

**Town of Round Hill  
Planning Commission Meeting  
April 3, 2012  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, April 3, 2012, at 7:30 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Douglas Bird, Chairman  
George Hoddinott, IV  
Elizabeth Wolford

**STAFF MEMBERS PRESENT**

Robert Kinsley, Town Planner and Zoning Administrator

**PLANNING COMMISSION MEMBERS ABSENT**

Jenny Grafton Theodore

**MEMBERS OF THE PUBLIC PRESENT**

There were no members of the public present.

**IN RE: CALL TO ORDER**

Chairman Bird called the meeting to order at 7:30 p.m. Roll Call was taken, and it was determined that a quorum was present. Chairman Bird reported that Commissioner Theodore will not be present for the meeting.

**IN RE: PLEDGE OF ALLEGIANCE**

Commissioner Hoddinott led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

There was no public comment.

**IN RE: APPROVAL OF AGENDA**

Chairman Bird entertained a motion to approve the agenda as written; Commissioner Hoddinott seconded the motion. The agenda was approved with a vote of 3-0-1, with Commissioner Theodore absent for the vote.

**IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS**

Chairman Bird asked if there were any Disclosures/Commissioners' Comments. There were none.

**IN RE: APPROVAL OF MINUTES – March 6, 2012**

Chairman Bird asked for clarification regarding street lights in the Lake Ridge Estates subdivision. It was reported that the developer will install the lights, Dominion Power will maintain them, and the Town will pay the electric bill.

**Commissioner Wolford moved to approve the minutes as submitted, with a change on Page 3: Under Old Business, Item “a,” Park Pavilion Site Plan, the fourth line from the bottom, after the phrase ‘improving their sight and hearing,’ there should be a comma rather than a semi-colon. Chairman Bird seconded the motion. The minutes were approved, with the change noted, by a vote of 3-0-1, with Commissioner Theodore absent for the vote.**

#### **IN RE: LAND USE COMMITTEE REPORT**

Mr. Kinsley noted that there are two reports, one for March 9<sup>th</sup> and one for March 13<sup>th</sup>. Chairman Bird asked what the difference was between the two reports. Mr. Kinsley noted that the March 13<sup>th</sup> meeting was a continuation of discussions from the March 9<sup>th</sup> meeting; and that the Committee had asked for clarification of the two kinds of plaques available for the Town Park, which was provided in the latter report. Also, there was continued discussion of the B-1 Business District Text Amendments. Chairman Bird asked if the B-1 Business District Text Amendments will be returned to the Planning Commission; Mr. Kinsley noted that was discussed, but he believes the Committee will finish the document at their next meeting.

#### **IN RE: TOWN PLANNER/ZONING ADMINISTRATOR’S REPORT**

Mr. Kinsley noted that the report is included in each Commission Members’ packet, and asked if there were any questions. Commissioner Wolford inquired if the Lake Ridge Estates plats have not been signed yet; it was noted that they have not, as payment of the pro-rata proffer towards the upgrade of the Rte. 719 pump station has not been made as yet. Commissioner Wolford also asked what Town Attorney Gilmore is checking into. It was reported that she is checking into the trail easement. There were no further questions.

#### **IN RE: OLD BUSINESS**

- a. LI-1 Light Industrial: Mr. Kinsley noted that the document in the Commission Members’ packets shown in red ink denote the changes made at the last meeting. Commissioner Wolford noted, on the second page, Item “g,” regarding lawn equipment and small engines with outside storage or display, and wondered if that would be a problem; Mr. Kinsley noted that this issue was addressed by removing the term “sales” from the Item. Commissioner Hoddinott noted that Section 10.3, Accessory Uses, should be edited to reflect a period after the term “square feet” (in the fourth line down). Commissioner Wolford had a question regarding setbacks, in Section 10.(6)8, Yards and Setbacks, which Mr. Kinsley explained. He suggested removing the word “footprint.” Commissioner Wolford asked if Mr. Kinsley feels the documents is ready to go to the Town Council, and asked if the Public Hearing should be held before it is sent to the Town Council. It could be forwarded to the Town Council, and they could return it to the Planning Commission, if they want the Commission to hold the public hearing. Discussion ensued as to if a joint Public Hearing will be held for this and the B-1 Business District document. Mr. Kinsley noted that a three and one-half week advertising period is required.

**Commissioner Wolford moved to forward the LI-1 Light Industrial document to the Town Council to schedule a joint public hearing if they so desire; Commissioner Hoddinott seconded the motion. The motion carried with a vote of 3-0-1, the votes being recorded as shown below:**

<u>MEMBER</u>	<u>VOTE</u>
Chairman Bird	Aye
Commissioner Wolford	Aye
Commissioner Hoddinott	Aye
Commissioner Theodore	Absent

- b. Draft Lighting Section of the Zoning Ordinance: Mr. Kinsley noted changes in Section 22.2, Applicability, where the word “Zoning” was added in Item “a,” and a sentence was deleted in Item “b.” Also, regarding Item “b,” the question was raised as to if this would include replacing an existing fixture on the exterior of a property, and if the home owner would have to receive permission to do so. It was felt that it was unlikely most residents would know they need to ask permission. Chairman Bird discussed inclusion of The Villages and lighting fixtures there; noting that he feels the dangerous part of this is getting into private property. Commissioner Hoddinott noted that the people will police themselves; and that it is good to have the wording in the Ordinance in case a complaint occurs. Mr. Kinsley noted that, in Section 22.5, General Standards, a sentence was added (in Item “a”) to coordinate with the B-1 Business District Text Amendments. Commissioner Wolford stated that the document looks good, and asked Mr. Kinsley if he feels it covers everything. He feels it does. Chairman Bird noted that, in Section 22.6, Submittals, Item “a,” the phrase “for new construction” should be removed; leaving it in doesn’t address renovations.

**Following the discussion, Commissioner Hoddinott moved, and Chairman Bird seconded, the motion that the document be submitted to the Town Council. The motion carried with a vote of 3-0-1, the votes being recorded as shown below:**

<u>MEMBER</u>	<u>VOTE</u>
Chairman Bird	Aye
Commissioner Wolford	Aye
Commissioner Hoddinott	Aye
Commissioner Theodore	Absent

- c. Comprehensive Plan Update Process: Mr. Kinsley noted that the document in the packet is an up-to-date description of the Town’s Public Utilities (the water system). Commissioner Hoddinott asked where the water treatment facility is near the Round Hill Elementary School, which Mr. Kinsley explained. Commissioner Hoddinott asked if testing has been done to determine how long the water supply is expected to last. Mr. Kinsley noted that the engineers are going to do a water supply study according to state requirements. It was also noted that Round Hill Investors have not provided the water supply they were supposed to. It was also reported that two new wells should go on-line soon. The West Lake Subdivision will include another water treatment plant. Chairman Bird and Commissioner Hoddinott discussed how to create an outline for the Comprehensive Plan Update, and what things are not necessary to include. Mr. Kinsley explained how it will be worded so that Historic District regulations aren’t created that would necessitate an Architectural Review Board. The County’s work on Annexation Agreements with the towns has been stopped; Mr. Kinsley was unsure why, and noted it has worked well for other communities.

Commissioner Wolford noted, at one time, Round Hill had an Annexation Agreement with the County. Mr. Kinsley will check to see if that agreement still exists. Commissioner Hoddinott asked if soil classification and wetlands have been updated; Mr. Kinsley noted that should be in the County's GIS System. Chairman Bird asked about a Conservation District. It was noted that all maps need to be updated. Chairman Bird will provide an outline to use in updating the Comprehensive Plan. The question was raised if the Planning Commission should get on the Town Council agenda for input on Round Hill's future, to use in updating the Comprehensive Plan. It was decided to try to do this in June, as the May Town Council meeting will be dealing with budget issues. Chairman Bird asked about demographic data from the 2010 Census and noted that overlay maps will need to be updated. The first two sections of the Comprehensive Plan will basically remain unchanged; in order to update the third section, the Commission needs to find out the Town Council's vision for the future. The Public Input meetings will be held in late summer; during these the Commissions' goals and objectives will be outlined for public comment. It was felt that boundary adjustments and a Historic District overlay will generate a lot of public interest, as would a Conservation Overlay. Mr. Kinsley asked to clarify if this is about buildings; Chairman Bird noted that it is. This would be to keep the architecture in a particular area similar. Chairman Bird suggested leaving a Conservation Overlay in as a place holder for future needs; that it is not really needed now, due to the small size of the Town. Chairman Bird asked how the Planning Commission should communicate with The Town Council, if a letter would be best. Mr. Kinsley noted that that would work.

**IN RE: NEW BUSINESS**

There was no New Business.

**IN RE: OTHER BUSINESS**

Mr. Kinsley noted that he will be unable to attend the June 5th meeting. Discussion ensued regarding moving the meeting date. It was decided to move the meeting to the following Tuesday (June 12<sup>th</sup>).

**IN RE: DRAFT AGENDA FOR MARCH MEETING**

A draft agenda for the May 1<sup>st</sup> meeting was not discussed.

**IN RE: ADJOURNMENT**

There being no further discussion, Chairman Bird adjourned the meeting at 8:32 p.m.

Respectfully submitted,

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Douglas Bird, Chairman

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Debra McDonald, Recording Secretary