

**MINUTES
PLANNING COMMISSION REGULAR MEETING
JULY 21, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

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

PRESENT: Theresa Stein, Vice Chair
Chip Paciulli, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
Kelli Grim, Council Liaison

ABSENT: None

STAFF: Daniel Galindo, 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 Vice Chair Stein at 7:00 PM. The Pledge of Allegiance followed.

OFFICER ELECTIONS

Commissioner Stinnette nominated Vice Chair Stein as the Chair. Commissioner Stein accepted the nomination to serve as Chair through her term which ends July 31, 2016. The nomination was seconded by Commissioner Van Istendal and passed unanimously with Vice Chair Stein abstaining.

Chairwoman Stein nominated Commissioner Paciulli as Vice Chair. The nomination was seconded by Commissioner Stinnette and passed unanimously.

Discussion took place as to whether or not Chairwoman Stein would need to be reappointed as Chair if reappointed to the Planning Commission. Daniel Galindo stated that elections would not need to be held in August if Chairwoman Stein is reappointed. Chairwoman Stein agreed to remain as Chair until November if reappointed to the Planning Commission.

AGENDA AMENDMENTS

None

COMMISSIONER DISCLOSURES

Council member Grim stated she met with Jason Brownell to address issues about the downtown clock and the PDH at Village Case which she did not discuss because of the proffer law.

PUBLIC HEARINGS

None

PRESENTATIONS

None

DISCUSSION ITEMS

- a) Accessory Dwelling Unit Zoning Ordinance Text Amendment

Daniel Galindo summarized via a question from Council member Grim that a resident had approached staff years ago about pursuing an accessory dwelling unit; however, the way that the ordinance is currently written there is a size restriction of no more than 25% of the dwelling with a minimum size of 500 sq. feet. With the resident's dwelling being approximately 1600 sq. feet, the minimum cannot be met as the ordinance is written.

Chairwoman Stein talked about concerns with the ADU not being permitted as a rental unit. Daniel Galindo noted he felt this was in place so the community would be more comfortable; however, it is open for discussion. Council member Grim asked about the legality of this item and asked the Commissioners to look at the areas of the community where this could be an option and to see some examples to see the impact. Council member Grim added that the effects need to be anticipated if this is an allowable use on the eligible properties.

Chairwoman Stein talked about making an amendment to the accessory dwelling unit that would base the square footage of the ADU on a percentage of the main dwelling rather than adding another category. Chairwoman Stein added she feels it would be difficult for staff to enforce an affidavit about renting.

Commissioner Stinnette talked about the list of priorities of the Planning Commission. Commissioner Paciulli added that this item is a priority item of zoning ordinance changes and had requested it be added to an agenda. Further discussion took place about the priority of this item versus others on the list.

Commissioner Van Istendal talked about taking action on the item since it has been outstanding for two years. Further discussion took place about the size of the dwelling and the location of the ADU being over the garage.

Chairwoman Stein summarized that the Planning Commission would like to do some additional research on the existing ADU requirements rather than creating a second category. Chairwoman Stein added that the current ADU requires that either the accessory or the main be owner occupied. Commissioner Paciulli agreed to do additional research on size restrictions, yards, height concerns, minimums, etc. and report back to the Commissioners in August.

ACTION ITEMS:

None

INFORMATION ITEMS:

a) OA16-01 – Stream and Creek Buffer Zoning Ordinance Text Amendment

Chairwoman Stein stated this item has been postponed due to concerns from the Town Attorney. Daniel Galindo added that the items that concerned the Town Attorney are the undefined term “mature trees” and the language that allows the zoning administrator to make a determination without being provided guidance on how to make that determination. In addition, the Town Manager requested that the Planning Commission first talk to Council before moving anything forward. Daniel Galindo stated he would provide an update as soon as he has one.

Discussion took place as to what the Planning Commission can do versus what has to go before Town Council. Council member Grim noted that these items were brought to Council as concerns from the Town Attorney and talked about further concerns with the public hearing ad being placed and then the possibility of Council taking no action.

Chairwoman Stein stated the Planning Commission will wait to hear back from the Town Manager as to how to proceed with the amendment and add this to a future meeting agenda.

b) SUP15-02 – Catoctin Corner Drive-thru Facility

Daniel Galindo stated that a public hearing ad for this item will be published in tomorrow’s paper which is for Catoctin Corner to move a drive through facility from the northeast corner of the property to the southern central area.

Council member Grim asked about the traffic impact analysis referenced in the statement of justification and the size that was slated for the location. Daniel Galindo noted he does not feel the building is larger than it was proposed. Council member Grim added that she sees two large traffic generating properties at the entrance and asked if it determined parking and building size.

Chairwoman Stein stated concerns for the new drive through location being centralized and close to the main and only entrance to the site. Further discussion took place about similar designs around the County.

Via a question from Commissioner Stinnette, Daniel Galindo stated that at the Aug. 4 meeting, there will be a public hearing on the item and then the Planning Commission has the option to vote that evening. Daniel Galindo added the Planning Commission can choose to make it an action item at the following meeting and that the Commissioners do have the ability to set conditions on the application.

Commissioner Paciulli requested a copy of the approvals from the Board of Architectural Review. Daniel Galindo stated he can provide that information.

c) Status of Priority Work Items

Daniel Galindo referred to the list and offered to provide additional information as needed. Mr. Galindo added per a request from Council member Grim that he will provide an updated list and summary of pending legislative applications.

CITIZEN COMMENTS:

Heather Green, 511 S. 32nd Street, stated she came to listen to the creek and river protection amendment that was proposed and that she is in favor of it. Ms. Green stated that the streams and creeks provide absorption and filtration as well as waterways for the aquatic life.

Ms. Green added she is shocked at what is going to happen at Catoctin Corner if there is not going to be a buffer and asked that the Planning Commission look into any type of protection that can be permitted there.

CHAIRMAN'S COMMENTS & COUNCIL REPRESENTATIVE'S REPORT:

Council member Grim stated Council had their first meeting and looks forward to discussing priorities at the strategic planning session in September. Council member Grim stated she met with Daniel Galindo and is concerned there is a lot to do and Council will need to fix this to be able to move forward. Council member Grim added Council is aligned with the items on the priority list and talked about getting staff support to make it possible to continue moving forward.

Chairwoman Stein encouraged members to attend the strategic planning session in September to hear Council's priorities and reminded the Commissioners to read the Town Attorney's memo on proffers which will impact how the Town does business for rezonings.

PLANNING COMMISSIONERS COMMENTS:

None

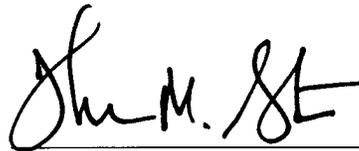
APPROVAL OF MINUTES:

a) June 16, 2016 Regular Meeting

Commissioner Stinnette made a motion to approve the June 16, 2016 regular meeting minutes. The motion was seconded by Commissioner Van Istendal and passed with Chairwoman Stein abstaining since she was absent.

ADJOURNMENT:

With no further business, Chairwoman Stein made a motion to adjourn the meeting at 8:22 PM.



Theresa Stein, Chair


Diana Hays, Town Clerk

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