



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

March 15, 2018

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** (*Format: Staff Presentation, Applicant Presentation, Public Comment, Commission Discussion and Q&A, Action (as appropriate)*)
 - a) None Scheduled
- 6) **Presentations**
 - a) None Scheduled
- 7) **Discussion Items**
 - a) None Scheduled
- 8) **Action Items** (*Format: Statement of Position/Final Discussion, vote called by each Commissioner*)
 - 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**
 - a) Envision Loudoun Update
- 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) February 15, 2018 Regular Meeting
 - b) February 15, 2018 Work Session
- 15) **Adjournment**

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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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ITEM 14a
February 15, 2017 Regular Meeting Minutes

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MINUTES
PLANNING COMMISSION REGULAR MEETING
FEBRUARY 15, 2018, 7:00 PM
TOWN HALL HERITAGE ROOM

PRESENT: Tip Stinnette, Chairman
EJ Van Istendal, Vice Chairman/Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Theresa Stein, Planning Commissioner
Chip Paciulli, Planning Commissioner
Ed Neham, Planning Commissioner
Karen Jimmerson, Planning Commissioner/Council Liaison

ABSENT: None

STAFF: Patrick Sullivan, Director of Community Development
Erin Goodrich, Senior Planner

CALL TO ORDER OF REGULAR MEETING:

Tip Stinnette, Chairman, 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:

None

ACTION ITEMS:

None

INFORMATION ITEMS:

None

CITIZEN COMMENTS:

None

COUNCIL REPRESENTATIVE'S REPORT:

None

PLANNING COMMISSIONERS' COMMENTS:

Protocol for voting was discussed. Commissioner Bennett voted against the approval of the Village Case project. After the meeting, she sent the Commission, staff, and Town Council a memo as to why she voted against the project. She had no additional comments.

The planning commission discussed that in the future, just prior to the time of a vote, any comments for or against the project needs to go on record and be discussed as a group before a vote is made.

Strategies for notifying and updating the public about the comprehensive plan was discussed. Commissioner Stein suggested pushing available information on social media and within groups in which Commissioners participate. It's a productive way to keep citizens engaged.

CHAIRMAN'S COMMENTS:

None

APPROVAL OF MINUTES:

- a. December 7, 2017 Regular Meeting**
- b. December 21, 2017 Regular Meeting**

Council member Jimmerson made a motion to approve the minutes of December 7, 2017 and December 21, 2017 Regular Meeting, and waive reading. The motion was seconded by Commissioner Stein and carried 6-0-1.

ADJOURNMENT:

With no further business, Chairman Stinnette made a motion to adjourn the meeting at 7:28 PM.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder

ITEM 14b
February 15, 2018 Work Session Minutes

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MINUTES
PLANNING COMMISSION WORK SESSION
FEBRUARY 15, 2018
TOWN HALL HERITAGE ROOM

PRESENT: Tip Stinnette, Chairman
EJ Van Istendal, Vice Chairman/Planning Commissioner
Mary Frances Bennett, Planning Commissioner
Theresa Stein, Planning Commissioner
Chip Paciulli, Planning Commissioner
Ed Neham, Planning Commissioner
Karen Jimmerson, Planning Commissioner/Council Liaison

ABSENT: None

STAFF: Patrick Sullivan, AICP, Director of Community Development
Erin Goodrich, Senior Planner

CALL TO ORDER:

Chairman Stinnette called the Planning Commission Work Session to order at 7:29 p.m.

COMPREHENSIVE PLAN REVIEW AND DISCUSSION:

Chairman Stinnette discussed community engagement asked for the Commissioner's position on additional community engagement efforts, understanding it will come at a cost and delay the timeline for delivering the plan to Town Council. Commissioner Neham expressed support for more community engagement and talked about appropriate extent of discussion regarding the comprehensive plan outside of the planning commission.

Chairman Stinnette summarized that consensus is, planning commission will follow the schedule that is already in place, meaning that other than the public hearing that is scheduled, the plan will not go out for additional public input. After discussion, the group decided it was best to limit discussion of the comprehensive plan to the commissioners households.

Chairman Stinnette talked about the budget to finish the comprehensive plan. Senior Planner Erin Goodrich stated another amendment to the contract would be necessary. Chairman Stinnette asked the staff to prepare a budget assuming at least three more iterations of about 25-30% less complexity per each iteration.

Council member Jimmerson asked if a breakdown of scope completed and expenses is available. Senior Planner, Erin Goodrich, commented that the consultant provides a list of what she has worked on and the hours for each person on the invoices, however, the invoice format is not detailed.

Chairman Stinnette described past budget history and concerns brought up by Kelly Grim. Going forward, the consultant must be held accountable and a more detailed invoice needs to be provided. Erin requested a more detailed breakdown of hours spent per task for the next invoice so that the council can better understand work completed.

Chairman Stinnette discussed the Commissioner's assignment for the next meeting and would like to see the commissioner's comments broken down into four categories:

- Administrative
- Editorial
- Substantive
- Critical

The planning commission discussed reviewing the comprehensive plan sequentially page by page and decided the comments should be organized in chronological order by page. The commissioners will need to give their comments to Erin in order for her to put those into the comment matrix.

ADJOURNMENT:

With no further business, Chairman Stinnette made a motion to adjourn the meeting at 8:43 PM.

Tip Stinnette, Chairman

Stefanie Longerbeam, Recorder