

**MINUTES  
PLANNING COMMISSION REGULAR MEETING  
OCTOBER 20, 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:** Chip Paciulli, Vice Chairman/Planning Commissioner  
Tip Stinnette, Planning Commissioner  
EJ Van Istendal, Planning Commissioner  
Britt Adkins, Planning Commissioner  
David Estey, Planning Commissioner  
Kelli Grim, Planning Commissioner and Council Liaison

**ABSENT:** Theresa Stein, Chairman

**STAFF:** Daniel Galindo, AICP, 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 Chip Paciulli, Vice Chairman, at 7:00 PM. The Pledge of Allegiance followed.

**AGENDA AMENDMENTS:**

Daniel Galindo stated that a Supplemental Agenda was sent out as Information Item d) for Real Parties in Interest Zoning Text Amendment.

**COMMISSIONER DISCLOSURES:**

Commissioner Grim stated she attended the pre-application meeting with the owner and developer of the Ball property with staff also in attendance.

**PUBLIC HEARING:**

None

**PRESENTATIONS:**

None

**DISCUSSION ITEMS**

Vice Chairman Paciulli stated that Chairman Stein would like to consider a motion to cancel the December 15<sup>th</sup> regular meeting and assumes to also cancel the work sessions for December 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>. Daniel Galindo noted that no work sessions are currently scheduled for the 22<sup>nd</sup> or 29<sup>th</sup>.

Commissioner Stinnette made a motion that the Planning Commission forego the December 15, 2016 meeting. The motion was seconded by Commissioner Van Istendal and approved unanimously with one absent.

Vice Chairman Paciulli asked about proceeding with the stream setbacks, the downtown building heights, screening and establishing maximum clearing areas. Commissioner Grim shared the resolution that was passed by Council, and talked about adding the C-4 zoning height. Vice Chairman Paciulli suggested keeping each of the Commissioners updated via email and would like to keep Chairman Stein involved since she has experience. Commissioner Grim stated per FOIA guidelines that emails need to go directly to Commissioner Paciulli copying the Planning Commission so it is not considered group communication.

Vice Chairman Paciulli talked about building heights being simpler than the plantings/buffering item to move forward and will continue to work with Chairman Stein if she agrees.

Vice Chairman Paciulli stated concern to an email from Patrick Sullivan about the properties in Town that were subdividable and continued further discussions via email. Commissioner Stinnette asked if this item would require action from the Planning Commission or should it be addressed in the comprehensive plan. Vice Chairman Paciulli stated he felt it should be addressed briefly in the comprehensive plan. Commissioner Stinnette and Commissioner Grim agreed and talked about the affected properties.

**ACTION ITEMS:**

None

**INFORMATION ITEMS:**

**a) Status of Priority Work Items**

Daniel Galindo stated he has nothing to add other than what is included in the staff report.

Commissioner Grim stated that in working with the Town Attorney, she is working to draft items about the floodplain ordinance.

**b) SUP16-03 – Mary’s House of Hope, 781 S. 20<sup>th</sup> Street**

Daniel Galindo stated that the next three items would be before the Planning Commission at a Joint Public Hearing with Town Council on November 3<sup>rd</sup> and has provided relevant information to each application.

Daniel Galindo added the Town is working with Mary’s House of Hope to sell the land to them and one of the issues is that even though it is transitional housing, has not been in compliance with the zoning ordinance. The proposed application would bring them into compliance.

Commissioner Estey asked about the fees being waived for this application and if this is a normal process. Commissioner Stinnette stated the SUP is not about the purchase of the property but to lock in the land use for the property. Daniel Galindo added that since the Town initiated this there is no fee.

**c) SUP16-04 – Makersmiths, 785 & 787 S. 20<sup>th</sup> Street**

Commissioner Estey asked if there is a long term plan as to what the Makersmiths will do in the future. Daniel Galindo stated that Makersmiths approached the Town about locating in Purcellville specifically at this location, so the Town has entered into preliminary discussions about what a lease would entail. Commissioner Estey asked about making the parcel that Makersmiths wants to use into one parcel so the rest of the land could be used for other uses. Daniel Galindo added that staff has discussed whether to limit the use through the leasing process but feels it is cleaner to authorize the use for the site and that the Town would also have control over it through the lease. Commissioner Grim stated she would forward the report.

**d) OA16-02 – Disclosure of Real Parties in Interest Zoning Text Amendment**

Daniel Galindo stated that all of the information provided from the Town Attorney was originally shared with the Town Council and that the Town Attorney wants to make a minor change which will be forwarded prior to the public hearing if anything changes from the draft.

Vice Chairman Paciulli stated that the document seems specific and appropriate and asked if there was any way that the Town Attorney could create a list of conflict triggers instead of asking about various situations. Daniel Galindo stated he feels Ms. Hankins may rather leave it as a case by case basis.

Commissioner Grim added that Council will be discussing whether to add this to the Code of Conduct as other municipalities do. Commissioner Stinnette agreed however would not want it included in the zoning ordinance or any other Town documents.

**CITIZEN COMMENTS:**

None

**COUNCIL REPRESENTATIVE'S REPORT:**

Commissioner Grim stated the Commissioners have a copy of the resolution that was recently passed and there will be a more formal policy regarding pre-application meetings and other standard procedures.

**CHAIRMAN'S COMMENTS:**

None

**PLANNING COMMISSIONERS COMMENTS:**

None

**APPROVAL OF MINUTES:**

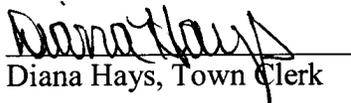
None

**ADJOURNMENT:**

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 7:43 PM. The motion was seconded by Commissioner Adkins and carried 6-0 with 1 absent.



Chip Paciulli, Vice Chairman



Diana Hays, Town Clerk