



**PLANNING COMMISSION  
REGULAR MEETING AGENDA**

March 21, 2019

7:00 p.m.

- 1) **Call to Order** – Chairman Tip Stinnette
- 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) Updated errata sheet and land use maps.
  - b) Critical Path Discussion
  - c) Purcellville Planning Commission Annual Report.
  - d) Public Hearing on comprehensive plan.
- 8) **Action Items**

*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) **Council Representative's Report**
- 12) **Chairman's Comments**
- 13) **Planning Commissioners' Comments**
- 14) **Approval of Minutes**

a) None Scheduled

## 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 Stefanie Longerbeam 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.

## Plan Purcellville, 2018 Comprehensive Plan - Version 5.0 Errata

Use the “New version” cover montage (below) rather than the “Current version” because it’s a more iconic representation of the Town.



The second page of this errata, labeled “Acknowledgements” is to completely replace the similarly titled page in the Plan Purcellville Version 5.0, as provided by the consultant (McBride Dale Clarion).

The third page of this errata, “The Land Use Map” is to reflect the land use categories as adopted by the Planning Commission and therefore shall replace any conflicting land use categories indicated on any and all map exhibits throughout Plan Purcellville Version 5.0, including the “Comparison of 2006 to 2018 Land Use Maps” contained in the supporting documents, as provided by the consultant (McBride Dale Clarion).

## ACKNOWLEDGEMENTS

*Thank you to all the citizens who participated and the Planning Commission for serving as the steering committee for this process. This Plan represents the vision for our Town based on valuable input collected over a series of meetings and events.*

### **PLANNING COMMISSION** (current membership)

Chair ... **Tip Stinnette**

**Mary Frances Bennett**

**Nan Forbes**

**Stosh Kowalski**

**Ed Neham**

**Chip Paciulli**

**Theresa Stein**

### **PLANNING COMMISSION** (previous membership)

Vice-Chair ... **Edward Van Istendal**

**Britt Adkins**

**David Estey**

**Doug McCollum**

**Keith Melton**

**Gil Paist**

### **TOWN COUNCIL** (current membership)

Mayor ... **Kwasi Fraser**

Vice Mayor ... **Ryan Cool**

**Chris Bledsoe**

**Ted Greenly**

**Joel Grewe**

**Nedim Ogelman**

**Tip Stinnette**

### **TOWN COUNCIL** (previous membership)

**Kelli Grim**

**Karen Jimmerson**

**Joan Lehr**

**Doug McCollum**

**Patrick McConville**

**John Nave**

**Ben Packard**

### **TOWN STAFF** (current)

Town Manager ... **David Mekarski**

Town Attorney ... **Sally Hankins**

Director of Community Development ... **Patrick Sullivan**

Senior Planner ... **Andrew Conlon**

Planning & Zoning Technician ... **Stefanie Longerbeam**

Planning Technician ... **Kimberly Bandy**

### **TOWN STAFF** (previous)

Town Manager ... **Robert W. Lohr, Jr.**

Assistant Town Manager ... **Danny Davis**

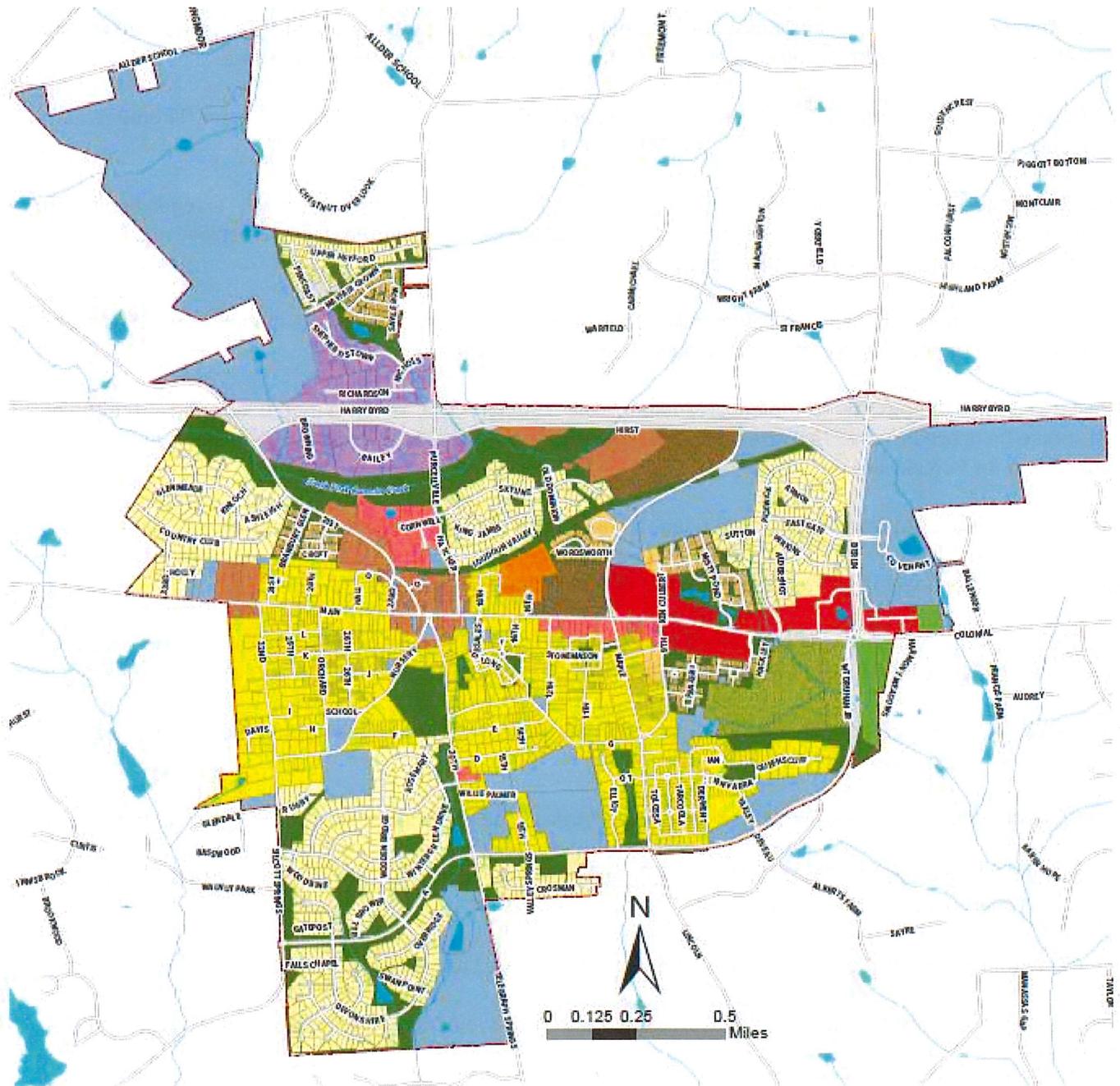
Interim Town Manager ... **John Anzivino**

Senior Planner and Project Manager ... **Erin Goodrich**

Senior Planner and Project Manager ... **Daniel Galindo**

Planning Technician ... **Tucker Keller**

Planning Technician ... **Michele Snyder**



**Legend**

- |                            |                                    |                               |
|----------------------------|------------------------------------|-------------------------------|
| Purcellville Town Boundary | Single Family Detached Traditional | Commercial Neighborhood Scale |
| Streets                    | Single Family Detached Suburban    | Commercial Medium Scale       |
| Water                      | Single Family Attached             | Industrial Business           |
| Buildings                  | Multi-Family                       | Institutional & Government    |
|                            | Mixed Use Neighborhood Scale       | Agricultural Commercial       |
|                            | Mixed Use Medium Scale             | Rural Transition              |
|                            |                                    | Parks & Open Space            |

Page "1" (not "1") Contents, assign a page number to add glossary to basic publication (currently will be page 104).

Page 2: **five** craft breweries" strike the numeric "count", because by the time this goes to print, the number of breweries may change.

Page 2: The Purcellville Town Seal: Draw a border around the seal so that the statement: "**The white background of the seal** represents the clear, uncluttered environment of the community." makes more sense.

Pages 4 and 49: On the Town of Purcellville Street Map, and figure 119, correct the spelling from "Firemens" to "Fireman's".

Page 21: Change "The second phase of the Silver Line expansion which is currently underway, extends the line from Reston into Loudoun County, terminating at the Ashburn Station located near the Dulles Greenway and Ryan Road in Ashburn, approximately ~~15~~ **20 road** miles southeast of Purcellville."

Page 35: The legend for "Agriculture Commercial" does not match depiction on map. It should be green background with brown dots rather than brown background with green dots.

Page 44: This page defines the "Commercial Medium Scale" category. The sentence in **RED** lettering at the top of the page should be revised to say "This category represents the largest format of *small town medium scale* commercial development for Purcellville."

Page 44: Delete the third from the last bullet, which begins with "Groceries and multi-story office buildings...".

Page 44: Delete the final bullet, which begins with "Residential use...".

Page 46: in the third bullet from the bottom of the page, after "Agriculture/rural tourism related businesses"... add "(to include a small-scale temporary lodging concern)" *...to remain consistent with Zoning Ordinance permitted uses.*

Page 59: Within the illustration, delete the words that read "Approved Office Building" (it is now an existing structure).

Page 61: Within the illustration, in the area designated "Area 2": delete tree cover "layer";

Page 61: Within the illustration, in the area between Hirst Road the South Fork of Catoctin Creek (known as the Chapman property): delete tree cover "layer".

Page 67: Within the illustration, revise Area 1 (E Cornwell Lane, etc.) to Commercial Neighborhood Scale (pink).

Page 69: Within the illustration, delete the words that read "Approved Children's Academy" (it is now an existing structure).

Page 69: Within the illustration, add a second notation of area "2" for the currently un-numbered "Commercial Medium Scale" focus area, north of E Main Street on the easternmost side of the illustration. (Note, the small portion of the Purcellville Gateway development, shown as "Mixed Use Medium Scale" on the eastern edge of this illustration, is to be "Commercial Medium Scale".)

Page 69: Within the text, section "Area 5", revise to read: "Encourage small buildings, to include commercial, office, and institutional uses."

Page 71: Within the illustration, revise Area 1 (the Purcellville Gateway commercial center) to Commercial Medium Scale (red).

Page 71: Within the illustration, delete the words that read “Approved SunTrust Bank” (it is now an existing structure).

Page 72: Within the text, in the fourth bullet of the first column, correct “Limit access in each quadrant to one access point on E. Main Street/Colonial Highway and Berlin Turnpike/William T. Druhan Jr. ~~Read~~” to **Boulevard**.

Page 82: Within the text, under Recommendations 2, following the words Purcellville Historical Society, add “, **Purcellville Train Station Advisory Board,**”, and then continue with “and other relevant organizations”.

Page 96: The document, in the final sentence of the first paragraph under “Impact Assessment”, states “The Town could choose to use an impact assessment **in one of two ways**:

Delete this entire sentence and replace with “**Among the ways the Town could choose to use an impact assessment are the following:**”

- 1) As a tool developed and utilized by the Town to assess the impacts of plans or development proposals, or
- 2) As a requirement of applicants requesting a boundary line adjustment or a rezoning request.”



## Plan Purcellville, 2018 Comprehensive Plan

**DRAFT CRITICAL PATH** as of March 21, 2019

PC = *Planning Commission*

TC = *Town Council*

PH = *public hearing*

- March 21 PC reg mtg: review errata w/land use map,  
decide whether PCPH will be (A) 5.0 w/errata, or (B) consultant fully revised 6.0
- March 29 PCPH public notice placed with Loudoun Times Mirror
- April 4 PC reg mtg: TBD
- April 5 PCPH public notice appears in Friday paper
- April 12 PCPH public notice appears in Friday paper
- April 18 PC reg mtg: **PCPH of 5.0 w/errata**
- April 21 Easter
- May 2 PC reg mtg: 5.0 w/errata resolution of support forwarded to TC
- May 14 TC reg bus mtg discuss 5.0 w/errata as presented, direct staff to make revisions
- May 16 PC reg mtg TBD
- May 28 TC reg work session discuss 5.0 w/errata revisions, direct consultant to make revisions
- June 6 PC reg mtg TBD
- June 11 TC reg bus mtg when consultant revisions are rec'd, schedule TCPH
- June 14 TCPH public notice placed with Loudoun Times Mirror
- June 20 PC reg mtg TBD
- June 21 TCPH public notice appears in Friday paper
- June 25 TC reg work session
- June 28 TCPH public notice appears in Friday paper
- July 4 Independence Day (cancel PC mtg or reschedule to \_\_\_\_\_ )
- July 9 TC reg bus mtg **TCPH of consultant revised 6.0**
- July 11 PC special mtg? TBD
- July 23 TC reg work session TC adoption of Plan Purcellville, 2018 Comprehensive Plan



**PURCELLVILLE PLANNING COMMISSION**  
**Annual Report**  
**Fiscal Year 2018-2019**

In accordance with §15.2-2221(5) of the Code of Virginia, the Town of Purcellville Planning Commission (“Commission”) hereby submits its Annual Report to the Purcellville Town Council concerning the operation of the Commission and the status of planning within the Commission’s jurisdiction.

**The Planning Commission**

The following seven citizens currently serve on the Purcellville Planning Commission as of December 31, 2018 (officers noted):

Tip Stinnette, Chair and Council Liaison	Theresa Stein, Vice Chair
Chip Paculli	Mary Frances Bennett
Ed Neham	Nan Forbes
Stosh Kowalski	

- New Planning Commissioners: welcomed two new commissioners to the Planning Commission without losing a beat in completing Commission work on the Comprehensive Plan update
  - o Worked with staff to on-board the new commissioners and schedule them for the Commonwealth Certified Planning Commissioner training
  - o The new commissioners quickly adapted to the demands of the Planning Commission, immediately contributed and added significant insights and value to the work effort of the Commission
  - o David Estey replaced by Ed Neham
  - o Edward Van Istendal replaced by Stosh Kowalski
  - o Ed Neham and Mary Bennett received their certification in the Virginia Planning Commission Program.
- The Commission elected Tip Stinnette to replace Chip Paculli through November 2018. And then reelected Tip Stinnette as Chair and elected Theresa Stein (to replace Edward Van Istendal) as Vice Chair through the term ending November 2019.
- In FY 2018-2019, the Planning Commission held a total of 20 regular meetings, 2 public hearings, and 23 work sessions; most were attended by at least one member of the public.
- The Commission’s Staff Liaison was Senior Planner Andy Conlon. Planning Technician, Stefanie Longerbeam, served as the Commission’s Recorder, and Planning Associate, Kim Bandy, served as Recorder when Stefanie was unavailable.

**PURCELLVILLE PLANNING COMMISSION**  
**Annual Report**  
**Fiscal Year 2018-2019**

**Legislative Items and Applications**

- Village Case Rezoning: conducted multiple Planning Commission meetings to resolve issues surrounding the final build-out of Village Case
  - o Worked with the developer and Village Case community members and resolved easement and traffic concerns associated with the final build-out
  - o The application was adopted with broad consent and support by the Commission and Village Case community addressing a long under developed parcel of land that was viewed as an eye-sore of drifting trash
  
- Purcellville Gateway: heard application for additional development within the confines of Purcellville Gateway and represented the concerns of the community with the additional density that the application seeks
  - o Advocated that the application to expand Harris Teeter needed to be accompanied by supporting rationale and the addition of a childcare facility needed to consider the impact of traffic on child safety, and noise and light pollution on the adjacent neighborhood
  - o Applicant clearly understands community concerns and has been working with Town staff on appropriate mitigations before reengaging the Planning Commission
  
- Main Street Shell Station: heard application to redevelop the Shell Station on Main Street across from 21st Street and recommended rework of the application to make the lot consistent with the historical commercial downtown area
  - o Advocated for placing the gas pumps out of sight from Main Street and putting the convenience store front adjacent to the street with consistent architecture
  - o Applicant elected to rework application to adopt Planning Commission recommendations that were also consistent with the draft Town Comprehensive Plan update
  
- Cell Tower Zoning Ordinance: worked with staff to develop a comprehensive cell tower zoning ordinance text amendment for future telecommunication infrastructure within town limits
  - o Closely examined the proposed text amendment and suggested improvements; additionally coordinated with Council to first develop a business plan for the construction of a cell tower before pursuing a text amendment to the zoning ordinance
  - o Recommendation for the development of a business plan was adopted by the Town Council allowing for a more deliberate examination of zoning ordinance impacts

**Comprehensive Plan**

- Comprehensive Plan: delivered the Town's Comprehensive Plan to the Town Council with the recommendation to adopt the plan

# PURCELLVILLE PLANNING COMMISSION

## Annual Report Fiscal Year 2018-2019

- Conducted a public hearing, adjudicated over 1,200 community inputs, and finalized the plan after running through twelve iterative versions
- The plan is widely hailed as thoughtful and deliberate while attempting to accommodate individual interests in harmony with expressed community input

### **FY 2018-2019 Priorities and Goals**

- Transportation and Water Resource Plans: advocated for the prompt funding of a crucial updates to the 10-year-old Transportation and Water Resource Plans
  - Purposely prioritized both plans in the Town's Comprehensive Plan and elevated the need for the updates across the staff and to the Town Council
  - The Town Council advocated for a regional approach to the Transportation Plan and is seeking funding for the update through a County grant; Water Resource Plan update is funded through the Town's Capital Improvement Program
- Zoning Ordinance Update: initiated the review of the Town's Zoning Ordinance with an eye toward developing a strategy for the comprehensive update of the ordinance
  - With the Planning Commission's recent completion of the Town's Comprehensive Plan they have begun the pivot to examining the zoning ordinance and scoping the work that will be required to update the zoning ordinance
  - The Planning Commission has scheduled a session with a professor from Virginia Tech, in mid January 2019, who is expert in Comprehensive Plan implementation and zoning ordinance updates

### **Challenges/Issues and Resources**

- County Comprehensive Plan: crafted input to County Comprehensive Plan and clarified language specific to the Town
  - Advocated for green belt on the west and east ends of the town and ensured appropriate restraint continues in the development of the Joint Land Management Area surrounding the town
  - Inputs were largely adopted by the County and harmonized with the Town's Comprehensive Plan
- Coalition Of Loudoun Towns: crafted position paper mobilizing the Coalition Of Loudoun Towns to represent rural Western County interests
  - Position paper advocated for retaining the character and density of the Transition Policy Area that serves as a buffer between Eastern Loudoun County development and the rural Western Loudoun County
  - Paper was broadly embraced by the Coalition Of Loudoun Towns and significant elements of the paper were presented by the mayors of Western Loudoun County at the County Comprehensive Plan public hearing

