

**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 COMPREHENSIVE 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.

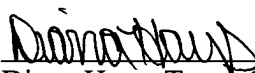
Commissioner Van Istendal added:

- 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.


Chip Paciulli, Vice Chairman


Diana Hays, Town Clerk