



**PLANNING COMMISSION
SUPPLEMENTAL AGENDA**

June 16, 2016

7:00 p.m.

ADDITIONS TO REGULAR MEETING AGENDA

7) Information Items:

- d) Update of Planning Commission Ordinance

13) Approval of Minutes

- d) June 2, 2016 Regular Meeting

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**PLANNING COMMISSION
REVISED REGULAR MEETING AGENDA**

June 16, 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. Stream and Creek Buffer Zoning Text Amendment
 - b. C-4 Height Standards Zoning Text Amendment
 - c. Prioritization of Projects
 - d. *Update of Planning Commission Ordinance*
- 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. None Scheduled
- 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. *June 2, 2016 Regular Meeting*
- 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 # 7d

SUBJECT: Update of Planning Commission Ordinance

DATE OF MEETING: June 16, 2016

STAFF CONTACT: Daniel Galindo, AICP – Senior Planner

BACKGROUND

The Town is planning to update or create ordinances for our committees, commissions and boards (CCBs), and the staff members that serve as liaisons to the Town’s CCBs have been asked to review these ordinances and provide any suggested changes. I thought that the Planning Commission may have comments on its own ordinance, so I have provided the division of the Town Code detailing the Planning Commission’s organization and function with this staff report for the Commission’s review. Please be prepared to suggest and/or discuss any proposed changes at the Planning Commission’s June 16th meeting.

ATTACHMENTS

1. “Division 2. – Planning Commission” from Chapter 2, Article IV of the Town Code

DIVISION 2. - PLANNING COMMISSION

Sec. 2-331. - Reestablished.

The planning commission for the town is hereby re-created and reestablished.

(Code 1977, § 2-81)

State law reference— Authority to create planning commission, Code of Virginia, § 15.1-427.1.

Sec. 2-332. - Composition; appointment, qualifications and terms of members.

The number of members of the planning commission shall be seven. One of the members may be a member of the council, appointed by the council, whose term of office shall correspond to his official tenure of office as a councilmember. Such appointed members shall be residents of the town and shall be freeholders qualified by knowledge and experience to make decisions on questions of community growth and development. The term of office of the appointed members shall be as provided by the council and state law.

(Code 1977, § 2-82; Ord. No. 89-12, § 2-82, 11-14-89)

State law reference— Composition of local planning commissions and appointment, qualifications and terms of members thereof, Code of Virginia, § 15.1-437.

Sec. 2-333. - Members' oath of office.

Each member of the planning commission shall take an oath of office.

(Code 1977, § 2-83)

State law reference— Authority to require oath, Code of Virginia, § 15.1-437.

Sec. 2-334. - Compensation of members; reimbursement for expenses.

Members of the planning commission shall receive compensation for their services in such sums as may be provided for by the council. Such members shall be reimbursed by the town for actual expenses incurred by them in the exercise of their functions as members of the planning commission.

(Code 1977, § 2-84)

State law reference— Authority for above section, Code of Virginia, § 15.1-437.

Sec. 2-335. - General functions, powers and duties.

The planning commission shall have such functions and shall exercise such powers and duties as may be provided by state law.

(Code 1977, § 2-85)

State law reference— Powers and duties of local planning commissions, Code of Virginia, § 15.1-442 et seq.

Sec. 2-336. - Authority to create offices.

The planning commission may create such offices, other than those of chairman and vice-chairman, as it deems necessary, with the consent of the council.

(Code 1977, § 2-86)

State law reference— Election of chairman and vice-chairman and authority to create other offices, Code of Virginia, § 15.1-442.

Sec. 2-337. - Appointment of employees.

The planning commission may appoint such employees and staff as it deems necessary, with the consent of the council.

(Code 1977, § 2-87)

State law reference— Similar provisions, Code of Virginia, § 15.1-442.

Sec. 2-338. - Contracts with consultants.

The planning commission may contract with consultants for such services as it requires, with the consent of the council.

(Code 1977, § 2-88)

State law reference— Similar provisions, Code of Virginia, § 15.1-442.

Secs. 2-339—2-370. - Reserved.

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MINUTES
PLANNING COMMISSION REGULAR MEETING
JUNE 2, 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
Theresa Stein, Vice Chair
Chip Paciulli, Planning Commissioner
Nedim Ogelman, Planning Commissioner
Tip Stinnette, Planning Commissioner
Chris Bledsoe, Planning Commissioner
EJ Van Istendal, Planning Commissioner

ABSENT: None

STAFF: Daniel Galindo, 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 Chairman McCollum at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

Staff had no amendments.

Commissioner Paciulli stated he would like to add Building Heights in the Historic Town District for discussion. Chairman McCollum approved the item as number 7.b.

COMMISSIONER DISCLOSURES:

Commissioner Van Istendal stated he and Commissioner Bledsoe attended the land use class and thanked the Town for the opportunity.

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

a. Stream and Creek Buffer Zoning Text Amendment

Daniel Galindo stated he, the Zoning Administrator and the Director of Public Works reviewed the language at the request of the Planning Commission and the comments were provided and discussed. Daniel Galindo added he made a change to the subcommittee's draft which is provided with the staff report along with the Zoning Administrator's letter written to the Planning Commission. Chairman McCollum asked for comments on the proposed language from the subcommittee members, Commissioner Paciulli and Vice Chair Stein. Vice Chair Stein deferred to Commissioner Paciulli who described the intention of the draft.

Chairman McCollum asked about the process for existing situations as referenced on page two of the Zoning Administrator's letter. Daniel Galindo stated that would depend on the type of change. Also in reference to the Zoning Administrator's letter, Commissioner Ogelman asked about the term "land disturbance" being too broad and lacking clarity but "new construction" being clear. Daniel Galindo explained that new construction comes in with plans that can be reviewed where land disturbance with no definition could mean digging. Vice Chair Stein referenced Section 5-Exceptions and asked how the minimization is determined and reviewed and what the standards are. Daniel Galindo stated that any new construction being reviewed would go to the Zoning Administrator, and for immediate repairs, the Public Works Director reviews it and advises staff. The Commissioners further discussed the interpretation being left to one person. Commissioner Ogelman suggested trying to have the latitude be by delimiting more strictly that there are exceptions for emergencies for Public Works and to leave the SUPs in place.

Commissioner Paciulli talked about creating a fee structure. Commissioner Van Istendal stated he agrees and feels the SUP would create more of a barrier particularly with Scout projects, and suggested that examples of land disturbance be provided within the verbage. Chairman McCollum asked for a scope of determination for minimization and how the Zoning Administrator would make the determination. The Commissioners agreed that this would be helpful to have. Vice Chair Stein stated that if there will not be an SUP process that there may be a performance standard in place to determine if the impacts are minimized. Commissioner Paciulli requested a meeting to discuss the concerns. Daniel Galindo stated he can ask the Zoning Administrator to determine what minimization is. Chairman McCollum suggested that Commissioner Paciulli and Vice Chair Stein schedule a meeting with the Zoning Administrator and provide a list of criteria and issues concerning minimization then report back to the Planning Commission.

b. Height Standards in the Historic Town District

Commissioner Paciulli talked about concerns for permitted building heights in downtown Purcellville and referenced the comprehensive plan noting that the existing C-4 central commercial zoning district should be revised. Commissioner Paciulli referenced additional sections of the comprehensive plan relating to this item and the purpose of the district. Commissioner Paciulli added his objective is to have the building heights on 21st Street be the same as the existing buildings, and proposed having staff review the changes and provide feedback. Commissioner Stinnette talked about the process of building the comprehensive plan then crossing that into the zoning ordinance. Commissioner Stinnette talked about identifying disconnects between the planning document and the ordinance and then addressing the disconnects. Commissioner Paciulli agreed. Commissioner Van Istendal suggested getting an accurate measurement and moving forward from there. Commissioner Ogelman talked about getting the citizens input throughout the process of updating the zoning ordinance and comprehensive plan. Chairman McCollum suggested that each of the Commissioners send their concerns to Daniel Galindo to compile and then have them provided at an upcoming meeting for prioritization.

ACTION ITEMS:

None

INFORMATION ITEMS:

a. Status of Comprehensive Plan Update

Daniel Galindo noted there were 35 people who actively participated in the May 19th workshop at Town Hall. The next day the maps and input to date were reviewed to come up with three consolidated scenarios that were presented to the public on May 21st at the Music and Arts Festival which are also online. The visioning exercise was then posted online asking for people to respond to the different possible guiding principles for elements of the plan. Daniel Galindo added that the intent of the fourth round is to produce the results of round three and to test the scenarios regarding their potential fiscal and transportation impacts and then to report back to the community. Daniel Galindo stated that as of early March there had been 34 different outreach attempts and another 37 since March. Commissioner Ogelman asked about putting something in water bills as well as on sign boards and electronic signs. Daniel Galindo noted the community sign has been used for each meeting as well as ads placed in the paper and added that the electronic signs are mostly used for major events that impact getting around Town. Daniel added that there is a cost associated with putting something in the water bills which has not been budgeted for; however, he will look into the cost of an addition to the water bill. Commissioner Bledsoe requested a quote on placing something in an upcoming water bill.

CITIZEN COMMENTS:

Kelli Grim, Council member and citizen, came forward and talked about the stream and buffer item and stated she is happy it is being addressed. Ms. Grim stated she would recommend gathering information from surrounding municipalities to see what their ordinances say about this item. Ms. Grim added that she would be looking for a list of properties that this would affect and noted that some municipalities have it required that it is identified on their site plan when submitted. Ms. Grim stated that in 2009/2010 there was a sweeping change that took all of the Planning Commission oversight which is the knoll between the staff and the public and site plans, etc. were taken to what used to be the Planning Dept. to the Community Development Dept., and the Planning Commission does not oversee, look, comment or make any legislative decisions. She feels this is not a good spot for citizens. Ms. Grim talked about the height standards as well as the size of the C-4 district and recommended to see what was done in 2008 and what it said before. Ms. Grim added that citizens would not want to see more than two or three stories in the overall scheme. Ms. Grim stated that on the comprehensive plan review she thought there would be more public communication and talked about using HOAs and the water bill as a means of communication.

CHAIRMAN'S COMMENTS & COUNCIL REPRESENTATIVE'S REPORT:

Chairman McCollum stated that the visioning exercise stays open until June 17th. Chairman McCollum added that the Town has a new website and encouraged the Commissioners to review it and provide feedback. Chairman McCollum stated that as of July 1st when Commissioners Bledsoe and Ogelman are sworn in as Council members they are automatically off of the Planning Commission, and added his term ends June 30th.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Ogelman noted that at the last Comprehensive Plan Meeting he was troubled by how some discussion was framed by the lead speaker about the Town having no control over what happens to areas just outside of the Town. He does not believe that it is a good strategy to frame the discussion that way. Chairman McCollum added that he believes that came from the Virginia Supreme Court and the consultant was taking the framework from them. Commissioner Stinnette recommended that Commissioner Ogelman do the latest visioning exercise and added staff and the consultant have done a good job of framing this.

Vice Chair Stein stated that Loudoun County is doing their Comprehensive Plan and encouraged participation.

Commissioner Bledsoe stated he attended the State of the County by Chair Randall and noted there was emphasis on western Loudoun. Commissioner Bledsoe stated he completed the Certified Planning Commissioner course and was grateful for the

opportunity. Commissioner Bledsoe talked about the proposed development on Short Hill Mountain by AT&T to build a 3-acre building on the crest of the mountain and the concerns with the application. Commissioner Bledsoe suggested that at the next meeting the Planning Commission talking about providing comments on the process from a technical standpoint.

APPROVAL OF MINUTES:

a) May 5, 2016 Regular Meeting

Commissioner Stinnette made a motion that the Planning Commission approve the minutes of the May 5, 2016 meeting waive reading. The motion was seconded by Vice Chair Stein and approved unanimously.

Motion:	Commissioner Stinnette
Seconded:	Vice Chair Stein
Carried:	6-0-1 Abstain (Van Istendal)

ADJOURNMENT:

With no further business, Commissioner Bledsoe made a motion to adjourn the meeting at 8:44 PM. The motion was seconded by Commissioner Ogelman and approved unanimously.

Doug McCollum, Chairman

Diana Hays, Town Clerk