet under the meeting minutes where the sentence is attributed to Ms. Grim is not clear and asked that it be revised. Ms. Grim's comments on this item could not be heard.

Commissioner Paciulli noted requested that on page one under amendments that his comment be edited to read as "Commissioner Paciulli stated he would like to discuss Building Heights in the Historic Town District".

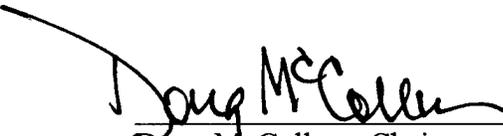
Chairman McCollum requested that Ms. Grim revise her comments and submit for the minutes.

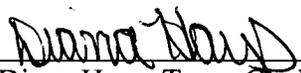
Commissioner Bledsoe made a motion that the Planning Commission approve the minutes of the June 2, 2016 subject to the revision and clarification under citizen

comments from Ms. Grim and waive further reading of the minutes. The motion was seconded by Commissioner Van Istendal and approved unanimously with two absent.

**ADJOURNMENT:**

With no further business, Commissioner Bledsoe made a motion to adjourn the meeting at 8:52 PM. The motion was seconded by Commissioner Van Istendal and passed unanimously.

  
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Doug McCollum, Chairman

  
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Diana Hays, Town Clerk