

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

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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 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.

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.



Ed Neham and Stefanie Longerbeam, Recorders



Tip Stinnette, Chair