

**MINUTES
PLANNING COMMISSION WORK SESSION
JULY 28, 2016, 7:00 PM
TOWN HALL HERITAGE ROOM**

The work session of the Planning Commission convened at 7:00 PM in the Heritage Room:

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

ABSENT: Chip Paciulli, Planning Commissioner

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

CALL TO ORDER:

The work session of the Planning Commission was called to order by Chair Stein at 7:00 PM.

OATHS OF OFFICE:

Mayor Fraser issued oaths to the new Planning Commissioners – Brittany Adkins, David Estey, and Kelli Grim. Commissioners Stinnette and Stein were not issued oaths since they were reappointments.

CHAIRWOMAN'S COMMENTS:

Chair Stein thanked the new commissioners for their service to the Planning Commission.

Chair Stein stated the Planning Commission will be meeting every Thursday through September.

Dan Galindo talked about the appointment of Britt Adkins who will officially take her seat on Sept. 1 however will listen in on the upcoming meetings until then.

**DISCUSSION OF REVISED DRAFT SUMMARY FOR ROUND 3 OF THE
COMPRHENSIVE PLAN UPDATE:**

Dan Galindo summarized the document and asked the Planning Commissioners for their comments, and added the document will go out to Town Council and committees tomorrow. Commissioner Grim stated she does not feel the document is ready to be rolled out to the community at this time. Dan Galindo restated that the document will go to Council and committees and they will be provided with a two week time frame to send their comments.

Commissioner Stinnette suggested striking the second paragraph on page 80 and suggesting stating something more specific.

Chair Stein stated that it would be helpful to summarize at the beginning of each section what was said with the supporting data behind it.

**DISCUSSION OF DRAFT COMMUNICATIONS AND OUTREACH PLAN FOR
THE COMPREHENSIVE PLAN UPDATE:**

Dan Galindo talked about the plan presented and asked about a participation goal then summarized past participation. Discussion took place on whether future presentations would involve citizen feedback and the deliverables going forward to Town Council based on what the community input has been so far before rolling it out to the community. Commissioner Stinnette stated that going forward everything needs to be counted in terms of engagement. Dan Galindo talked about presenting the information to Town Council so that it becomes public knowledge. The following week would then include a presentation to the community. After discussion, Dan Galindo summarized that the Planning Commission would like to allow the Council to review the documents with the Planning Commission, provide feedback, change the documents based on the feedback, provide the summary of the changes to the documents and provide the next steps. The Commissioner's had extensive discussion on the scheduling of the public meetings and decided on Sept. 8 as a joint informational meeting, Sept. 13 as a Council informational meeting, and Sept. 24, 26 and 29 as public events with no work session on the 29th.

Commissioner Grim requested to see the email list of who is receiving the information and offered several Council members to do personal community outreach and will look into door hangers.

Commissioner Stinnette stated he would provide language for key messages from the actual report in regards to projected population and employment growth.

Chair Stein talked about possibly joining Loudoun County's Planning Commission and Mike Chandler who will be talking about the role of a Planning Commissioner. She will provide more information at an upcoming meeting.

**DISCUSSION OF CURRENT PLANNING DOCUMENTS: DEMOGRAPHICS
AND HOUSING:**

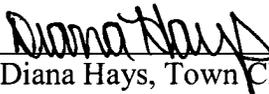
No discussion.

ADJOURNMENT:

With no further business, Commissioner Van Istendal made a motion to adjourn the meeting at 8:48 PM. The motion was seconded by Commissioner Grim and passed unanimously.



Theresa Stein, Chairman



Diana Hays, Town Clerk