

**MINUTES
PLANNING COMMISSION REGULAR MEETING
SEPTEMBER 15, 2016, 7:00 PM
TOWN HALL COUNCIL CHAMBERS**

The Planning Commission Work Session of the Purcellville Planning Commission convened at 7:00 PM in Council Chambers:

PRESENT: Theresa Stein, Chairman
Chip Paciulli, Planning Commissioner
Tip Stinnette, Planning Commissioner
EJ Van Istendal, Planning Commissioner
David Estey, Planning Commissioner
Britt Adkins, Planning Commissioner
Kelli Grim, Planning Commissioner and Council Liaison

ABSENT: None

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

AGENDA AMENDMENTS:

Daniel Galindo recommended adding under Action Items, Item A, to Schedule a Special Meeting for September 24 and September 29.

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARING:

None

PRESENTATIONS:

None

DISCUSSION ITEMS

None

ACTION ITEMS:

a) Scheduling of Special Meetings on September 24 and September 29

Daniel Galindo talked about the ability of Boards to meet with other Boards and stated that the Town Attorney has recently advised that for any item that the other body might discuss in the future, the body cannot take part in the conversation outside of one of their regular or special meetings. Mr. Galindo added that Town Council approved a list of special meetings that coincide with the Planning Commission Work Sessions and Comprehensive Plan Workshops so that Council members can attend and discuss the item.

Daniel Galindo recommended that for the two workshops on September 24 and the workshop on September 29 that the Planning Commission make a motion to schedule those as special meetings.

Chairman Stein made a motion that the Planning Commission schedule special meetings for September 24th, 2016 from 10:00 AM to 12:00 PM at the Carver Center, September 24, 2016 from 2:00 PM to 4:00 PM at the Carver Center and September 29, 2016 from 7:00 PM to 9:00 PM at Town Hall. The motion was seconded by Commissioner Stinnette and passed unanimously.

INFORMATION ITEMS:

a) Status of Priority Work Items

Daniel Galindo stated per Commissioner Grim's request that he has added titles to the codes for the legislative applications.

Commissioner Grim stated that the Town Council is reviewing the Steam Buffer issue as well as other priorities which will be discussed at the next meeting. Commissioner Grim added the item was removed from the public hearing by the Town Manager for reasons of not being sure how the Town Council's procedures may change when an ordinance change or revision came from the Planning Commission. Commissioner Grim added that during Council's Strategic Planning Session it was determined that it will go on Council's next agenda so it can be moved forward.

Commissioner Paciulli stated it is not inappropriate for the Planning Commission to initiate items. Commissioner Grim stated she feels the Town Manager needs the Council to provide the direction that the Planning Commission can initiate items so that the

procedure is clarified and the Planning Commission can move it forward to a public hearing.

Commissioner Stinnette asked if the Planning Commission can currently initiate items or if they have to go through Council. Commissioner Grim stated that is what the Council will decide so the Town Manager and staff is aware of how to proceed.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim stated the Council held their Strategic Planning Session and thanked Chairman Stein for providing a great presentation on where the Planning Commission is. Commissioner Grim added the joint meeting was well attended and hopes to get some of the priority items up and running.

CHAIRMAN'S COMMENTS:

Chairman Stein stated she attended the Strategic Planning Session and provided a progress report of what the Planning Commission has been doing. She also stated that she provided Council with an Annual Report for the Planning Commission.

PLANNING COMMISSIONERS COMMENTS:

Commissioner Paciulli talked about a resident that came to the Planning Commission less than two years ago about child care and changes about the rules between the state and the town. The resident presented her concerns, and the Planning Commission worked on a new ordinance and a public hearing was held. From there it went to the Town Council who approved the same, and then the resident made the application to the Town so she could have a special exception and was just approved by the Board of Zoning Appeals. Commissioner Paciulli stated he feels that as a body they should listen when a resident comes to the Planning Commission.

Commissioner Grim stated she attended that BZA public hearing and feels the impacts for six additional children in a home daycare compared to a four story hotel in a mixed-use commercial or busy roadway doesn't seem that it follows the examination of what proper planning may be. Commissioner Grim requested a copy of the Annual Report mentioned by Chairman Stein. Commissioner Grim stated she brought a sample of a door hanger that was talked about for the upcoming sessions and has a copy of everything from 1986 to date of all that took place between the Town and the County with PUGAMP and annexation agreements.

APPROVAL OF MINUTES:

- a) **August 25, 2016 Work Session**
- b) **September 1, 2016 Regular Meeting**

Commissioner Van Istendal made a motion to approve the minutes and waive reading. The motion was seconded by Commissioner Stinnette and approved unanimously.

ADJOURNMENT:

With no further business, Chairman Stein made a motion to adjourn the meeting at 7:21 PM.



Theresa Stein, Chairman



Diana Hays, Town Clerk