

PURCELLVILLE PLANNING COMMISSION

Annual Report (November 3, 2017)

2017

The Planning Commission

The following seven citizens currently serve on the Purcellville Planning Commission as of October 30, 2017 (officers noted):

Theresa Stein, Chair

Chip Paciulli, Vice Chair

Mary Frances (Boo) Bennett

David Estey

EJ Van Istendal

Tip Stinnette

Kelli Grim, Council Liaison

Britt Adkins resigned during this year. Kelli Grim resigned effective Nov 3, 2017. Elected officers to serve '17-'18 : Chip Paciulli, Chair and EJ Van Istendal Vice Chair.

Through November 2, the Planning Commission held a total of 19 regular meetings and 17 work sessions.

During the 19 regular meetings the Commission held 7 public hearings.

During the first half of the year the Commission held several work sessions related to the Comp Plan Draft. After receiving the initial Draft of the Comp Plan on June 20th and then starting on July 13, the Commission held 14 weekly work sessions.

The Commission's Staff Liaison was Senior Planner Daniel Galindo with Planning Technician Tucker Keller. Following the departure of both Town employees, Erin Goodrich, Senior Planner, and Stefanie Longerbeam were hired and now work with the Planning Commission.

Legislative Items and Applications

The Commission held Public Hearings on the following items which were sent to the Town Council with recommendations:

- (1) A text amendment to update Flood Insurance Rate Map and Regulations.
- (2) A Special Exception Application by Virginia Regional Transit
- (3) A text amendment to adjust Building Heights in the C-4 zone
- (4) A text amendment to update Civil Penalties
- (5) A Special Exception Application by Virginia Regional Transit which revised the initial plan to attempt to address concerns
- (6) A Special Exception Application by Blue Ridge Veterinary Associates Kennel.
- (7) Modify Zoning Ordinance Text Definition of Duplex Dwelling

The Commission drafted ordinance changes then held Public Discussions on the following item. It was then referred back again to Town Staff for additional information:

- (1) Repeal and Replace Stream and Creek Buffers Zoning Ordinance Text

The Commission created a priority list of items to work on in the 2015 time frame which have not moved forward:

- (1) Tree Preservation Regulations (ZO Amendment)
- (2) Sign Regulations (ZO Amendment)
- (3) Accessory Dwelling Standards (ZO Amendment)

Legislative Applications Staff is working on:

- (1) O'Toole Property: Comp Plan Amendment, Re-Zoning, and Special Use Permit with Tentative PC Hearing date of 12/07.
- (2) Village Case CPA and PCA with PC Hearing Date set for Nov 16.
- (3) 7/11 Fueling Station Expansion with Public Hearing set for Nov 16.

Comprehensive Plan

Please review the attached Comprehensive Plan Management Schedule. This schedule reflects a best case scenario. It is our understanding that there are NO additional funds approved by the Town Council to pay the contractor. During informal discussions with the contractor we also hear they have received payment for work to date. There are no funds available for any additional work.

2018 Priorities and Goals

The Planning Commission proposes to prioritize its activities in 2018 into three lines of operation: Strategic Priorities, Operational Priorities, and Tactical Priorities. The purpose of this construct is to realize that operations in the public domain are rarely conducted in series and often happen in parallel. To that end the Planning Commission endeavors to organize and categorize its priorities as follows:

Strategic Priorities are those activities that are directly tied to the Town Council's four Strategic Initiatives (Promote Community and Economic Well-Being, Practice Good Governance, Strengthen Community Partnerships, and Fund the Future) and are generally enduring activities that will require continuing attention throughout the year and beyond.

- *Comprehensive Plan Update*: this is the Planning Commission's top strategic priority as it is the key enabler for all four Town Council Strategic Initiatives
- *Ordinance Revisions*: are an extension of the Comprehensive Plan in that ordinances put into action Comprehensive Plan intent and direction; this activity is likely to span beyond 2018
 - o An Example of a revision that will require timely redress is the designations of transitional and mixed use zoning
- *Transportation Plan Update*: this plan is dated and requires an update; the imperative for update can be witnessed on our roads daily; this priority will also likely require funding for contractor/consultant study and assistance

Operational Priorities are those activities that are tied to enabling the Town Council's Action Agendas for each of the four Strategic Initiatives. These activities generally have discrete timelines and an expectation for timely conclusion. This category of priorities also includes legislative applications.

- *Stream and Creek Buffer Zoning Ordinance Text Amendment*
- *Tree Preservation Regulations Zoning Ordinance Text Amendment*
- *Legislative Applications*
 - o O'Toole Property (CPA15-01/RZ15-02/SUP17-01)
 - o Village Case (CPA16-01/PCA16-01)
 - o 7-Eleven Fueling Station Expansion (SUP16-01)

Tactical Priorities are those activities that address emerging community, council, and staff issues and concerns. These activities are generally ephemeral in nature.

- *Sign Regulations*
- *Accessory Dwelling Standards*

With this construct it is likely the Planning Commission will be conducting parallel activities across all three prioritization categories simultaneously. Such as an ordinance revision that is driven by the Comprehensive Plan addressing stream and creek buffering while conducting sign regulation research. The idea behind this prioritization scheme is the provision of planning flexibility that is sensitive to Town Council initiatives, staff resource constraints, and community concerns.

Challenges/Issues and Resources

As stated in our 2015 – 2016 Annual Report:

‘The major challenges and issues for the Planning Commission will be timely completion of work on the revised Comprehensive Plan while continuing to process legislative applications and work on the Commission’s priority items. It is also important to remember that adopting an updated comprehensive plan will assuredly result in numerous additional projects for Staff, the Planning Commission, and Town Council that will be necessary to implement its policies and objectives. The work of the Commission relies heavily upon Staff availability, yet they have numerous other pressing issues such as review of site plans, legislative applications, permits, and enforcement which require time and attention as well. Understanding the limitations of Staff and given the heavy workload foreseen for the next few years, the Commission suggests that Town Council consider the addition of one full-time employee or a part-time employee to support Staff’s needs and ensure there are sufficient resources available to move important items forward in a timely fashion. The Commission fully encourages the continued use of interns to assist in these efforts (when available) as well as the use of contract consultants as needed.’