



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

March 17, 2016

7:00 p.m.

- 1) **Call to Order** – Chair Doug McCollum
- 2) **Pledge of Allegiance**
- 3) **Agenda Amendments** (Planning Commission and Staff)
- 4) **Commissioner Disclosures**
- 5) **Public Hearings**
 - a) None Scheduled
- 6) **Presentations**
 - a) None Scheduled
- 7) **Discussion Items**
 - a) Comprehensive Plan Update Status Report
- 8) **Action Items**
 - a) None Scheduled
Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 9) **Information Items**
 - a) Subcommittee Report on Zoning Ordinance Article 14 (Stream and Creek Buffer)
- 10) **Citizen Comments** – All citizens who wish to speak about an item or issue that is not listed for a public hearing will be given an opportunity to speak (3 minute limit per speaker).
- 11) **Chairman’s Comments & Council Representative’s Report**
- 12) **Planning Commissioners’ Comments**
- 13) **Approval of Minutes**
 - a) March 3, 2016 Regular Meeting and Work Session
- 14) **Adjournment**

If you require any type of reasonable accommodation as a result of physical, sensory or mental disability in order to participate in this meeting OR if you would like an expanded copy of this agenda, please contact Tucker Keller at (540) 338-2304 at least three days in advance of the meeting. Expanded copies of the agenda may not be available the night of the meeting, please request a copy in advance.

USE OF ELECTRONIC DEVICES DURING MEETINGS For the comfort and consideration of others, all cellular phones must be turned off and cannot be used in the Council Chambers. Pagers must be set on silent or vibrate mode. This is requested because of potential interference with our recording devices and the transmittal of our hearing impaired broadcast.

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STAFF REPORT
DISCUSSION ITEM

Item # 7a

SUBJECT: Comprehensive Plan Update Status Report

DATE OF MEETING: March 17, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

SUMMARY:

Staff and members of the consultant team will lead a discussion of the current status of the comprehensive plan update project.

BACKGROUND:

Our original goal was to have a full written report on the findings of the first round of public input as well as the forces and trends currently affecting the Town prepared prior to the March 19th workshops. However, we have determined that we will not be able to complete such a report this week and still adequately prepare all of the materials for this week's workshops. In retrospect, being forced to reschedule the first workshops from January 23rd to February 6th due to the blizzard and then deciding to extend the response deadline from February 26th to March 4th simply did not leave us with sufficient time to complete all of these products in a final, polished form.

In addition, there was a sharp spike in survey responses near the March 4th deadline. While approximately 60 people had responded to the online survey as of noon on March 3rd, another 120 or so responses were then received in the short time window before the survey closed. This last minute spike in responses further strained our ability to process all of the first round data in the limited time available before the upcoming workshops.

At this point, we are prioritizing the preparation of the presentation and printed materials for the March 19th workshops. While we won't have a formal written report prepared prior to the Planning Commission's March 17th meeting, Emily Crow will be presenting the results of the first round of responses to the Commission using the PowerPoint that she is preparing for the upcoming workshops. This presentation will also report on the findings of our research on the forces and trends currently affecting the Town.

During the Planning Commission meeting, we also plan to discuss the timeline and format of the March 19th workshops with the Planning Commission, and we will be otherwise available to respond to any questions or concerns that the Commission may have.



STAFF REPORT
INFORMATION ITEM

Item # 9a

SUBJECT: Subcommittee Report on Zoning Ordinance Article 14 (Stream and Creek Buffer)

DATE OF MEETING: March 17, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

BACKGROUND:

Commissioner Paciulli will inform the Planning Commission about the newly created Subcommittee's work on Article 14 of the Zoning Ordinance which regulates buffering along streams and creeks.

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**MINUTES
PLANNING COMMISSION REGULAR MEETING
MARCH 3, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

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

PRESENT: Doug McCollum, Chairman
Theresa Stein, Vice Chair
Chris Bledsoe, Planning Commissioner (arrived 7:33 PM)
Chip Paciulli, Planning Commissioner
Nedim Ogelman, Planning Commissioner (arrived 7:10 PM)
Tip Stinnette, Planning Commissioner

ABSENT: EJ Van Istendal, Planning Commissioner

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 Chairman McCollum at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

Commissioner Paciulli noted he was contacted by Bill Hombach on 20th Street about R3A regarding his experience with rezoning.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

- a) Prioritization of Projects

Daniel Galindo referenced the staff report and added that items one through four have been previously prioritized while the others have not, and offered to take questions from the Commissioners about prioritizing the projects.

Commissioner Stinnette ranked the items to his preference as follows: 1) Comprehensive Plan Update, 2) Accessory Dwelling Standards, 3) Floodplain Regulations, 4) Tree Preservation Regulations and Environmental Regulations (combined items 4 & 6), 5) Sign Regulations, 6) Civil Penalties, 7) Other Issues.

Commissioner Paciulli stated he would like to discuss how to approach each of the items and a process that may help staff with the simpler items to alleviate some of the work load from staff. Commissioner Paciulli passed out a couple of pages from the zoning ordinance and a map of floodplains around Purcellville. He then talked about the Town ordinance referencing the 100 foot buffer and requested that the Commission come up with wording for staff review. Chairman McCollum referenced item seven pertaining to Floodplain Regulations where that is talked about. Commissioner Paciulli further discussed the stream and creek buffer regulation. Commissioner Paciulli suggested that the Commission work to revise the ordinance and present to staff for review.

Chairman McCollum talked about the combination of the Tree and Beautification Committee with an Environmental Sustainability Committee which he believes may take on new responsibilities to include things like environmental and floodplain regulations. Commissioner Stein stated she and Commissioner Paciulli could form a subcommittee and draft something to present to staff concerning environmental regulations and tree preservation regulations; however, this would not include flood plain regulations. Chairman McCollum confirmed that the Planning Commission agreed to create a subcommittee consisting of Vice Chair Stein and Commissioner Paciulli to address the Tree Preservation Regulations and the Environmental Regulations which will work on a proposal for modification of the current regulations and present to staff for review. Vice Chair Stein suggested forwarding it to the Tree and Beautification Committee for review before having the Planning Commission review. Chairman McCollum stated, via a request from Commissioners Bledsoe and Ogelman, that the proposal will be brought to the Planning Commission and staff before going to the Tree and Beautification Committee.

Chairman McCollum stated he feels the civil penalties, sign regulations, and accessory dwellings are important matters and talked further about each item.

The Planning Commission talked about the Existing and Anticipated Legislative Applications as listed. Daniel Galindo noted that the first three items have received the first round of review comments and none have resubmitted anything in response.

Commissioner Stein prioritized the items as follows: 1) Comprehensive Plan Update, 2) Civil Penalties, 3) Sign Regulations, 4) Accessory Dwellings, and 5) Environmental Issues.

Daniel Galindo added that the Floodplain Regulations do have a deadline and should be number two. A final draft of the changes is needed for review. Daniel added that a draft of Civil Penalties does exist and noted that Sign Regulations are important because of the constitutional issues involved and the troublesome processes in it.

Commissioner Ogleman added he feels that the Accessory Dwelling Standards will have the greatest impact on citizens of the Town, and it would be valuable to have input from citizens throughout the comprehensive plan review. Daniel Galindo prioritized the items by the amount of work that has been done; 1) Comprehensive Plan Update, 2) Floodplain Regulations; and the rest of the items moved down accordingly.

Commissioner Stinnette recommended tiering the items. Chairman McCollum stated he would not rate the Comprehensive Plan Update in the tier since it is already being worked on and ranked Civil Penalties, Sign Regulations and Accessory Dwelling Standards as the top three. The Commissioners agreed, and Chairman McCollum added he would report to Council that the priorities are tiered with tier one including Civil Penalties, Sign Regulations and Accessory Dwelling Standards, and add that the Tree Preservation Regulations and Environmental Regulations have been delegated to the subcommittee and Floodplain Regulations being last.

ACTION ITEMS:

None

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

CHAIRMAN'S COMMENTS & COUNCIL REPRESENTATIVE'S REPORT:

Chairman McCollum stated that the prior discussion will be reported to Council next Tuesday.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Ogelman stated that, provided the subcommittee is with two Commissioners and no public notice constraints apply, he feels it is important for there to

be clear communication with the Planning Commission on what is coming out of the meetings.

APPROVAL OF MINUTES:

- a) February 18, 2016 Regular Meeting

Commissioner Stinnette made a motion that the Planning Commission approve the minutes for February 18, 2016 wave reading. The motion was seconded by Commissioner Stein and approved unanimously.

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 8:03 PM. The motion was seconded by Commissioner Ogelman and approved unanimously.

Doug McCollum, Chairman

Diana Hays, Town Clerk

Section 1. Purpose and intent.

The Stream and Creek Buffer is established to govern the construction of buildings, structures, parking, and other impervious surfaces in areas adjacent to major stream areas draining greater than 640 acres and minor stream areas draining less than 640 acres, but more than 100 acres by providing for a setback area from the channel scar line in which construction of improvements would not occur except as set forth below. These streams and creeks within the Town of Purcellville Corporate limits include, but are not limited to the South Fork of Catoctin Creek, North Fork of Goose Creek and Crooked Run, as shown on the Town of Purcellville "Major & Minor Floodplains - Purcellville and JLMA" map.

The intent is to (1) promote water quality and the preservation of significant environmental resource areas, wildlife habitat and corridors, and native vegetation areas; (2) protect and enhance water and groundwater recharge processes by protection of the natural capacity of vegetative areas along rivers and creeks to filter and purify stormwater runoff; (3) protect aquatic environments from the warming effects of solar radiation by preserving riparian tree canopy cover; (4) promote tourism and high quality corporate investment by maintaining to the extent reasonably possible, existing high water quality; (5) to maintain the scenic beauty of the streams of Loudoun County; and (6) implement the comprehensive plan. (Ord. No. 09-09-01, § I, 9-8-2009)

Section 2. Stream and Creek Buffer established.

The following setbacks are established along major and minor streams and creeks in areas where the 100-year floodplain is less than the setbacks provided below:

1. *Major stream buffer.* For streams with major floodplains (streams where the watershed is greater than 640 acres): A minimum of 100 feet on each side of the creek measured from the channel scar line of each creek or stream.
2. Within the 100 foot buffer, a streamside forested area of at least 25 feet on each side of the creek or stream shall be provided. The streamside forested area shall consist of mature trees where they exist prior to the development of a property and shall be supplemented with new tree plantings if required by the town. When no mature trees exist, the streamside forested area shall be created with new tree plantings. All new tree plantings shall comply with the minimum size requirements for plantings found in article 7 of this ordinance. New tree plantings shall be of a species compatible with the stream, creek, and/or wetlands. Unless otherwise exempted by this ordinance, land uses permitted within the streamside forested area shall be limited to pedestrian footpaths (preferably constructed of a porous material); well designed watercourse crossings, designed in accordance with accepted Best Management Practices; passive recreation areas such as gazebos or benches; and other such uses, as determined by the zoning administrator, which do not negatively impact the adjoining stream, creek, or wetlands.

Need
work →

3. *Minor stream buffer.* For streams with minor floodplains (streams with a watershed of less than 640 acres, but greater than 100 acres): A minimum of 35 feet on each side of the stream or creek measured from the channel scar line of the stream or creek.
4. Where wetlands exist adjacent to a major or minor stream buffer, a setback of at least 35 feet shall be maintained from all wetlands for all structures and impervious surfaces. When any part of this ordinance requires a setback of more than 35 feet, the larger setbacks shall be provided.

(Ord. No. 09-09-01, § I, 9-8-2009)

Section 3. Effect of buffer.

The construction of buildings, structures, impervious parking lots, or other impermeable surfaces within the stream and creek buffer is prohibited, except as stated herein. Existing buildings and structures within the stream and creek buffer are not considered nonconforming, i.e., they can be added to and, if destroyed by fire or casualty, they can be rebuilt to the same or an equivalent footprint. The town encourages the growth, through plantings or natural succession, of vegetative and forestal cover within the Scenic Creek Buffer area.

(Ord. No. 09-09-01, § I, 9-8-2009)

Section 4. Development criteria.

The stream and creek buffer is not intended to, and shall not, limit development density (gross floor area or units per acre) otherwise allowed on land within the stream and creek buffer area, and off-street parking requirements shall be reduced as necessary to accommodate the buffer without limiting such otherwise permitted development. The stream and creek buffer shall be administered like any other setback provided for in this ordinance in allowing otherwise developable land within the setback area to be counted for density computation purposes and applied toward the construction of improvements outside the setback area.

(Ord. No. 09-09-01, § I, 9-8-2009)

Section 5. Exceptions.

Public utility installations, road crossings and driveways shall be permitted subject to applicable federal and state regulations, to this ordinance, and to such performance standards as may be contained in the facilities standards manual.

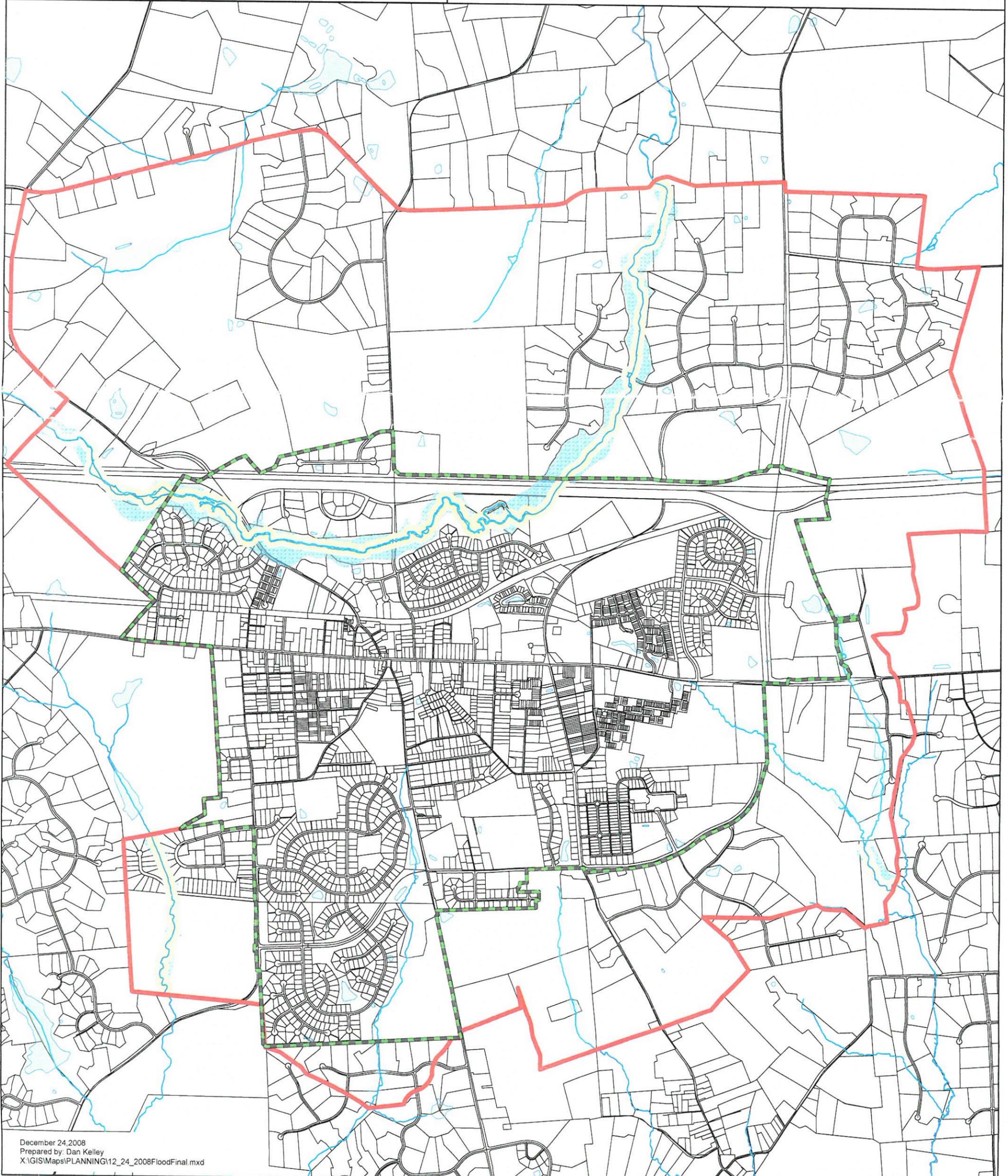
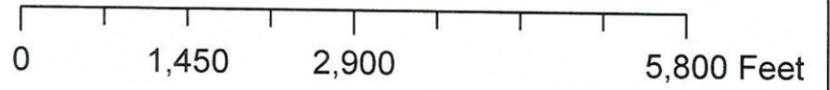
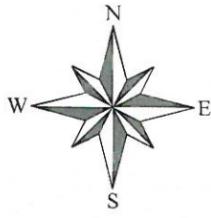
(Ord. No. 09-09-01, § I, 9-8-2009)

- needs to coordinate with art 12 Floodplain & others ? & definitions

Major and Minor Floodplains Purcellville and JLMA

Legend

- Town Boundary
- JLMA Boundary
- Streams
- 100 foot buffer
- 35' Buffer
- parcels
- Minor Floodplain (≤ 640 acres)
- Major Floodplain (>640 acres)
- Water Bodies
- Roads



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**MINUTES
PLANNING COMMISSION WORK SESSION
MARCH 3, 2016
TOWN HALL COUNCIL CHAMBERS**

The Work Session of the Purcellville Planning Commission convened at 8:03 PM and the following attended:

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

ABSENT: EJ Van Istendal, Planning Commissioner

STAFF: Daniel Galindo, Senior Planner
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER:

The work session of the Planning Commission was called to order by Chairman McCollum at 8:03 PM.

CHAIRMAN'S COMMENTS:

None

DISCUSSION OF COMPREHENSIVE PLAN OUTREACH METHODS:

Daniel Galindo confirmed that there would be a presentation given every 30 minutes at the March 19th comprehensive plan update meetings. The presentations would likely be given by the consultant. Daniel added that there will be tables set up and people can leave written comments in the same manner as the last meeting. Directions will be provided at each table. The presentations will take place in one of the other conference rooms.

Commissioner Stinnette passed out an example chart and talked about the two strategies to rebut a report with the first being to rebut the findings of the report and the second being to rebut the process of the report, which is the easier of the two. Commissioner Stinnette talked about reaching targets at the end of the process and effectively engaging people, and the importance of getting a lot of input throughout the process.

Chairman McCollum asked about basing targets off of people that live in the Town. Commissioner Stinnette added that can be shown; however, it would make it more difficult to aggregate and report the numbers. Chairman McCollum added that at February's sessions, some people did not sign in for sessions making attendance lower than it actually was. Commissioner Ogelman stated he likes the idea and does not feel that the specifics of the numbers are as important as setting down a baseline and updating it throughout the process. Further discussion took place about sign in's and actual attendees at February's meetings and how this would be conducted at the March meetings. Commissioner Ogelman talked about establishing a baseline which is as valuable to the process as to the end result. Further discussion took place about establishing a benchmark.

Chairman McCollum stated he would like to discuss attendance further after the meetings on March 19 and then take Commissioner Stinnette's engagement target process and see how it can be modified. Commissioner Bledsoe talked about ways to increase attendance as well as outreach. Commissioner Ogelman agreed with Commissioner Bledsoe in moving forward with outreach to see what kind of input is obtained and then make adjustments afterwards.

Commissioner Stinnette stated he feels a trifold, business card or schedule would be helpful for the eighteen months as the handouts are good for just items being discussed at the current time. Daniel Galindo added he could speak with the consultant about this and added it is important to know when more outreach is needed. Daniel stated there are at least 153 confirmed people that have been involved with the process and at least 200 people in the community have heard about it. Daniel talked further about the community outreach done so far. Commissioner Ogelman noted he agrees with all of the community outreach methods but believes that efforts may need to be updated based on what is happening.

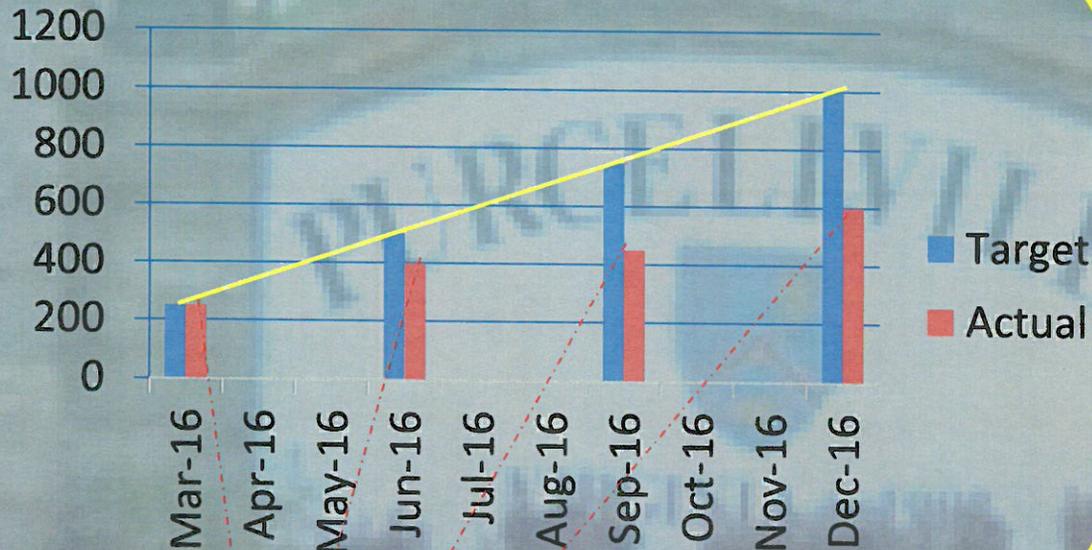
ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 8:55 PM. The motion was seconded by Commissioner Ogelman and approved unanimously.

Doug McCollum, Chairman

Diana Hays, Town Clerk

Comprehensive Plan Engagement Targets



May 2012

- 4,932 Registered Voters
- 867 Votes Cast (17%)
- Recommend:
 - Based Upon Approximately 5,000 Registered Voters
 - 1,000 Target Voter Engagement (20%)

Recommend 4 Levels of Outreach:

- Level One (100% of Target): In Accordance With Comprehensive Plan
- Level Two (80% of Target): Supplemental Staff Engagement (Town Marquees, Store Fliers & Press Releases)
- Level Three (60% of Target): Supplemental Commissioner Engagement (Store Front Outreach)
- Level Four (40% of Target): Supplemental Council Engagement (Talking Points)