



**PLANNING COMMISSION
REGULAR MEETING AGENDA**

November 7, 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
- 6) **Presentations**
 - a) None Scheduled
- 7) **Citizen Comments**
- 8) **Discussion Items**
 - a) Public Hearing preparation and review of documents to support
- 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) Update on Zoning Diagnostic
- 11) **Council Representative's Report**
- 12) **Chairman's Comments**
- 13) **Planning Commissioners' Comments**
- 14) **Approval of Minutes**
 - a) **September 5, 2019 Regular Meeting Minutes**
 - b) **October 10, 2019 Special 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.

September 5, 2019



**PLANNING COMMISSION
REGULAR MEETING
September 5, 2019**

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

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

ABSENT: Stosh Kowalski, Planning Commissioner
Ed Neham, Planning Commissioner

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

<https://www.purcellvilleva.gov/ArchiveCenter/ViewFile/Item/5120>

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 Special Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS

None.

COMMISSIONER DISCLOSURES

None.

PUBLIC HEARINGS

None.

PRESENTATIONS

None.

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CITIZEN COMMENTS

None.

DISCUSSION ITEMS [2:15]

[2:15] Chair Stinnette recapped the events since the that last Planning Commission meeting - July 25, 2019. The Commission was going to meet in the first week of August but didn't because the Staff as well as the Town Council was to be in recess during August. In the meantime, Andy Conlon and Commissioner Neham reviewed that Comprehensive Plan artifact documents produced as a result of the 2018 and 2019 Planning Commission public hearings. These artifacts, which will be forwarded to the Town Council, are:

- 2019 Change Matrix - Plan Purcellville 2018 Comprehensive Plan, Version 5.0, with an accompanying map highlighting land use changes expressed in the matrix
- 2019 Errata - Plan Purcellville 2018 Comprehensive Plan, Version 5.0

Commissioner Neham also produced a Working Papers document that is a consolidation of all the changes made to Version 5.0 of the Comprehensive Plan with red-line edits visible. This document will be made available to the Town Council and to the public on the Town's website.

[9:00] Chair Stinnette conducted a review of the Change Matrix and solicited comments and changes from the Planning Commission.

- [12:40] Line 21: Update the Town's 2020 population estimate to 10,025 and delete the statement about the current build-out capacity and the comments in the Distillation.
- [16:45] Line 29: Delete the third and fourth bullets.
- [34:00] Line 31: Chair Stinnette read Kate Struckmann's comments (see Attachment 1) into the record. This comports with the Planning Commission's description of the Hirst East Focus Area.
- [42:18] Lines 45 and 46: Make Agriculture definitions consistent in Hirst East and East End Focus Areas.
- [49:30] Line 29: Replace the third bullet with the third bullet of Line 46 (i.e., "Very limited density and restricts commercial development except for uses such as a farm store, a plant nursery, agricultural or rural, or tourism-related businesses that are compatible with the rural character should be encouraged with a demonstration the proposed uses will not negatively impact rural or residential areas.")
- [58:45] Line 46: Remove the last bullet.
- [1:01:11] Line 46: Append to the fifth bullet: "but not equipment sales or service."

[1:03:30] Chair Stinnette conducted a review of the Errata Sheet and solicited comments and changes from the Planning Commission. There were none.

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ACTION ITEMS [1:05:40]

Chair Stinnette introduced a resolution to the Planning Commission for recommending adoption of the Comprehensive Plan 2018 to the Town Council and enumerated the source documents that are to be transmitted to the Town Council:

1. Plan Purcellville 2018 Comprehensive Plan Version 5.0;
2. 2018 Change Matrix resulting from the July 2018 Public Hearing;
3. 2018 Errata;
4. 2018 Future Land Use Map;
5. 2019 Change Matrix resulting from the June 2019 Public Hearing; and
6. 2019 Errata

Vice Chair Stein made a motion to adopt the resolution as read and corrected (see Attachment 2), seconded by Commissioner Paciulli.

[1:11:55] Chair Stinnette read Commissioner Neham's comments (who could not attend the meeting):

I joined the Planning Commission in February 2018 in the midst of the ongoing activity to develop Purcellville's Comprehensive Plan. Prior to joining, my wife and I were very active participants in the Comprehensive Planning process and together we submitted many comments to the Planning Commission. After joining, I continued to be active and proactive, working collaboratively with the Commissioners to make changes I felt best represented the community's interests. In the end, having presented a number of white papers and worked through several versions of the Plan, I can say that in my opinion it is a better Plan than when I first started and I think it is in good enough condition to be presented to the Town Council, which is certain to make its own adjustments and changes. Had I been present at this meeting tonight, I would have voted in favor of the resolution to move this version of the Comprehensive Plan along with its artifacts to the Town Council for their consideration.

[1:13:23] Commissioner Bennett's comments:

I will not be voting for this Comprehensive Plan to move forward to the Town Council. Here are my reasons why.

First let me say that I do appreciate the amount of time and the sincerity of thought given by all over the past three years.

Purcellville is at a critical point. Growth is pushing from all sides. While our past few meetings have tempered the size and scale in key focus areas, a large amount of development remains in the plan. Not just commercial and mixes of use, but multi-family housing. Often spoken of as "affordable" yet never quantified. Therefore, it leaves considerable doubt in my mind as to just how affordable it will actually end up. "Density" is often the path proposed by developers.

The first example I speak about is the commercial uses on Hirst East. A citizen of our town just spoke recently about keeping this designated as is: office use/industrial. Uses that mimic those of Hirst West. Traffic is the concern here. The thought of multiple aprons opening onto Hirst Road with commercial traffic is a disturbing one. During the school year, traffic already backs up from

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Rt. 287 to the fire station. I was persuaded to this thinking not just by the citizens that have come before us but by a couple of my fellow commissioners as well who pointed out how commercial enterprises ringing the periphery of the town draws away business from the downtown.

One other point that has always been aggravating to me about the Hirst East portion that was recently designated “Commercial Neighborhood Scale” is the area of land being elevated above the floodplain. Many of us as well as citizens in the town have wondered, “What are they doing there?” The response? “Oh, they are just bringing the land above the floodplain.” Something didn’t seem right. So this week we learn that the owners there have corrected a problem for themselves regarding the floodplain — it is now shifted towards the neighbors to the back of them.

For the Comp Plan to designate Neighborhood Commercial Scale at Hirst East, with more roof tops and paved parking that will generate run-off, is not good. As we now understand where the water will flow — right into the backyards and onto the community path/walkway.

Finally, a recent population figure puts the town over the 10K mark. With the amount of housing and commercial slated in the Comp Plan, in all focus areas, that number has nowhere to go but up. Growth brings cars, kids, and construction — and rarely enough of the taxes and tap fees to minimize the impact.

[1:22:04] Vice Chair Stein’s comments:

We have worked very long and hard on this Plan; it allows a reasonable amount of redevelopment or development of vacant land. I don’t see it as a growth plan by any stretch of the imagination. I would imagine the Town’s going to realize a drop in development and I think that’s what people wanted. There might be a result that the Town doesn’t want from that but we just will deal with it in five years when we look at this Plan again. I think it’s time to move it on and I think it’s where it should be. I’m satisfied.

[1:23:02] Commissioner Paciulli’s comments:

Do I believe the plan is perfect? – No. Do I agree with all the proposals, wording, plans? – No. Do I believe that the Commission has attempted over the past five years to produce a plan that works for the community and considers the citizens’ inputs? – Yes. With three different opinions on an issue it is difficult but important to consider all – I tried. I therefore support moving the Plan to the Town Council.

[1:23:50] Commissioner Forbes’ comments:

I have really been torn about this. I think part of it is that I’ve been indulging in magical thinking wishing I could turn the clock back about ten years and eliminate a lot of what has happened that’s now built and what’s been paved over that we can’t restore – and that is magical; it’s not going to happen. But I’ve also looked at the Plan as it exists today and I think, particularly in the last few months, there’s been a significant effort by this group to temper some of the volume of the growth that was put on the board, particularly the Hirst area and on East Main. So instead of the larger scale commercial, a lot has been scaled down to neighborhood.

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I am concerned about some of the designations that call for redevelopment within the Town, and I really have concerns about what [Vice Chair Stein] said about traffic and trying to put a lot of the growth on the outskirts of the Town because there are more highways and that kind of thing. It seems contrary to supporting a thriving downtown and it seems that our downtown is really struggling. We have long-time business owners who are in really marginal situations because everybody is going out to these shopping centers, and we're going to become Anytown USA if Purcellville loses a lot of what makes us unique.

I concur with [Commissioner Bennett] on her concerns about development along Hirst East. I'm also worried that you can't take away the right of somebody to use their property at all, and I wish that you could but I'm aware that you can't and it's a huge dilemma. I frankly wish that I had more information from the Town about what the budget is to buy land – I didn't hear anything which makes me think that doesn't exist which is why that wasn't an option. But it occurs to me that if the Town had some sort of plan to accumulate funds so that purchases of that nature could be made, that would be a very critical piece in a planning tool, and it has not been mentioned at all. To my knowledge, there is nothing that's been budgeted to acquire property, not that they wouldn't like to do it, but nothing has been budgeted and there doesn't seem to be anything in other aspects of the Town that would permit that, and it's a missed opportunity because things are going to evaporate with more building provided that's what we wanted.

So I've gone back and forth, back and forth, back and forth – I didn't vote for the last Plan, I was very concerned – particularly about East Main Street and I concur with [Commissioner Bennett] with because to her assessment – that's really problematic because I want it to stay green but I don't think that can happen. So because this seems to be an improvement on what we now have calls for bigger, dense, more, I'm reluctantly supporting this but it's only because I think it really has some vision of downsizing the scope of growth on East Main Street and even on the west end of town and the Plan that we're looking at now doesn't have that, and that's even scarier. The work that has been done to address the concerns has been great, really impressive. Everybody has been so well-intentioned.

[1:28:40] Chair Stinnette's comments:

The additions and changes that have occurred over the last few months have improved the Plan, at least made it more consistent with what I think the community wants. There are five main points that I think are useful to telescope away from the Plan to see where we've come from:

1. The Plan is inward focused; there is no aspiration for further expansion.
2. The work we've done collectively over the last three months has significantly constrained density growth.
3. The Plan focuses more on scale, form and fit than on use. If you look at our original Comprehensive Plan, it was mainly focused on use.
4. I think we appropriately focused on the Main Street and Hirst Road corridors, and that's where all the dots were in the results of the community input.
5. I think the Plan advocates for the development of the regional transportation and traffic plan as well as an updated water resource plan.

I share [Commissioner Forbes'] point on green space. Ideally, I would have liked to have bought the property adjacent to the fire department, because once you give up green space you can never get it back. But I think the challenges that we have in the budget are such that we have to find a

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new location for the police department, we need to stabilize the debt structure and a host of other competing infrastructure needs that I don't think we have the capacity to go buy it. I think in large part we've done some fairly heavy lifting to get the Plan to where it needs to be.

[1:31:52] Patrick Sullivan stated:

I agree that it's important to save land wherever we can, for example for a pocket park. No matter how much we try to compress this Plan into a no-growth plan, we're still going to burst at the seams with growth. It's just going to go into an area we can't picture right now. If we're proactive, we'll end up being a lot better off in the long run. I think that any land the we could buy and don't is a missed opportunity.

[1:33:18] the Planning Commission voted on the motion to recommend the adoption of the Comprehensive Plan 2018 and its artifacts to the Town Council:

Commissioner Bennett - No

Vice Chair Stein - Yes

Commissioner Paciulli - Yes

Commissioner Forbes - Yes

Chair Stinnette - Yes

Commissioner Kowalski - Absent

Commissioner Neham - Absent

It is noted that per communications from Commissioners Kowalski and Neham, they both would have voted Yes had they been in attendance. Passed: 4-1-2.

[1:34:24] The information to be displayed on the Plan Purcellville website was discussed. Staff agreed to post update files and archive outdated files by September 12th.

INFORMATION ITEMS

[1:39:10] The issue of the floodplain and the Conditional Letter of Map Revision was briefly discussed and the FEMA process was described. It was noted that building permits cannot be issued on the basis of a Conditional Letter of Map Revision. It was also noted that the local municipality/community gets to weigh in on this.

[1:49:41] The boundary line readjustment on the west end of town, page 63 of the Comprehensive Plan, was discussed. Tom Rust, who owns four parcels of land, wants to adjust the interior lot lines within the four parcels to provide better access to the street. There is no development involved at this point.

[1:53:30] There was a discussion about fences that were built in the Mayfair development with Town approval are now being told that the fences are in an easement area and need to be removed. However, the fences were not built in accordance with the conditions specified in the permits in which the easement areas were identified.

[1:55:55] Patrick Sullivan reported that there will be a meeting in the following week with consultants to move forward with the Zoning Diagnostics and refining the scope of the work to be performed. Work is expected to start in October and is expected to take about 90 days.

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COUNCIL REPRESENTATIVE'S REPORT [1:57:10]

Provided earlier.

CHAIR'S COMMENTS [1:59:45]

The next Planning Commission meeting will be on September 19th, tentatively.

PLANNING COMMISSIONERS' COMMENTS

None.

APPROVAL OF MINUTES [2:01:15]

Commissioner Forbes moved that the July 18, 2019 Special Meeting Minutes and the July 25, 2019 Special Meeting Minutes be approved, waiving the reading, seconded by Commissioner Bennett. Passed: 5-0-2.

ADJOURNMENT [2:02:00]

With no further business, Commissioner Forbes made a motion to adjourn the meeting at 9:02 PM, seconded by Vice Chair Stein. Passed: 5-0-2.

Tip Stinnette, Chair

Ed Neham and Stefanie Longerbeam, Records

September 5, 2019

ATTACHMENT 1

Email from Kate Struckmann

On Sep 3, 2019, at 3:48 PM, Kate Struckmann <katestruckmann@gmail.com> wrote:

Hello,

I am writing to you regarding the zoning for the Hirst Avenue East area in the Comprehensive Plan. I live adjacent to Hirst East, on Skyline Drive in Old Dominion Valley, so this decision really affects me & my family. Unfortunately, I was unable to attend the last review and just became aware there is another work meeting this week.

For that area, I think it makes sense that it be zoned for small office space, such as doctor offices, and space for companies like (Lowers) Risk Group. Another possible application is agriculture. Even zoning similar to Hirst West would be ok, excluding fuel tanks, fuel storage or fuel dispensing areas. I feel this way for a couple reasons:

1. Traffic. Uses such as the ones I mentioned should keep additional traffic to a minimum. Traffic at the 4 way stop has already gotten much worse than it was just from the new housing development further up the road. Also, there are longer and longer backups on Hirst to turn onto 287. Offices with daytime staff would keep additional disruptions down.
2. Family Residences. Homes back up to this property and will be affected by what is built. For safety reasons (& to reduce truck traffic), I don't feel it is safe to store fuel so close to private residences. I once had to be evacuated because of fuel tanks leaking at a nearby facility (not in Pville) and believe precautions should be taken to avoid this situation entirely.
3. Environmental. As you are probably aware, recent development along this area has affected the floodplain such that several properties (including mine) are now in the floodplain. Extreme care should be taken to prevent future development from continuing this dangerous practice. In addition, the ecosystem in the area is also tied to the type of development and care should be taken not to further damage the delicate balance.

Thank you for taking the time to read my email and also for your dedication to the town!

Please enter my comments into public record.

Sincerely,
Kate Struckmann
321 E Skyline Dr

ATTACHMENT 2

Planning Commission Certification of the Copy of the Comprehensive Plan 2018

RESOLUTION NO. 19-09-07

PRESENTED: SEPTEMBER 5, 2019

ADOPTED: SEPTEMBER 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 2018, INCLUDING (I) THE POLICY DOCUMENT IDENTIFIED AS PLAN PURCELLVILLE, 2018 COMPREHENSIVE PLAN, VERSION 5.0; (II) THE 2018 CHANGE MATRIX (AS GENERATED BY THE JULY 19, 2018 PLANNING COMMISSION PUBLIC HEARING); (III) THE 2018 ERRATA; (IV) THE 2018 FUTURE LAND USE MAP; (V) THE 2019 CHANGE MATRIX (AS GENERATED BY THE JUNE 6, 2019 PLANNING COMMISSION PUBLIC HEARING); (VI) THE 2019 ERRATA; AS WELL AS TECHNICAL REPORTS, APPENDICES, AND ALL PLANS INCORPORATED BY REFERENCE, (“2018 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

WHEREAS, at both the July 19, 2018 and June 6, 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 2018*, the most current version is attached hereto and made a part hereof, including the policy document identified as Plan Purcellville, Comprehensive Plan, Version 5.0; the 2018 Change Matrix (as generated by the July 19, 2018 Planning Commission Public Hearing); the 2018 Errata; the 2018 Future Land Use Map; the 2019 Change Matrix (as generated by the June 6,

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2019 Planning Commission Public Hearing); the 2019 Errata; as well as technical reports, appendices, and all plans incorporated by reference, (“2018 Comprehensive Plan”.)

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the Town of Purcellville, Virginia hereby certifies the attached copy of the 2018 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

October 10, 2019



**PLANNING COMMISSION
SPECIAL MEETING**
October 10, 2019

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

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

ABSENT: Stosh Kowalski, Planning Commissioner
Ed Neham, Planning Commissioner

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

<https://www.purcellvilleva.gov/ArchiveCenter/ViewFile/Item/5163>
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 SPECIAL MEETING:

Chair Stinnette called the Planning Commission Special Meeting to order at 7:00 PM. The Pledge of Allegiance followed.

AGENDA AMENDMENTS

None.

COMMISSIONER DISCLOSURES

None.

PUBLIC HEARINGS

None.

PRESENTATIONS

October 10, 2019

None.

CITIZEN COMMENTS

None.

DISCUSSION ITEM [1:27]

Town Council has remanded the comprehensive plan back to the Planning Commission to hold a public hearing to cover the changes made since the prior public hearing on June 6, 2019 (see Attachment 1). Because some of those changes may have impacts on several properties in town, this additional public hearing will allow those affected property owners to comment on them. At this forthcoming public hearing, the Planning Commission will capture any additional community comments and forward those back to the Town Council for adjudication, and will not make any further changes to the comprehensive plan based on those community comments. This resolution specified the following actions the Planning Commission is to complete:

- (i) post on the *Plan Purcellville* website the comprehensive plan as it is to be considered by the Planning Commission for recommendation to the Town Council, in the form of a single clean document that includes all changes as recommended in the 2018 and 2019 Ancillary Documents; and
- (ii) give notice of a Planning Commission public hearing in accordance with Va. Code § 15.2-2204 and give any additional notice as the Planning Commission or its staff may be deemed prudent; and
- (iii) hold a public hearing to receive comments on the proposed comprehensive plan no later than December 19, 2019; and
- (iv) transcribe all comments received at the public hearing, and transmit such comments to the Town Council without deliberation or recommendation by the Planning Commission; and
- (v) after the public hearing is closed, vote to (a) approve, (b) amend and approve, or (c) disapprove the plan; and
- (vi) upon approval of the comprehensive plan by the Planning Commission, have the clerk to the Planning Commission certify each page of the approved plan as that which was lawfully approved by the Planning Commission; and
- (vii) adopt a resolution recommending the certified comprehensive plan for adoption by the Town Council, and transmit to the Town Clerk no later than January 8, 2020 for distribution to the Town Council: the resolution, certified copy of the comprehensive plan, and the transcription of public comments.

The proposed timeline for accomplishing these actions is:
10/24 Staff publishes a notice for the public hearing

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- 11/21 Planning Commission holds public hearing
- 12/05 Planning Commission votes on comprehensive plan and, if passed, adopts resolution transmitting the plan to Town Council
- 12/10 Resolution and plan delivered to Town Council

Chair Stinnette reported that the Town Council members have a total of about 250 comments on the comments plan and believes that the Town Council will be able to work through these comments and be able to approve the comprehensive plan in the requisite 90-day period.

Chair Stinnette said that the next Planning Commission would be on November 7, 2019 mainly to review the information and procedures for the November 21, 2019 public hearing.

Andy Conlon said that the advertisements for the November 21, 2019 public hearing will run on November 8, 2019 and November 15, 2019. The consultant is working on getting an updated clean copy of the comprehensive plan finished by November 8, 2019. Chair Stinnette said that we would not be able to review the consultant's draft by the time of the November 21, 2019 public hearing, so we should use the existing red-line version instead. Sally Hankins said that either a clean or a red-line version would be legally permissible, but using the red-line version gives us a "little more breathing room" in terms of preparing for the public hearing. Chair Stinnette offered if, between November 8 and November 21, Staff can certify that the consultant's clean version is equivalent to the red-line version, then the clean version may be used in place of the red-line version at the public hearing. Patrick Sullivan recommended, pending timely receipt of the consultant's clean version, that Staff try to certify the consultant's version prior to the public hearing and the clean version be used at the public hearing.

ACTION ITEM [46:45]

The Planning Commission considered an amendment to the Minutes of July 25, 2019 Special Meeting because the land use designation in Area 3 of the Hirst East Focus Area of the comprehensive plan 2018 was incorrectly labeled as Mixed-Use Medium Scale rather than Mixed-Use Neighborhood Scale (see Attachment 2).

Motion: The following motion was made by Vice Chair Stein and seconded by Commissioner Bennett.

"I move that the Purcellville Planning Commission approve the amended minutes of the July 25, 2019 Planning Commission Special Meeting as presented in the October 10, 2019 agenda packet."

Passed: 5-0-2.

INFORMATION ITEMS

None.

COUNCIL REPRESENTATIVE'S REPORT [48:48]

Regarding the Town Council resolution as discussed above.

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CHAIR'S COMMENTS

None.

PLANNING COMMISSIONERS' COMMENTS

None.

ADJOURNMENT [49:32]

With no further business, Vice Chair Stein made a motion to adjourn the meeting at 7:50 PM, seconded by Commissioner Forbes. Passed: 5-0-2.

Tip Stinnette, Chair

Ed Neham and Stefanie Longerbeam, Records

October 10, 2019

ATTACHMENT 1

Resolution Remanding the Comprehensive Plan to the Planning Commission

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

RESOLUTION NO. 19-10-01

PRESENTED: OCTOBER 8, 2019

ADOPTED: OCTOBER 8, 2019

**A RESOLUTION: REMANDING THE COMPREHENSIVE PLAN TO THE
PLANNING COMMISSION FOR CERTAIN AMENDMENTS AND
PUBLIC HEARING**

WHEREAS, the Purcellville Planning Commission held a duly advertised public hearing on June 6, 2019, to receive public comments on version 5.0 of the draft comprehensive plan, dated October 2018 (“**Comprehensive Plan Version 5.0**”), and ancillary documents to the draft comprehensive plan that are entitled: the *2018 Change Matrix*, and the *2018 Errata* (“**2018 Ancillary Documents**”); and

WHEREAS, during the period between June 6, 2019 and September 5, 2019, the Planning Commission held a number of public work sessions to deliberate and adjudicate the comments it received during the June 6, 2019 public hearing; and

WHEREAS, as a result of these work sessions, the Planning Commission developed additional ancillary documents to the Comprehensive Plan Version 5.0 entitled: the *2019 Change Matrix*, and the *2019 Errata* (the “**2019 Ancillary Documents**”), which contained numerous comments on the Comprehensive Plan Version 5.0 and, for each comment, the Planning Commission’s recommended approach for addressing the comment; and

WHEREAS, on September 5, 2019, the Planning Commission adopted Resolution 19-09-07, recommending that Town Council adopt the Comprehensive Plan Version 5.0, as amended by the 2018 and 2019 Ancillary Documents; and

WHEREAS, the Town Council desires that the Planning Commission incorporate into the Comprehensive Plan Version 5.0 all of the Planning Commission’s recommended changes contained in both the 2018 and 2019 Ancillary Documents, so that a single clean document is advertised by the Planning Commission for a final Planning Commission public hearing.

NOW THEREFORE, BE IT RESOLVED that the Purcellville Town Council hereby remands the Comprehensive Plan to the Planning Commission and directs the Planning Commission to take the following actions:

- (i) post on the *Plan Purcellville* website the comprehensive plan as it is to be considered by the Planning Commission for recommendation to the Town Council,

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in the form of a single clean document that includes all changes as recommended in the 2018 and 2019 Ancillary Documents; and

(ii) give notice of a Planning Commission public hearing in accordance with Va. Code § 15.2-2204 and give any additional notice as the Planning Commission or its staff may be deem prudent; and

(iii) hold a public hearing to receive comments on the proposed comprehensive plan no later than December 19, 2019; and

(iv) transcribe all comments received at the public hearing, and transmit such comments to the Town Council without deliberation or recommendation by the Planning Commission; and

(v) after the public hearing is closed, vote to (a) approve, (b) amend and approve, or (c) disapprove the plan; and

(vi) upon approval of the comprehensive plan by the Planning Commission, have the clerk to the Planning Commission certify each page of the approved plan as that which was lawfully approved by the Planning Commission; and

(vii) adopt a resolution recommending the certified comprehensive plan for adoption by the Town Council, and transmit to the Town Clerk no later than January 8, 2020 for distribution to the Town Council: the resolution, certified copy of the comprehensive plan, and the transcription of public comments.

PASSED THIS _____ DAY OF _____, 2019.

Kwasi A. Fraser, Mayor
Town of Purcellville

ATTEST:

Diana Hays, Town Clerk

October 10, 2019

ATTACHMENT 2

Amendment to the Minutes of July 25, 2019 Special Meeting

SUMMARY and RECOMMENDATIONS:

The Planning Commission approved minutes from July 25, 2019 which contained an error of land use designation. The recommendation is to properly label the land use on page 1 of these minutes and agree to make the proper edits.

BACKGROUND:

Subsequent to the approval of the minutes of the July 25, 2019 Special Meeting, it came to the attention of the Planning Commission that the land use of Area 3 within the Hirst East Focus Area was mistakenly given in the minutes as Mixed-Use Medium Scale whereas during the course of that meeting, it was actually designated Mixed-Use Neighborhood Scale. Planning Commission voted on the designation of Area 3's future land use as:

<u>Land Use Category</u>	<u>Vote Count</u>
Mixed-Use Neighborhood Scale	4
Commercial Neighborhood Scale	1
Industrial Business	1

Thus, the minutes of the July 25, 2019 Special Meeting should be changed as follows (red-line correction):

The Planning Commission discussed the Hirst East focus area section of the draft Comprehensive Plan (see Attachment 4) with particular attention given to current zoning, form and fit, traffic, noise and pollution, possible future zoning and uses, and planned land use, and decided on the following planned land use designations:

- Area 1: Commercial Neighborhood Scale
- Area 2: Industrial Business
- Area 3: ~~Mixed Use Medium Scale~~ Mixed-Use Neighborhood Scale
- Area 4: Agricultural
- Area 5: Commercial Neighborhood Scale