

January 3, 2019

**MINUTES
PLANNING COMMISSION REGULAR MEETING
JANUARY 3, 2019 7:00PM
TOWN HALL COUNCIL CHAMBER**

PRESENT: Tip Stinnette, Chairman/Town Council Member
Theresa Stein, Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Nan Forbes, Planning Commissioner
Ed Neham, Planning Commissioner
Stosh Kowalski, Planning Commissioner

ABSENT: Chip Paciulli, Planning Commissioner

STAFF: Patrick Sullivan, Director of Community Development
Andy Conlon, Senior Planner

CALL TO ORDER OF REGULAR MEETING:

Tip Stinnette, Chairman, called the Planning Commission 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:

Chairman Stinnette discussed the top ten accomplishments of the planning commission in 2018.

January 3, 2019

Before Christmas, Chairman Stinnette had a discussion with Town Mayor regarding lane management and zoning ordinance strategy. On the lane management, he told him that he thought the lane management between the staff and planning commission had gotten off track. Now that the comprehensive plan is in front of Town Council, he wants to get the commissioners and staff back on track. The reason we've gotten off track was largely due to rotating senior planners. With the rotating senior planners, essentially the planning commission took a more aggressive role in the editing and work on the comprehensive plan. The commissioners stepped into the role as staff instead of the role of advising and providing consent. The reason this is important to understand, before we get into the zoning ordinance we need to make sure we are level set in terms of the relationship between the staff and commission. It is also important to realize the staff has multiple commissions to manage.

There are two courses of action we have when approaching the zoning ordinance, we can choose to edit the zoning ordinance as it is or we can choose to rewrite it from cover to cover. The edit strategy would be the quickest and relatively least expensive approach. The rewrite strategy basically would attempt to rewrite the zoning ordinance cover to cover and it would digitize the zoning ordinance so that applications that come in could be processed electronically. The zoning ordinance should be updated and reviewed every ten years. The council needs to make the decision to either rewrite or edit the zoning ordinance. If the council decides to edit the zoning ordinance then staff, legal counsel and maybe outside consultant help as needed, can do the edits. If the council decides to rewrite the zoning ordinance, it's going to exceed the capacity of the staff and our general council, therefore, a consultant would have to be brought in.

Commissioner Neham spoke about the electronic and digitalized formats for the zoning ordinances and wonder if there was an opportunity to benchmark.

Commissioner Stein stated there are two levels. You can have a zoning ordinance that is online and one can say that's digitized. The other goes beyond the ordinance rewrite, it's a software program.

Commissioner Kowalski's concern was if we go digitalized, are we going to be forcing other aspects of the town to implement this process. What is going to be the overall cost to the Town? Is the cost going to force budget cost across the board? What will the costs be? Chairman Stinnette stated that would be part of the scope discussion we have with the consultant.

Commissioner Forbes believes we are mixing up two different issues. It seemed to her this falls into two distinct areas. One is the content of the zoning ordinance and what has to be done in order to modify, change and to revise the content to be consistent with what the Town Council approves as our new comprehensive plan. The second issue is the mechanics of how that material is made available. When you talk about a range of options, who is going to try and develop this range of options? How much time is it going to take to develop range of options? What is the cost?

January 3, 2019

Chairman Stinnette stated there are several sections that will probably need a whole relook. It's not just the matter of the IT piece, it's the matter of the whole sale rewrite and cleaning up the zoning ordinance.

Commissioner Stein believes there should be an annual review of the zoning ordinance to catch up with state code changes and fix necessary changes. We should be focusing on how we are going to be editing the zoning ordinance. Whether you call it a total rewrite or not, there are many changes that need to be made and should be consistent with the new comprehensive plan.

Senior Planner, Andy Conlon, is looking forward to being involved in the beginning process of the zoning ordinance amendments. Being brought in at the end of the comprehensive plan he hasn't had much involvement. He's looking forward to either working with the consultant or with staff on this project. As you all have been discussing this evening, we have to decide where we are going and determine if it will be merely an amendment or a total rewrite.

Commissioner Stein stated whether staff decides to get a consultant or not, staff is still a huge part of this process and will have to dedicate a lot of their time to this project. No consultant can come in and rewrite the ordinance without a very involved staff.

The staff will need to weigh in to determine if they have enough capacity to look at the comprehensive plan and zoning ordinance and suggest a strategy for updating the zoning ordinance based on the knowledge of the comprehensive plan. By next month's planning commission meeting, staff needs to do an analysis to determine what sections need to be changed in the current zoning ordinance along with the changes that need to be made to match the new comprehensive plan. The staff has the strategic list of the zoning changes the planning commission has been talking about for the last four to five years.

ACTION ITEMS:

a) Election of Officers

Commissioner Stein questioned if it's appropriate for a member of Town Council to sit on the Planning Commission and further more act as Chairman. Town Attorney, Sally Hankins, responded saying the State of Virginia does allow that to happen. Being chairman takes a lot of time and commitment and not many people want to do it. It takes a huge amount of organization. With that being said, I would like to nominate Tip Stinnette to be Chairman of Planning Commission.

The commissioners voted to have Tip Stinnette as Chairman.

Vote: 5-1-1

Chairman Stinnette abstained from vote and Commissioner Paciulli was absent.

The commissioners voted to have Theresa Stein as Vice Chairman.

Vote: 5-1-1

Commissioner Stein abstained from vote and Commissioner Paciulli was absent.

January 3, 2019

INFORMATION ITEMS:

Chairman Stinnette received an email from EDAC stating an Aldi's and another to be determined business will be going where Shop N'Save. The ABC store will be occupying the old Block Buster space. A Mexican restaurant will go where the ABC store was and Bank of America will occupy the old Capital One Bank space.

Senior Planner, Andy Conlon, stated Harris Teeter has withdrawn their application for the expansion of the store. Purcellville Gateway is proceeding with the application for the daycare. They will submit an updated site plan and come before planning commission in February.

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

Chairman Stinnette confirmed Shawn Alexander Enterprise has entered into a 2 ½ year contract with the Town to run the Tabernacle. The fields will be managed by Loudoun County. The council approved the contract modifications.

PLANNING COMMISSIONERS' COMMENTS:

None

CHAIRMAN'S COMMENTS:

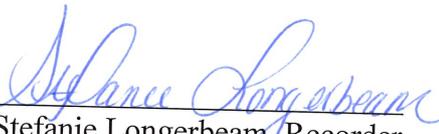
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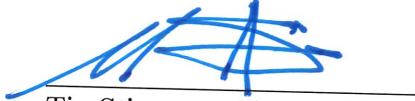
APPROVAL OF MINUTES:

None

ADJOURNMENT:

With no further business, Commissioner Neham made a motion to adjourn the meeting at 7:59PM.


Stefanie Longerbeam, Recorder


Tip Stinnette, Chairman