



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

November 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) Plan Purcellville Comprehensive Plan
- 6) **Presentations**
 - a) None Scheduled
- 7) **Citizen Comments**
- 8) **Discussion Items**
 - a) None Scheduled
- 9) **Action Items**

Note: Any Discussion Item may be added as an Action Item during the meeting by motion of the Planning Commission.
- 10) **Information Items**
 - a) None Scheduled
- 11) **Council Representative's Report**
- 12) **Chairman's Comments**
- 13) **Planning Commissioners' Comments**
- 14) **Approval of Minutes**
 - a) November 7, 2019 Regular Meeting Minutes

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.

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**PLANNING COMMISSION
REGULAR MEETING
November 7, 2019**

PRESENT: Tip Stinnette, Chair/Town Council Liaison
Theresa Stein, Vice-Chair/Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Nan Forbes, Planning Commissioner
Stosh Kowalski, Planning Commissioner
Chip Paciulli, Planning Commissioner

STAFF: Patrick Sullivan, Director of Community Development
Andy Conlon, Senior Planner
Stefanie Longerbeam, Planning and Zoning Technician

ABSENT: Ed Neham, Planning Commissioner

Note: The audio recording of this meeting is available at:

<https://www.purcellvilleva.gov/ArchiveCenter/ViewFile/Item/5199>

Selected references to specific locations in the audio recording are given in square brackets. For example, a discussion that began at 1 hour, 5 minutes and 55 seconds after the beginning of the recording would appear as [1:05:55].

CALL TO ORDER OF REGULAR MEETING:

Chair Stinnette 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.

CITIZEN COMMENTS

None.

DISCUSSION ITEMS [1:40]

Public Hearing preparation and review of documents to support

The following documents were reviewed:

- [3:15] Script for the Public Hearing to be held on November 21, 2019 (see Attachment 1).
- [7:35] Draft resolution to the Town Council recommending adoption of the Comprehensive Plan 2018 (see Attachment 2). The last paragraph of the resolution was changed to: “Now therefore be it resolved the Planning Commission of the Town of Purcellville Virginia hereby certifies the attached copy of the Plan Purcellville Comprehensive Plan and recommends its adoption by the Purcellville Town Council after consideration of the public’s comments from the November 21, 2019 Planning Commission public hearing.”
- [22:40] Consultant’s Version 6.0 of the Comprehensive Plan 2018 (see <http://planpurcellville.com/> :: <http://secureservercdn.net/198.71.233.179/1km.d26.myftpupload.com/wp-content/uploads/2019/11/Plan-Purcellville-11.8.19-Version-6.0-reduced-.pdf>) that ostensibly captures everything the Planning Commission has discussed and agreed to previously. Staff will be reviewing this document line-by-line to ensure that it accurately reflects what the Planning Commission gave to the consultant, and if it does, Staff will certify that fact. The Commissioners should also review this version and email Staff with any questions, concerns, etc. they may have. The goal is to have this review completed by Thursday November 14, 2019. If any minor errors or inconsistencies are apparent, the consultant’s Version 6.0 could be updated with pen-and-ink changes. However, if there are significant changes/differences, then either the consultant will revise the Version 6.0 document if they can do it within a reasonable time, or the Planning Commission will go ahead with the public hearing using the Version 5.0 working papers redline document (see <http://planpurcellville.com/> :: <http://secureservercdn.net/198.71.233.179/1km.d26.myftpupload.com/wp-content/uploads/2019/11/2019-Working-Papers-Plan-Purcellville-2018-Comprehensive-Plan-Version-5.0.pdf>).
- [39:15] Public hearing notice to be published in the Loudoun Times Mirror (see <http://planpurcellville.com/> :: <http://secureservercdn.net/198.71.233.179/1km.d26.myftpupload.com/wp-content/uploads/2019/11/Ad-Comprehensive-Plan-Public-Hearing-1.pdf>
-). There may possibly be confusion in the community because the land use maps are not clearly labeled with something more comprehensible such as “Old” and “New”, but it’s too late to change these; they have already been printed.

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ACTION ITEMS

None.

INFORMATION ITEMS [48:05]

A decision has been made at Staff level not to do the zoning diagnostic study but to hire a consultant to take that on. Staff believes they can perform the scoping of the zoning ordinance work for the purpose of including that information in formulating the forthcoming Request For Proposal without doing the diagnostic study. Furthermore, Staff does not believe it needs input from the Planning Commission to accomplish this work.

COUNCIL REPRESENTATIVE'S REPORT

None.

CHAIR'S COMMENTS [57:27]

Chair Stinnette remarked that Loudoun County Department of Family Services and Dulles Area Association of Realtors will be providing free training on fair housing on Tuesday November 19, 2019 from 1 to 4 pm. Fair housing in Purcellville is a topic the Planning Commission will need to be thinking about at some point. Commissioners might consider attending this training if they have time available. Chair Stinnette will send copies of the information to the Planning Commissioners.

PLANNING COMMISSIONERS' COMMENTS [58:35]

Commissioner Paciulli reinforced the approach to preparing for and hiring the zoning ordinance consultant as described by Staff.

STAFF COMMENTS [59:20]

Patrick Sullivan said there is a Special Use Permit coming up for consideration by the Planning Commission in the near future. Chair Stinnette asked about the Valley Storage application; this will be going directly to Town Council for review. Chair Stinnette asked about a public discussion on the floodplain changes to John Chapman's property along Hirst Road; there will be a public meeting on November 20, 2019 for the people whose properties are adjacent to the Chapman property. Commissioner Paciulli asked if a Comprehensive Plan amendment would be required if the floodplain portion of the map changes. Patrick Sullivan said likely not, since the floodplain portion of the map is not expected to change.

APPROVAL OF MINUTES [1:16:55]

Vice Chair Stein made a motion to waive reading and to approve the minutes of the September 5, 2019 Planning Commission Regular Meeting and the October 10, 2019 Planning Commission Special Meeting. Seconded by Commissioner Bennett. Passed: 6-0-1.

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ADJOURNMENT [1:18:10]

With no further business, Commissioner Forbes made a motion to adjourn the meeting at 8:18 PM, seconded by Vice Chair Stein. Passed: 6-0-1.

Tip Stinnette, Chair

Ed Neham and Stefanie Longerbeam, Recorders

ATTACHMENT 1

Draft Script for the November 21, 2019 Public Hearing

Script for November 21, 2019 Public Hearing – Plan Purcellville Comprehensive Plan

Action	✓	Chair's Statements
1) Opening Hearing		
Chair says:		<p><i>The next item on the Agenda will be the Public Hearing.</i></p> <p><i>All persons wishing to be heard at this public hearing should complete a request to speak form, and present it to the Recorder.</i></p>
Chair announces:		<p><i>The public hearing for the Plan Purcellville Comprehensive Plan is now open.</i></p> <p><i>The purpose for this hearing is to solicit comments regarding a significant update of the Town's Comprehensive Plan.</i></p>
Chair continues:		<p><i>Everyone wishing to speak on the topic of this public hearing will be given an opportunity to be heard after the presentations. Anyone with comments not related to this public hearing will have the opportunity to be heard during the Citizen Comment portion of the meeting.</i></p> <p><i>After the public comment period, the Planning Commission may discuss these matters, and there will be an opportunity for Commissioners to ask follow up questions of speakers and/or the staff.</i></p>
2) Applicant Presentation		
Chair says:		<p><i>The Planning Commission and Staff, as a body, have been working on the project for nearly five years, and each is now given the opportunity to present any summary comments for you this evening. Each Commissioner and Staff Member is allotted five minutes (5 min max)</i></p>

3) Public Comment		
After member/staff comments are finished, the Chair asks the Recorder:		<p><i>Are there any written materials that have been submitted, or is there anyone that wishes to submit anything without speaking?</i></p> <p><i>(If so, ask the Recorder to state the names of those that have submitted materials and to place the materials in the official record.)</i></p>
Chair announces:		<p><i>I will now call upon the persons signed up on the request to speak forms in the order in which they were submitted. Only one person may speak at a time. Speakers will have a five minute time limit.</i></p> <p><i>An official recording is being made of this hearing; therefore, persons addressing the Planning Commission are requested to speak clearly into the microphone and begin their comments by stating their name and address.</i></p> <p><i>I would also like to respectfully ask members of the Planning Commission to withhold asking any questions or making any comments until after the close of the public comment portion. At that time, if you would like to ask a direct question to any of our speakers, we will ask them to come back to the podium so that their responses will be part of the official meeting recording.</i></p>
Public Comments		
After all who completed request to speak forms have spoken, Chair says:		<p><i>Is there anyone else who has not spoken on this topic and wishes to do so?</i></p> <p><i>(If so, ask the audience member to complete a request to speak form before or after their comments.)</i></p>
4) Applicant Rebuttal		
Chair announces:		<p><i>At this time, I would like to give the Planning Commission an opportunity to present their responses to comments on this application. (3 min max)</i></p>
5) Closing Hearing		
Chair announces:		<p><i>There being no further comments on this topic, the public hearing is now closed.</i></p>

6) Planning Commission Question & Discussion Period		
Chair announces:		<i>Planning Commission, you will now have the opportunity to discuss and ask questions of the speakers and/or staff.</i>
7) Planning Commission Action, as appropriate		
Chair entertains a motion to suspend the rules, as appropriate:		<i>I move that the Purcellville Planning Commission suspend the rules to allow action on Plan Purcellville Comprehensive Plan the same night as the public hearing. (Approval requires two-thirds affirmative vote.)</i>
8) Planning Commission Action, as appropriate		
If approved, Chair entertains a motion to vote on the action:		<i>Refer to motion provided in Staff Report.</i>
9) Advise Public of Next Steps		
Chair announces (depending on previous events):		<i>All comments received tonight will be will made a part of a written public record, and each comment will be adjudicated in a future public meeting. The Planning Commission anticipates forwarding the Comprehensive Plan, together with the record of the comments received tonight, to Town Council for their consideration. After Town Council has an opportunity to review and revise the Comprehensive Plan, they will also conduct a public hearing. Town Council may then choose to adopt the Comprehensive, or take other action as they deem appropriate. Please check back on Plan Purcellville.com to keep up to date with the status of the Plan.</i>

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ATTACHMENT 2

Draft Resolution to the Town Council

**TOWN OF PURCELLVILLE
IN
LOUDOUN COUNTY, VIRGINIA**

**RESOLUTION NO. 19-__-__ PRESENTED: DECEMBER 5, 2019
ADOPTED: DECEMBER 5, 2019**

A RESOLUTION: OF THE TOWN OF PURCELLVILLE PLANNING COMMISSION, RECOMMENDING TO THE PURCELLVILLE TOWN COUNCIL, ADOPTION OF THE TOWN OF PURCELLVILLE COMPREHENSIVE PLAN, PLAN PURCELLVILLE, INCLUDING THE POLICY DOCUMENT IDENTIFIED AS PLAN PURCELLVILLE, COMPREHENSIVE PLAN, VERSION 6.0; AND A LISTING OF PUBLIC COMMENTS GENERATED DURING THE NOVEMBER 21, 2019 PLANNING COMMISSION PUBLIC HEARING (AS DRAWN FROM THE MINUTES); AS WELL AS TECHNICAL REPORTS, APPENDICES, AND ALL PLANS INCORPORATED BY REFERENCE, (“PLAN PURCELLVILLE COMPREHENSIVE PLAN.”)

WHEREAS, the purpose of the Comprehensive Plan is to guide and accomplish the coordinated, adjusted and harmonious development of the Town which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity, and general welfare of the Town of Purcellville and its citizens, including the elderly and persons with disabilities; and

WHEREAS, the Planning Commission, in concert with the Community Development Department, drafted a Comprehensive Plan for the Town of Purcellville following extensive public outreach and numerous work sessions, including: 6 public engagement sessions, more than 75 Planning Commission meetings, and outreach through the Plan Purcellville web site and social media. This was done in order to determine the existing conditions and trends of growth, the probable future requirements, the needs and desires of the general public and businesses, as well as environmental, agricultural, cultural, and other groups; and

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A RESOLUTION: OF THE TOWN OF PURCELLVILLE PLANNING COMMISSION, RECOMMENDING TO THE PURCELLVILLE TOWN COUNCIL, ADOPTION OF THE TOWN OF PURCELLVILLE COMPREHENSIVE PLAN, PLAN PURCELLVILLE, INCLUDING THE POLICY DOCUMENT IDENTIFIED AS PLAN PURCELLVILLE, COMPREHENSIVE PLAN, VERSION 6.0; AND A LISTING OF PUBLIC COMMENTS GENERATED DURING THE NOVEMBER 21, 2019 PLANNING COMMISSION PUBLIC HEARING (AS DRAWN FROM THE MINUTES); AS WELL AS TECHNICAL REPORTS, APPENDICES, AND ALL PLANS INCORPORATED BY REFERENCE, (“PLAN PURCELLVILLE COMPREHENSIVE PLAN.”)

WHEREAS, during the July 19, 2018, June 6, 2019, and November 21, 2019 Planning Commission Meetings, the Purcellville Planning Commission held public hearings and received public input concerning the proposed Town of Purcellville Comprehensive Plan, *Plan Purcellville*, the most current version is attached hereto and made a part hereof, including (I) the policy document identified as Plan Purcellville, Comprehensive Plan, Version 6.0; and a listing of public comments generated during the November 21, 2019 Planning Commission Public Hearing (as drawn from the minutes); as well as technical reports, appendices, and all plans incorporated by reference, (“Plan Purcellville Comprehensive Plan”.)

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the Town of Purcellville, Virginia hereby certifies the attached copy of the Plan Purcellville Comprehensive Plan and recommends its adoption by the Purcellville Town Council.

PASSED THIS _____ DAY OF _____, 2019.

Murrell “Tip” Stinnette, Chairman
Town of Purcellville Planning
Commission

ATTEST:

Stefanie Longerbeam, Clerk to the Planning Commission