PLANNING COMMISSION
REGULAR MEETING AGENDA

August 3, 2017
7:00 p.m.

1) **Call to Order** –Chairman Theresa Stein

2) **Pledge of Allegiance**

3) **Agenda Amendments** (Planning Commission and Staff)

4) **Commissioner Disclosures**

5) **Public Hearings** - None Scheduled

6) **Presentations** - None Scheduled

7) **Discussion Items**
   a) None

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** - Status of work priority items

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) **Council Representative's Report**

12) **Chairman's Comments**

13) **Planning Commissioners' Comments**

14) **Approval of Minutes**
   a) [i] July 6, 2017 Regular Meeting, [ii] July 13, 2017 Workshop, [iii] July 20, 2017 Regular Meeting, [iv]July 20, 2017 Workshop, [v] July 27, 2017 Workshop.

15) **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 the Department of Community Development 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.

MINUTES
PLANNING COMMISSION REGULAR MEETING
JULY 6 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

PRESENT:	Theresa Stein, Chairman Chip Paciulli, Vice Chairman/Planning Commissioner Tip Stinnette, Planning Commissioner Kelli Grim, Planning Commission/Council Liaison
ABSENT:	EJ Van Istendal, Planning Commissioner Britt Adkins, Planning Commissioner David Estey, Planning Commissioner
STAFF:	Patrick Sullivan, AICP, Director of Community Development Michele Snyder, Planning Associate

CALL TO ORDER OF REGULAR MEETING:

Chairman Stein called the Planning Commission Regular Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

Patrick Sullivan stated that the minutes from the June 20, 2017 meeting are not yet available for approval.

Commissioner Paciulli noted that the Mayor requested in a newsletter that the Planning Commission appoint someone to a Train Station Advisory Board.

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

a) Process to Review Comprehensive Plan Draft

i) Frequency of Meetings

ii) Subcommittees

Chairman Stein stated she requested this item be added to the agenda so the Commissioners could discuss how to review the draft in light of the schedule. Chairman Stein suggested breaking up into subcommittees and discuss sections of the comprehensive plan so that it can be reviewed and on target.

Commissioner Grim noted the staffing issues and added that the Interim Town Manager and Patrick Sullivan are working diligently on. Commissioner Grim stated she would prefer to not see any type of subcommittee going forward for the purpose that it has been since February since the Comprehensive Plan has been discussed. Commissioner Grim stated she feels going line by line would be more productive as a full body. Commissioner Grim also stated a calendar would be helpful showing the meetings when and how they would continue.

Chairman Stein asked why the old plan should be reviewed with the new one in the process. Commissioner Grim stated she did not say to review the old plan and that it is not the old plan but the current comprehensive plan. Commissioner Grim stated that what she has seen that the consultants have pushed out disregards that there is a plan in existence.

Commissioner Stinnette asked if the final markup from the consultant has been received. Patrick Sullivan stated that it is expected tomorrow. Commissioner Stinnette added that he assumes the Town has some recourse with the contractor if they do not deliver to expectations. Patrick Sullivan stated he is not sure but would check. Commissioner Stinnette stated he would like to get the baseline version distributed as soon as possible to the Planning Commission. Commissioner Stinnette noted there are ten opportunities to meet between today and September 14th meeting once per week. Commissioner Stinnette added he feels that the Introduction and Framework sections could be combined into one review for the first meeting, General Development at the second meeting, Sustention at the third meeting, Change at the fourth meeting, Implementation at the fifth meeting, Sustain at the sixth meeting. After the review meetings, Commissioner Stinnette added it would go to Patrick Sullivan to forward to the contractor. Commissioner Stinnette proposed using the time from August 31st and September 20th to develop the presentation for the work shop and get Council's feedback. Commissioner Stinnette stated he feels keeping Town Council informed during the process is important to keep moving forward.

Chairman Stein confirmed that Commissioner Stinnette stated the Planning Commission would do their review then take it to Town Council. Commissioner Stinnette stated he recommended that the Planning Commission go through the document and make changes as a group then send

the changes to the contractor to incorporate. Commissioner Stinnette stated he feels that there should be a process which briefs Town Council before going to the public workshop.

Commissioner Grim stated, as a Council member, that the ordinance shows a majority of what the Council members are like-minded about which is reflected in the sessions that the citizens went through. Commissioner Grim stated she sees the Planning Commission as a positive advisory group to the Town Council understanding what the majority of the Town Council's views are to mirror what the residents voted for and provided input on. Commissioner Grim added that it is her goal to be sure the document is crafted in an effort to not be vetoed.

Chairman Stein suggested meeting every Thursday and adding work sessions after each regular meeting, and requested that staff proceed with scheduling the meetings.

Discussion took place about the budget and the contractor invoice. Commissioner Stinnette expressed concerns with paying the invoice without additional detail.

b) Review of Comprehensive Plan Draft

c) Status of Priority Work Items

Patrick Sullivan requested an update from Chairman Stein on the items. Chairman Stein stated they have not seen the CPAM, the 7 Eleven SUP, Village Case, the VRT Parking Lot issue which was sent back to Council, Assisted Living or Blue Ridge Vet. Chairman Stein added that the C-4 amendment has been discussed and through public hearing and is ready for the public hearing with Town Council. Chairman Stein added that Civil Penalties would be discussed this evening and Stream and Creek needs reviewed again. Chairman Stein noted the other items that have not been discussed.

ACTION ITEMS:

a. OA16-06 – Amendment of Zoning Ordinance Article 11, Section 17 ("Administration and Enforcement")

Sally Hankins referenced the staff report and the draft version of the civil penalties ordinance and added that based on comments from the June 1st meeting that the changes were inserted into the ordinance and that the questions had been answered.

Sally Hankins reviewed each of the questions.

Ms. Hankins noted that Commissioner Paciulli asked that in Section 17.1 of the ordinance that the word "maintenance" be included and that it would cause non-conforming structures or uses to constitute a violation of the zoning ordinance. Ms. Hankins stated that she added a clarifying sentence to subsections one and two.

Commissioner Grim asked for an example of the non-conforming status of a (existing) use shall not in and of itself constitute a violation. Sally Hankins stated that if a use was allowed ten years ago and then the zoning ordinance changed and it is no longer an allowed use, it reads that any use that is maintained in violation of the zoning ordinance is subject to a penalty. Ms. Hankins added that she believes Commissioner Paciulli wanted to ensure that the word "maintain" was not interpreted to undermine the non-confirming use provisions.

Sally Hankins noted the next comment by Commissioner Stinnette that the schedule of penalties should reflect the seriousness of the harm caused by the violation in lieu of the penalties being uniform across all violations. Ms. Hankins added that this item would be discussed in further detail later in the meeting.

Sally Hankins stated that the next comment was that the civil penalties should be less than the $200 maximum allowed to be charged by law. Ms. Hankins responded that the Planning Commission may recommend any fee structure up to the maximum and that further discussion would take place on this item later in the meeting.

Sally Hankins stated that the next comment is that the staff report should clarify that the intent of the civil penalties is not to generate revenue but to make enforcement of the zoning ordinance more effective and efficient. Ms. Hankins added that the staff report has been amended for clarification. Commissioner Stinnette stated that he feels they need to be able to escalate through a process and recommended showing what is done now and if adopted what it would like.

Sally Hankins stated the next comment is that notice should always be by certified mail but that a second method of notice may be beneficial and that some Planning Commissioners suggested door posting as the secondary method. Ms. Hankins referenced lines 141 through 145 of the ordinance. The Planning Commissioners agreed that this item is resolved.

Sally Hankins noted the next comment in section 17.3 of the ordinance (civil penalties) the word "employee" should be deleted as a person who could be held liable for the payment of a civil penalty. Ms. Hankins added she removed the word and reframed that section of the ordinance.

Sally Hankins stated the comment was that there is discomfort with the draft ordinances exclusion of land development violations from civil penalties. Ms. Hankins noted that she had explained at the last Planning Commission Meeting that the Virginia Code prohibits the Town from imposing civil penalties for activities related to land development. Ms. Hankins added that the statute does not define activities related to land development and that the Town should decide how to interpret and imply that exclusion. Ms. Hankins added that the Virginia Code does define development and referenced the definition included in the staff report. Sally Hankins stated because there is not guidance under the law concerning how to interpret the phrase, and that the ordinance was amended to provide the definition of land development and that should a court rule that a zoning ordinance violation is ineligible for civil penalties that the Town will pursue such violation criminally. Ms. Hankins added she added this language as there is some argument to be made that if you pursue something civilly that you have foreclosed your ability to pursue it criminally which protects the ability. Ms. Hankins added that in researching other jurisdictions

that several counties do not address this land development exclusion and talked about a similar approach to Albemarle as well as other jurisdictions. Ms. Hankins stated her final recommendation is to ignore the language and pursue things civilly.

Commissioner Stinnette stated he feels there are options – to include it and go for civil penalties on land development violations. Sally Hankins confirmed that what Commissioner Stinnette is suggesting is to draft the ordinance so that if land is graded improperly, the Town imposes a civil penalty and follows the civil penalty process.

Commissioner Grim added she wants to make sure the Town is in the position if they are violations that the Town can civilly move forward or asked if there needs to be something in the ordinance addressing permit violations issued by the County. Sally Hankins stated she does not believe that provision is in the ordinance but that there needs to be something in the ordinance that has been violated. Commissioner Grim asked if a memo of understanding as to how things would work could be created in regards to ENS and demolition. Ms. Hankins stated she would see if the Virginia Code authorizes this.

Sally Hankins referenced line 217 of the ordinance where the paragraph is located. Commissioner Stinnette suggesting ignoring it by Commission. Ms. Hankins confirmed she would remain silent on land development. The Commissioners agreed. Commissioner Stinnette asked if the issue with other jurisdictions is a separate issue to be researched. Ms. Hankins confirmed and that stated that there would be two items to follow up on to include does the Town have the authority to enter into an MOU for enforcement of another jurisdictions ordinances and if yes, the Town would not need to amend the ordinance. Ms. Hankins added if the Town does not have the authority to enter into the agreement, can it be added to the ordinance that the Town mandates compliance with any permit in the jurisdiction whether issued by the County or Town.

Sally Hankins referenced letter H and the comment from Chairman Stein that the header in section 17.2 subsection 4 includes the word "exception" but not a description of "exception" in the body of the text. Ms. Hankins stated she deleted it.

Ms. Hankins referenced letter I where in section 17.2 of the ordinance that the Town should send a courtesy letter regarding a violation prior to sending a notice of violation. Ms. Hankins stated she added a section since any time the Town gives a notice of a violation we are required to give information about the recipients right to appeal and referenced section 17.2 subsection 4 "Preliminary Determination Letter". Ms. Hankins reviewed the new subsection.

Sally Hankins stated she feels the Planning Commission should adopt the motion included in the staff report that initiates comprehensively everything that is in the ordinance that will compensate for any errors that there are so far. Ms. Hankins noted another issue to be addressed is the schedule of penalties to address preferences for a more detailed schedule of penalties in which the amount of the penalty may be correlated to the harm of the violation. Ms. Hankins recommended a flat penalty across most violations so that when a new ordinance is created the civil penalties ordinance would not need updated each time. Ms. Hankins added that detailing a list of all possible zoning ordinance violations is impracticable and suggested identifying several

of the more severe violations and assign maximum penalties to those and everything else would fall into another class of penalties at a lower rate. Ms. Hankins added that some jurisdictions assign fines by sections in the ordinance and reviewed fines imposed by other jurisdictions. The Planning Commissioners and Ms. Hankins discussed assigning fees to violations.

Patrick Sullivan noted that the biggest issue in the Town is illegal, temporary signs however does not feel the community is opposed to the signs. Chairman Stein noted that if the fee for sign violations is increased to the same as other fines that this may decrease the amount of illegal signs.

Commissioner Grim stated she feels the courtesy letter is appropriate and feels the City of Falls Church is reasonable to start with.

Commissioner Stinnette stated he feels that there may not be one schedule that works for everyone and agrees that they should not split between residential and non-residential as it would divide the Town. Commissioner Stinnette stated he feels that the Planning Commission should come up with a model that classifies fines at different rates.

Michele Snyder referenced line 223 and asked for clarification on how much signage would be able to be enforced based on the language. Ms. Hankins stated that signs that are in the public right of way cannot impose a civil penalty. Patrick Sullivan stated that the signs that are on private property cannot be removed. Commissioner Grim added that a letter could be sent. Michele Snyder confirmed that this would apply to private property only and that most of the signs are in the right of way. Chairman Stein confirmed if there would be a fine for signs and one for everything else. Commissioner Stinnette referenced the model from Alexandria and that another category might need added. Commissioner Stinnette added that when this goes to the public that they will feel that not all non-compliances are created equal and that the Planning Commission should be sensitive to this.

Commissioner Stinnette stated he is concerned putting this out to the public and is also concerned with Council's request to come up with a schedule which is not one fine fits everything. Chairman Stein stated that Council may have provided that as an option. Further discussion took place on violations and fines. Ms. Hankins summarized that there are two categories in the schedule – one for signs where the first charge is $100 and any subsequent charge is $150 and the second category is for every other zoning violation besides signage which is private property only and right of way signage is excluded from civil penalties and have to be pursued criminally, if at all. The Planning Commissioners confirmed the two tiers and amounts and agreed.

Commissioner Stinnette confirmed that the Planning Commission needs to create a schedule that reflects two tiers, the charge for the fee differential between the two tiers, the definition of the two tiers, when the schedule takes effect, what happens after ten days and footnotes for subsequent violations after successfully resolving an initial violation. Ms. Hankins confirmed.

Sally Hankins referenced the third issue which is if the Planning Commission would like to mandate the method by which staff provides the secondary notice of the violation and feels the answer is no. Commissioner Stinnette agreed.

Sally Hankins stated that the land development issue had been resolved.

Sally Hankins referenced the time to abate issue and if the Planning Commission is satisfied with the criteria that the Zoning Administrator is directed to consider when determining the time in which an abatement has to occur. Commissioner Stinnette confirmed.

Commissioner Grim confirmed that there would be two advertisements prior to the public hearing. Ms. Hankins stated that the numbers provided to her were less than the maximum allowed under the statute and that the maximum can be advertised to allow flexibility to adopt a lower amount than advertised. Commissioner Stinnette asked if a motion is needed. Chairman Stein stated she is comfortable because it is clear what the schedule will be and that the schedule will be set prior to the public hearing. Sally Hankins confirmed she would remove land development.

Commissioner Paciulli made a motion that the public necessity, convenience, general welfare, and good zoning practices require the Planning Commission to initiate an amendment to the zoning ordinance Article 11 to replace the existing test of Sections 1 and 17 in their entirety as provided in the draft ordinance dated July 6, 2017, which draft ordinance clarifies what constitutes a violation of the zoning ordinance, clarifies the Zoning Administrators zoning enforcement authority, establishes civil penalties, establishes criminal penalties and establishes conjunctive and other equitable relief. I further move that the Planning Commission directs staff to take all the necessary steps and prudent to schedule and conduct the Planning Commission public hearing on the draft ordinance dated July 6, 2017 subject to the two changes which is to remain silent on land development as an exclusion and to establish the two-tiered schedule of civil penalties as discussed. The motion was seconded by Commissioner Stinnette and carried with three absent.

Motion:	Commissioner Paciulli
Second:	Commissioner Stinnette
Carried:	4-0-3 Absent

Discussion took place about the time permitted to schedule the special meetings of the Planning Commission.

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim stated that the Town Council is reviewing the fiscal impact model information and that Council has stepped away from the consolidation of tax billing and collections with Loudoun County based on staff's recommendations of issues that needs the County's attention first. Commissioner Grim stated she sent to the Planning Commissioner's the most recent Envision Loudoun information. Commissioner Grim added that the Wine and Food Festival will be held July 15th and that there is a ribbon cutting ceremony for Top Coat Nails on July 16th.

CHAIRMAN'S COMMENTS:

None.

PLANNING COMMISSIONERS' COMMENTS:

Commissioner Paciulli asked about the creek setbacks item. Commissioner Grim stated this item had been relayed in a Council meeting by Vice Mayor Jimmerson who is working with the tree committee to look at where this stands so they can help with providing some of the information.

Sally Hankins added she will put it back on the stream corridor and bring something back to the Planning Commission in the next several weeks. Commissioner Stinnette stated they wanted to find out is the research results on what Loudoun County was doing since their streams cross through their jurisdiction to the Town. Ms. Hankins stated she left off thinking the Town did not have the authority to adopt the type of ordinance that was being looked at. Ms. Hankins added that the Town does have authority to require tree buffers.

Commissioner Paciulli stated that he feels feedback is being requested from Town Council on many of the Planning Commission items and that the Commissioner's need to understand what they are asking or thinking that the Planning Commission is working on and feels the Planning Commission is to provide a recommendation to Town Council or work on items and share them with Council. Commissioner Grim referenced the ordinances that came from the Town Council to the Planning Commission on issues that are of priority regarding land use. Commissioner Grim stated she feels it is the Town Council's responsibility to take action on all of the transitions that have come forward over the past months and is working with staff to determine why items have not moved forward. Commissioner Grim added that strategies and directions from Council are directed to all committees. Extensive discussion took place about items consistently going back to Town Council for guidance and/or approval. Commissioner Stinnette stated he feels the Commissioner's agree that Council needs to be informed and the debate would be how this is done. Commissioner Stinnette added that he feels it would be better as a Planning Commission to not split between the Planning Commission and Town Council. Commissioner Stinnette added that before the Planning Commission goes to a public meeting, feels the Town Council should be informed prior through Commissioner Grim as Council liaison.

APPROVAL OF MINUTES:

None

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 9:26 PM. The motion was seconded by Commissioner Grim and carried with three absent.

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Theresa Stein, Chairman

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Diana Hays, Ton Clerk

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MINUTES
PLANNING COMMISSION SPECIAL MEETING/WORK SESSION
JULY 13, 2017, 7:00 PM
TOWN HALL HERITAGE ROOM

PRESENT:	Theresa Stein, Chairman Chip Paciulli, Vice Chairman/Planning Commissioner Tip Stinnette, Planning Commissioner David Estey, Planning Commissioner EJ Van Istendal, Planning Commissioner Kelli Grim, Planning Commission/Council Liaison
ABSENT:	Britt Adkins, Planning Commissioner
STAFF:	Patrick Sullivan, AICP, Director of Community Development Sheryl Hood, Operations Coordinator

CALL TO ORDER OF SPECIAL MEETING:

Chairman Stein called the Planning Commission Special Meeting/Work Session to order at 7:05 PM. The Pledge of Allegiance followed.

Chairman Stein added that in order to maintain the critical path that the draft needs to go to publication next week and added that she mentioned to Town Council and to the Planning Commissioners if there are any minor changes to make to forward those to her as soon as possible. Chairman Stein asked if anything major needed to be change.

Commissioner Van Istendal referenced the first two paragraphs and the duplication. Commissioner Stinnette agreed and feels that it should be watermarked as a draft. Chairman Stein stated she would see if that could be done or add the word draft on the front of the document.

Commissioner Grim referenced page one the third paragraph and feels there are too many hyphenations throughout.

Commissioner Stinnette stated he is disappointed in the formatting and layout art work and the words need reviewed and feels this is the contractor's responsibility.

Commissioner Grim stated as a Planning Commissioner and Council member is disappointed in the structure and the language and feels it would be an embarrassment to send it out to the public as is.

Commissioner Paciulli noted that it was mentioned that this is what was going to be brought to the public in September and feels the current document should not go out to the public and it

should be an updated version that the Planning Commission has worked on between now and then. Chairman Stein referenced the schedule and added that if the document is not going to go out to the public that it cannot be distributed. Commissioner Grim stated the document would need reviewed, revised and then distributed which cannot happen within the month scheduled. Further discussion took place about the budget and schedule.

Patrick Sullivan noted via a question from Council member Grim that he believed the document would be carried through the public work shop. Commissioner Stinnette stated he feels the most current document should be discussed at the public work shop and that the target is getting feedback from the Town's committees and the work shop in Sept. is for citizen feedback followed by a public hearing.

Chairman Stein asked Mr. Sullivan if there is money in the budget to be able to do a round of edits with a second round of edits after public feedback is received. Patrick Sullivan stated he would need to confirm. Chairman Stein confirmed that the VDOT review begins with the distribution which was scheduled for July 10th. Commissioner Stinnette stated he feels that there should be a more current version before the work shop. Commissioner Stinnette added he would like to see the second version on the website for public review before the work shop and talked about the possible versions of the document to include the first version which is finished, version two which is informed by the staff, Town Council and committees, commissions and boards and version three which is informed by public input after and during the work shop. Commissioner Stinnette added that the current draft should be posted for the public. Commissioner Grim added that enough minor changes cannot be done make the document look good and disagrees with it going out to the public. Commissioner Estey agreed with Commissioner Grim. Chairman Stein requested that the first draft be sent to the referral agents and then between now and the end of August that the Planning Commission would be working on the second draft which would not be distributed to the referrals but would be given to the public.

Commissioner Grim stated a Council member had asked why there would not be a second public work session prior to the public hearing and answered that it may depend on the amount of information that comes forward. Chairman Stein talked about getting the document out to the referral agents on Friday which gives them sixty days until September 20th which is the day before the public work shop that comments would be received. Chairman Stein added that at the work shop the public would only be seeing the Planning Commission's comments and feels the referral agents will be reacting to something that will be substantially different and that there referral would be on a document that is void since the versions would be different.

Commissioner Stinnette noted all of the committees and asked why the Planning Commission cannot task those agencies to provide feedback within a month. Chairman Stein noted that sixty days is typical. Patrick Sullivan added that Town Council does not meet in August and that some committees may not meet.

Discussion took place on what version would be sent to the referring agents. Commissioner Stinnette talked about received feedback from all of the committees before the Planning

Commission makes changes. Chairman Stein noted the roll out to the public would not take place in September and the schedule would need adjusted accordingly.

Chairman Stein noted a comment from Commissioner Grim regarding the introduction that the Figures 1 and 2 should be swapped. Commissioner Van Istendal requested placing the Town seal on the cover. Commissioner Grim stated she does not like the aerial picture on the cover and would like to see a picture of Town Hall in place of it and feels the cover is the most important and feels the logo should not be at the bottom and suggested removing the word "update" from the cover.

Commissioner Stinnette requested to add a box around the consultant's information. The Commissioners agreed. The Commissioners talked about making the Table of Contents easier to read and to have it on one page instead of two.

Commissioner Stinnette recommended moving pages 15 – 17 and integrating them into the introduction. Chairman Stein talked about moving the The Challenge and Our Goals before the Introduction followed by the intent. The Commissioners agreed.

Chairman Stein talked about staying consistent with the word "Comprehensive Plan" and "Plan". Discussion took place about whether this is a new plan or an update to a plan. Commissioner Grim talked about previous changes to the plan that were never implemented.

The Commissioners discussed The Challenge as noted on page 15 and suggested striking the first paragraph and inserting the remainder of the page on page 1 after paragraph 2. Commissioner Stinnette suggested taking the first paragraph on page 2 of the old Comprehensive Plan and placing it on page 1 after paragraph 2 and then roll in The Vision, The Challenge, The Goals and Guiding Principles after that. Patrick Sullivan noted the issue with making the changes is that he does not have the staff or time to make the changes and requested help from the Planning Commissioners or temporary help. Chairman Stein stated the consultant would make the changes. Commissioner Grim noted the consultant would not know what would need changed.

Commissioner Stinnette recommended taking the first paragraph from page 2 of the old Comprehensive Plan and place it before the third paragraph on page 1. Commissioner Stinnette added that after that paragraph from the old Comprehensive Plan to then insert everything from page 15 of the new Comprehensive Plan.

Commissioner Stinnette stated he thought they agreed as a group to list all of the supporting documents or link them into the document. Commissioner Stinnette suggested having an appendix that lists the supporting documents. Chairman Stein added that an appendix could be more easily changed.

Chairman Stein reviewed her suggested changes to include the following:

- Page 6 Background and Key Findings – Remove the word "Traditionally" and suggested changing "town" to "citizens" in the same sentence.

- Page 8 third paragraph second sentence. After discussion, the Commissioners agreed to delete the sentence.
- Page 10 paragraph two ending the last sentence with the word "for". After discussion, the Commissioners agreed to remove the sentence.
- Relocate the chart from page 9 to page 10. Commissioner Stinnette added that the axis needs labeled in years.
- Page 13 second paragraph first sentence, change "houses" to "households" and change "marginal" to "nominal".
- The Commissioners discussed changing the years throughout the document to 25 years.

Commissioner Stinnette reviewed his suggested changes to include the following:

- Page 3 under Phase 2 in the second column and asked if the Critical Findings Report be attached to the plan. Commissioner Grim agreed and feels it should not. Commissioner Van Istendal noted in the interested of long-term transparency asked that it be considered that it be attached. After discussion, the words "is attached" will be removed.
- Page 4 under Phase 4 asked if the level of detail is needed and recommended describing the sentence without having the blanks
- Page 5 under Phase 5 recommended that the blanks be removed.
- Page 6 second paragraph referenced the appendices that references the Critical Findings Report.
- Page 6 under Purcellville's History paragraph three – from the second sentence suggested editing from "including" to the end of the sentence.
- Page 9 – referenced years and again talked about consistency with numbers.
- Page 10 paragraph 1 – rework the paragraph.
- Page 11 first column – footnote where percentage comes from.
- Page 11 second column – suggesting removing the word "hotel".
- Page 12 first column paragraph two – asked about the Northern Collector Road and the interchange being complete and to have this clarified.
- Page 13 first column paragraph one – correct the number of residents to reflect accurate count.
- Page 13 first column paragraph one last sentence – asked for rewording to reflect current conversations.

Commissioner Estey had no additional comments.

Commissioner Van Istendal reviewed his suggested changes to include the following:

- Page 6 under Purcellville's History – talked about adding historic pictures. Commissioner Stinnette noted that the Purcellville History section may be removed since there is a section from the old Comprehensive Plan earlier in the report.

Commissioner Paciulli reviewed his suggested edits to include the following:

- Page 17 – suggested adding streams and creeks so they are more pronounced.

Commissioner Grim reviewed her suggested edits to include the following:

- Page 16 under Managed Change Areas, suggested replacing the word "or" in the third sentence with a comma and add the word "responsible" before "economic development".

Commissioner Grim confirmed that she would make the edits as noted and talked about two sources that she has for formatting the document. Chairman Stein requested that Patrick Sullivan contact the consultant and ask if the Commissioners make the changes if they would be violating any agreement. Chairman Stein added that the critical path needs done as well.

Chairman Stein reminded the Commissioners that their regular meeting would take place next week followed by a work session to work on the next chapter.

Commissioner Grim talked about the reforming of the Train Station Advisory Board as agreed on by Town Council and as noted in the Covenants. Commissioner Paciulli expressed interest in serving on the committee.

DRAFT OF COMPREHENSIVE PLAN REVIEW:

None

COMPREHENSIVE PLAN PUBLIC OUTPUT DISCUSSION:

None

ADJOURNMENT:

With no further business, Chairman Stein made a motion to adjourn the meeting at 9:58 PM.

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Theresa Stein, Chairman

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Diana Hays, Town Clerk

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MINUTES
PLANNING COMMISSION REGULAR MEETING
JULY 20 2017, 7:00 PM
TOWN HALL 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 Commission/Council Liaison

ABSENT: Theresa Stein, Chairman

STAFF: Patrick Sullivan, AICP, Director of Community Development
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF REGULAR MEETING:

Vice Chairman Paciulli called the Planning Commission Regular Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS:

None

COMMISSIONER DISCLOSURES:

None

PUBLIC HEARINGS:

None

PRESENTATIONS:

None

DISCUSSION ITEMS:

a) 7-Eleven SUP Discussion

Paul Gauthier, Attorney with Vanderpool, Frostick & Nishanian, PC, came forward as the representative for 7-Eleven and stated that the request is to upgrade the existing fuel canopy and

dispensers at the E. Main Street/S. Maple Avenue location. Mr. Gauthier provided some history of the location and requested permission to build a new canopy and add pumps. In doing so, Mr. Gauthier noted that the parking lot would be widened slightly towards E. Main Street at the corner to improve traffic circulation. Mr. Gauthier noted that when the traffic study was done it shows that this improvement would increase the peak hours traffic by 25 trips in the morning and afternoon. Mr. Gauthier stated that the Board of Architectural Review approved the architecturals in July 2016.

Vice Chair Paciulli asked about the two areas below the canopy area and if those are storage tanks. Mr. Gauthier confirmed and stated the project also consists of removing the old tanks and piping and replacing with new and modern equipment. Vice Chair Paciulli asked if it is standard upgrading procedure to test the soil around the existing tanks. Mr. Gauthier stated they are subject to all federal requirements. Discussion took place about the size of the proposed lanes.

Commissioner Grim noted the farthest side noted as "new property line" and asked how far the lot can be extended. Mr. Gauthier's comments could not be heard. Commissioner Grim stated that two additional pumps would be added and feels the space is already tight. Mr. Gauthier stated he believes the traffic study looked at instead of people lining up at the two existing dispensers that there are more opportunities for people to get gas which would alleviate stacking at the entrances.

Commissioner Estey confirmed that the existing tanks and pumps would be removed and the facility would be shut down for a period of time. Mr. Gauthier stated the pumps would be closed but feels the store may remain open if possible.

Commissioner Stinnette stated he is happy that the tanks would be replaced after such a long period of time. Commissioner Stinnette referenced the proposal to increase the footprint and assumed that 7-Eleven did a market study that the additional pumps would bring more revenue. Mr. Gauthier stated he has no way of knowing that information. Commissioner Stinnette noted concerns specifically for the distance between the pumps and the building. Commissioner Stinnette suggested that the engineers walk the site during peak times. Commissioner Stinnette talked about having the police, fire and rescue look at the site plan. Mr. Gauthier stated that they have reviewed the site and provided feedback on fire lanes which have been incorporated into the special use conditions, and noted he would provide all feedback to the engineer.

Commissioner Van Istendal referenced the upgraded pumps when it comes to hardening the software and putting in counter measures against skimming and hacking. Mr. Gauthier stated he would forward the concern to the client.

Patrick Sullivan suggested that it would be helpful for the Planning Commission to provide conditions to follow up on during the SUP process and that any firm conditions should be in place now. Commissioner Paciulli stated he feels there are firm concerns. Commissioner Grim stated that she does not feel the design is acceptable as is. Mr. Gauthier talked about the traffic study helping to alleviate the problem. Patrick Sullivan suggested that the client provide a traffic

circulation plan. Mr. Gauthier confirmed they will add dimensions to the drawing and bring it back at a future meeting.

b) Virginia Regional Transit SUP Discussion

Mary Gayle Holden, Attorney with VRT, came forward and summarized Plan A which was to have the buses go around the cul-de-sac and pick up at a bus stop. Ms. Holden added that there were objections to this and that Town Council asked that Plan A be reconsidered. Ms. Holden added that VRT is a non-profit and all money collected goes towards services for the general public. Ms. Holden requested that the Planning Commission move forward with this project.

Plan B was described with having the buses come into the property and have passengers board inside the property.

Commissioner Grim stated that this item was forwarded to Council with the concerns which were not just from one business owner. Commissioner Grim spoke against Plan A because of the practically of the location of the bus stop. Commissioner Grim stated Plan B solves the safety concerns and helps by pushing the buses out the other side and that she supports Plan B.

Commissioner Estey asked about the bike racks and handicapped area as previously discussed and asked if there would be a barrier on the south side near the speed hump. The applicant confirmed. Commissioner Estey spoke in favor of Plan B.

Commissioner Stinnette recommended the applicant proceed with Plan B. Commissioner Van Istendal agreed.

Commissioner Adkins asked the differenced in Plan A and B that Loudoun Transit believes makes Plan A a safer option. The applicant's comments could not be heard. Commissioner Grim talked about adding a discussion about a joint public hearing with Town Council and asked Patrick Sullivan to look for a possible hearing date.

c) Status of Priority Work Items

Commissioner Grim asked about the status of incoming resumes. Patrick Sullivan stated he has received two resumes.

ACTION ITEMS:

None

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Commissioner Grim talked about the status of the Comprehensive Plan moving forward due to the vacant position in Community Development. Commissioner Grim stated that Council is concerned with the consultant and that there will be discussion at the next Council meeting followed by communication back to Planning. Commissioner Grim added she feels there is a positive role in her being able to implement this week's revisions.

Commissioner Grim added that outside applications are priority because of their deadlines.

VICE CHAIRMAN'S COMMENTS:

Vice Chair Paciulli asked about the discussion items and why they were on the agenda. Patrick Sullivan stated it was his understanding that these items had not been discussed previoulsy and that he wanted to get them before the Planning Commissioners to keep them moving forward.

PLANNING COMMISSIONERS' COMMENTS:

None

APPROVAL OF MINUTES:

a. June 20, 2017 Regular Meeting

Commissioner Stinnette made a motion to approve the minutes of the June 20, 2017 Planning Commission Meeting and waive reading. The motion was seconded by Commissioner Van Istendal and carried 6-0-1 Absent.

ADJOURNMENT:

The Planning Commissioners thanked Tucker Keller for her work over the years.

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 7:58 PM.

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Chip Paciulli, Vice Chairman

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Diana Hays, Town Clerk

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MINUTES
PLANNING COMMISSION WORK SESSION
JULY 20 2017
TOWN HALL HERITAGE ROOM

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 Commission/Council Liaison

ABSENT: Theresa Stein, Chairman

STAFF: Patrick Sullivan, AICP, Director of Community Development
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF WORK SESSION:

Vice Chairman Paciulli called the Planning Commission Work Session to order at 8:03 PM.

DRAFT COMPREHENISVE PLAN REVIEW:

a. Review of Plan Chapters

Commissioner Grim noted that the Plan is on the website and stated it is important for the Planning Commissioners to know where the Town Council stands. Commissioner Grim shared the History of Purcellville book with the Commissioners and feels it was not incorporated into the document. Commissioner Grim talked about distributing a document to the public that may still incur changes.

Vice Chair Paciulli stated that the Commissioners would review the document page by page and make comments.

Patrick Sullivan asked what the plan was for getting the document out to the reviewers and has heard talk from Council that they do not feel the document should go out as is. Commissioner Grim stated that she and the Town Manager would bring it to Council at Tuesday's meeting.

Commissioner Stinnette summarized that the majority of the Planning Commissioners were in favor of getting feedback and that it was determined that the original timeline should not constrain the project and focus should be placed on producing a quality document. Commissioner Stinnette stated he believes they were to ask Mr. Sullivan to get the draft out for comment to VDOT and the Town's committees and while it was out, the Planning Commission would complete their review and then review the additional feedback and determine if it has

been addressed and then go back to the consultant with the red lined consolidated comment matrix. Commissioner Stinnette stated he believes it is important to get feedback from the Town committees and for VDOT to begin their review. Commissioner Stinnette asked Commissioner Grim what has changed since the last meeting.

Commissioner Grim stated that at the meeting where the vote took place, there were no indicators that the other two staff members in Community Development were leaving. Commissioner Grim stated that Council was to be given one day to review the document to make the decision on whether the document would go out. Commissioner Grim stated that numerous Council members communicated with the Town Manager for a stop gap until questions were answered and that no movement has been made to distribute the document. Commissioner Stinnette confirmed Commissioner Grim's comments that Council has the final say in whether or not the document gets distributed. Commissioner Grim confirmed and added that it was voted on that Council would have a day to review the document which is not enough time to vote collectively as to whether it gets distributed. Commissioner Stinnette asked if Council has interceded and they want to control the release of the document. Commissioner Grim stated the vote noted that Council would have the opportunity but Council as a whole has to discuss it on an agenda in a public meeting. Commissioner Stinnette stated he does not understand why Council needs to vote on whether the document can be released for feedback. Council member Grim stated that this was the action in the vote taken that the Council could make a decision not to allow it to be distributed. Commissioner Stinnette stated that was not the vote. Commissioner Grim referenced the meeting recording and that vote was Council would have a one day review to make a decision. Commissioner Grim stated the one day was to review and provide feedback and that the authority and decision was not deferred to the Town Council. Commissioner Stinnette added that the Commissioner's agreed to watermark the document as a draft.

Commissioner Grim summarized the options to include putting "draft" on the document and sending it out for feedback or wait for the Council to do a complete review and provide their feedback to Patrick Sullivan. Patrick Sullivan added another option for the Planning Commission is to review the entire document before it goes out. Commissioner Stinnette summarized that the Planning Commission will continue with their review process and not release it before the review is finished and then send it out for feedback. Commissioner Stinnette stated that this is a change from the last meeting.

Commissioner Adkins stated she understood that the Planning Commission would continue to work through and make any adjustments needed and that the vote was that there was a group that wanted to push the document forward to a public forum to get feedback from different parties while reviewing it and then compile all of the comments. Commissioner Grim stated that the Town Manager is looking into whether if the document goes out now for comments if it would need to go out again after the revisions are made.

Commissioner Grim stated the Town Manager has stopped the process of sending out the document. Patrick Sullivan confirmed and stated he would not put anything out until after the next Council meeting. Commissioner Stinnette confirmed that nothing would go out until after

the Planning Commission meets again to discuss what Council determined. Mr. Sullivan confirmed.

The Planning Commissioners review the General Development section of the document and noted the following edits:

Commissioner Paciulli:

- Page 21 – (Architectural Design) delete the tenth bullet that references form-based zoning.
- Page 21 – select an aspirational photo to add to the page.
- Page 22 – (Site Design) second bullet references parking in the rear of buildings but suggested not limiting the option to have parking elsewhere.
- Page 22 – fourth bullet – remove the "50 or more" reference.
- Page 22 – (Connectivity) second bullet – replace "mirror" with "complement".
- Page 23 – (Open Space and Landscaping) – first bullet fifth line - replace "screened" with "planted"
- Page 23 – fourth bullet last line – add "or create an unsafe environment".
- Page 23 – (Safety) – remove/replace the photo and remove the initials from the photos
- Page 24 – (Economics) – last paragraph – stay consistent with the number and use foot noting.
- Page 27 – (Implementation Recommendations) – 10. Add "New construction and redevelopment".
- Page 28 – (Housing and Neighborhoods) – paragraph two – delete the last sentence.
- Page 28 – Third paragraph – add apartments and percentage.
- Page 28 – Fourth paragraph – delete the last sentence.
- Page 29 – Item 3. – delete "in existing neighborhoods".
- Page 31 – (Cultural Resources) second paragraph – remove "beautifully".
- Page 31 – (Implementation Recommendations) – second bullet – delete "and venues for the arts".
- Page 32 – Item 3 – delete "sensitive".
- Page 32 – Item 4. – spell out "LEED".
- Page 35 – Item 5 – add "and residential".
- Page 35 – Item 7 – delete in entirety.
- Page 35 – Item 16 – "Adopt traffic calming measures to include the following options:" (add list)
- Page 35 – Item 17 – delete in entirety.

Commissioner Stinnette added:

- Page 19 – (Description) – concerns for "in the town limits of Purcellville".
- Page 19 - Add a 1st bullet "Character and Land Use".
- Page 19 – (Character and Land Use) – what is "homes alongside".
- Page 19 – (Mix of Uses) – Reword the first bullet in the right column.
- Page 20 – (Scale) Sixth bullet – reword to be consistent with recent change.
- Page 21 – (Architectural Design) – Fourth bullet - Parking in relation to design building from an architectural design perspective

- Page 22 (Site Design) – Fifth Bullet – subbulletize the four items.
- Page 22 – Crosswalk picture not compatible with page (use picture of crosswalk at 21st and Main)
- Page 24 – Add photos to fill white space.
- Page 26 – Second paragraph – confirm that the "27%" is correct and look to rework the sentence.
- Page 26 – Third paragraph – Reword "water and sewer rates are projected to continue rising in the near future as well".
- Page 26 – Third paragraph – Remove "The local Purcellville community incurs most of the costs, as due to demographics they lack qualification for federal grants or hardship".
- Page 27 – Item 1 – should this item be listed?
- Page 28 – 4th paragraph – "1,782 by 2,040" – use a set up numbers that the Planning Commission agrees on.
- Page 29 – add graphics.
- Page 32 – Item 4 – spell out "LEED".
- Page 33 – Recommended not using years with plans as it will date the plan.
- Page 35 – Item 8 – delete "and good engineering practice".

Commissioner Estey added:
- Page 19 (Description) – "Sustention", "Preservation", "Conservation", or "Maintenance" – suggested making more clear for the public.
- Page 26 – Figure 21 – Add "Purcellville".

Commissioner Grim added:
- Page 19 (Mix of Uses) – mention Bed and Breakfasts
- Page 20 – Second bullet – add "and redevelopment" to the first line.
- Page 25 – Item 9 – make the language more positive.
- Page 28 – Third paragraph – list accurate number of households.
- Page 31 – Second paragraph – enhance the language about the Carver Center.

Commissioner Van Istendal added:
- Page 22 – (Site Design) third bullet – clarify "structured parking".
- Page 25 – Item 4 – change language to "employment generating uses instead of uses .. . "
- Page 27 – review and revise entire page for punctuation.
- Page 29 – review and revise entire page for punctuation.
- Page 31 – replace Figure 24 with a picture of the ball field.
- Page 33 – second paragraph, third bullet – "Teardrop" (quotes)

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 10:05 PM. The motion was seconded by Commissioner Van Istendal and carried with one absent.

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Chip Paciulli, Vice Chairman

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Diana Hays, Town Clerk

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MINUTES
PLANNING COMMISSION SPECIAL MEETING/WORK SESSION
JULY 27, 2017, 7:00 PM
TOWN HALL HERITAGE ROOM

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

ABSENT: None

STAFF: Patrick Sullivan, AICP, Director of Community Development
Tucker Keller, Planning and Zoning Technician

CALL TO ORDER OF SPECIAL MEETING/WORK SESSION:

Chairman Stein called the Planning Commission Special Meeting/Work Session to order at 7:00 PM.

DRAFT OF COMPREHENSIVE PLAN REVIEW:

The Commissioners reviewed Chapter 3 – Sustention Areas and provided their comments:

Commissioner's Adkins comments were as follows:

- Page 37 - Figure 28 – new picture needed.
- Page 37 - Add additional photos of various houses around town.
- Page 39 – second sentence – suggested changing the wording "types of needs" to "various housing needs/patterns" or delete the phrase.
- Page 39, first paragraph – Commissioner Stinnette suggested relocating language into the Managed Change section.
- Page 41 – Add a front picture of the library.
- Page 41 – last sentence – add something about the purpose it is serving.
- Page 42 – Use less language about Crooked Run Orchard and talked about relocated it to another section, perhaps Economic Development. Commissioners Stinnette and Grim spoke in favor of leaving it as is. Chairman Stein noted Crooked Run should be mentioned as an example and suggested removing the sentence "The Orchard properties are also currently zoned. . . " and add an introduction similar to "For example . . ". Commissioner Grim stated she feels it is important for the citizens to know what it is zoned for.

Commissioner Stinnette reminded the Commissioners that as a group they decided they did not want to follow exactly the same template as was followed in last Comprehensive Plans and that it should be actionable. Commissioner Stinnette added that based on discussions that that decision is being ignored.

Chairman Stein noted two options – have some brief mention of the variety of things that the Town has and it references back to the parks plan or include a more historical nature of the various parks. Commissioner Grim talked further about noting protected spaces. Commissioner Van Istendal proposed that a paragraph or two be added, labels added and references made to the parks. Chairman Stein added it should note the three other parks and clearly note it as an example since parks can be added. Commissioner Paciulli talked about staying consistent with the noting of future parks. Commissioner Stinnette suggested adding pictures of parks.

Commissioner Van Istendal had no additional comments.

Commissioner Grim stated that as liaison to Council and communicating with them regularly believes that more of what exists in the comprehensive plan is expected to be represented in the ultimate plan that is developed which has from the Planning Commissioner and the final recommended draft to Council where it will come from Council. Commissioner Grim stated that she feels that there has to be a portion of the comprehensive plan that captures in a few sentences what it is that is Purcellville.

Commissioner Grim restated that she as the liaison and that in conversations with Council members one on one and collectively in meetings that it is a thought that this is a draft of the update and not a brand new plan. Commissioner Grim stated she is presenting the Comprehensive Plan and as a Planning Commissioner would think it is important that it is a plan.

Commissioner Estey's comments were as follows:

- Page 37 - replace the pictures in Figures 28 and 29.
- Page 40 – third paragraph – change text to read "The property on 20th Street is a local business . . ."
- Page 41 – second paragraph – suggested breaking down the first sentence into two or two paragraphs.

Commissioner Stinnett's comments were as follows:

- Page 37 – (Description) Line 6 – suggested changing the word "cherished". Chairman Stein suggested replacing it with "valued" and the Commissioners agreed.
- Page 39 – (Residential) – questioned the 35% residential land use and suggested a footnote.
- Page 40 – second paragraph, second sentence – reword the sentence. Chairman Stein suggested "Landscaping and buffering shall be used to screen residential from commerce . . . " so it is a statement.
- Page 41 – (Civic and Institutional) – suggested an art design in place of the library photo.
- Page 42 – confirmed with Commissioner Grim that the Parks and Rec Master Plan is reflected in the appendix. Commissioner Grim confirmed.

Commissioner Paciulli's comments were as follows:

- Page 39 – (Residential) – suggested the maps be made larger and the colors be better.
- Page 41 – (Civic and Institutional) – use a larger map
- Page 42 – (Parks and Protected Space) – noted not including the Orchard properties without knowing the state appropriation is.

Chairman Stein's comments were as follows:

- Page 37 – referenced the first sentence "has a charming small town character that reflects public values and identity. . ." and suggested "reflects the historic character and the rural heritage. . ."
- Page 37 – line 5 – "valuable to the community and our quality of life." And feel "our" should be deleted.
- Page 39 – second paragraph, first sentence – suggested deleted "maintained and . . . ".
- Page 39 – use a picture with an arrow that shows it on the map.
- Page 40 – Capitalize "Town" in all instances throughout.
- Page 41 – second sentence should read ". . . so these buildings will reflect the . . "
- Page 41 – second paragraph – should reference Patrick Henry College or "campus".
- Page 42 – second paragraph – change the "should" to "shall", "will", "is", etc.
- Page 42 – second paragraph – the last two sentences – delete " . . .even if it is possible."

Commissioner Grim's additional comments were as follows:

- Page 37 – second paragraph – third sentence – Rezonings in these "sustention" areas. . ."
- Page 39 – second paragraph – first sentence – rewrite the paragraph.
- Page 40 – mention Lyle's in third paragraph and include a picture and arrow.
- Page 40 – relocate the last paragraph so it appears as the third paragraph.

Commissioner Stinnette referenced the last sentence in the last paragraph on page 37 and suggested adding "and" between "development forms, physicals" and deleting "and issues" from the end of the sentence.

Chairman Stein stated at the next meeting the Planning Commission will discuss the Managed Change Areas. Commissioner Grim stated she would take the changes and incorporate them into the document and that the document distributed incorporates previous changes. Chairman Stein asked if there is a way to note when the changes were made. Commissioner Grim stated she could make footnotes at the end of each chapter. Chairman Stein reviewed the project schedule and proposed adding a work session after the regular meeting on September 7th. Patrick Sullivan confirmed the draft document would go out tomorrow to all of the agencies – Town Council, VDOT, etc. Commissioner Stinnette confirmed the names would be removed from the document and "working copy" would be added to it. Patrick Sullivan confirmed that the document would be sent electronically and only hard copies would be issued to anyone that requested one. Discussion took place on what language would be included with the document that is emailed out. Commissioner Stinnette suggested that the contractor number every line of the document on the next draft to make it easier to references changes. Chairman Stein stated she would review the draft letter with Patrick Sullivan. Chairman Stein requested the date that the Town Council initiated the process for the project.

COMPREHENSIVE PLAN PUBLIC OUTPUT DISCUSSION:

None

ADJOURNMENT:

With no further business, Commissioner Stinnette made a motion to adjourn the meeting at 8:54 PM. The motion was seconded by Commissioner Van Istendal and carried unanimously.

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Theresa Stein, Chairman

_____
Diana Hays, Town Clerk

PLANNING COMMISSION
WORK SESSION AGENDA
Heritage Conference Room
August 3, 2017
(Immediately following regular meeting)

1. **Call to Order**
2. **Draft Comprehensive Plan Review**
    a. **Review of Plan Chapters**
3. **Discussion of the detailed review of the Plan by the Public**
4. **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.