

**Town of Round Hill
Planning Commission Meeting
April 1, 2014
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, April 1, 2014, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

George Hoddinott, IV, Chairman
Douglas Bird
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Christopher Prack

STAFF MEMBERS PRESENT

Mickey Rhoades, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Mr. Clinton
Timothy J. Pearson, Representative, KHovnanian Homes

IN RE: CALL TO ORDER

Chairman Hoddinott called the meeting to order at 7:07 p.m. Roll Call was held, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Chairman Hoddinott led those present in the Pledge of Allegiance.

IN RE: APPROVAL OF AGENDA

It was suggested that Item #10 – New Business, be moved to directly after the Approval of Minutes portion of the Agenda. This was so that Mr. Timothy Pearson, a representative of KHovnanian Homes, may make a presentation. Following this suggestion, Commission Member Wolford moved that the Agenda for the meeting of the Round Hill Planning Commission, for April 1, 2014, be approved as amended; Chairman Hoddinott seconded the motion. The motion was approved by a vote of 3-0, with Commission Member Prack absent; the vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
George Hoddinott, IV	Aye
Douglas Bird	Aye
Christopher Prack	Absent
Elizabeth Wolford	Aye

IN RE: PUBLIC COMMENT

There was no Public Comment.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

APPROVAL OF MINUTES

1) Regular Meeting of February 4, 2014

Commission Member Wolford moved that the minutes of the February 4, 2014 regular meeting of the Planning Commission be approved, with the following amendment: under the heading "Planning Commission Members Absent," the notation that Commission Member Hoddinott was absent due to work commitments, be deleted; Commission Member Bird seconded the motion. The minutes were approved by a vote of 2-0-1, with Commission Member Prack absent and Chairman Hoddinott abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
George Hoddinott	Abstain
Douglas Bird	Aye
Christopher Prack	Absent
Elizabeth Wolford	Aye

2) Special Meeting held March 20, 2014

Chairman Hoddinott made a motion to approve the minutes of the Special Meeting of the Planning Commission, held on March 20, 2014, as presented; Commission Member Wolford seconded the motion. The minutes were approved by a vote of 3-0, with Commission Member Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
George Hoddinott	Aye
Douglas Bird	Aye
Christopher Prack	Absent
Elizabeth Wolford	Aye

IN RE: NEW BUSINESS

1) Presentation by Mr. Timothy Pearson, of KHovnanian Homes

Mr. Timothy Pearson, representing KHovnanian Homes, introduced himself, and explained that his presence at this evening's meeting is regarding the proffered off-site trail for the Lake Ridge Estates project. Mr. Pearson stated that, in order to obtain a grading permit from Loudoun County, KHovnanian Homes needs to obtain two easements. Mr. Pearson described the company's plans for the subdivision, and handed out a letter further explaining these plans, which the Commission briefly reviewed. Commissioner Wolford asked where Mr. Harvey's property is located (one of the two properties where an easement is required), which Mr. Pearson explained. Mr. Pearson also explained Mr. Harvey's concerns regarding this trail, noting that this is not an issue of finances. Town Planner/Zoning Administrator Rhoades stated that the Town does not want an easement VDOT may not approve; Mr. Pearson described his understanding of the company's responsibilities regarding this. Chairman Hoddinott asked if Loudoun County has put forth requirements for a crosswalk related to the trail; discussion ensued regarding this issue. Mr. Pearson described possible concerns regarding a crosswalk, and handed out drawings showing possible crosswalk placements; he also explained different possible alignments for the crosswalk. Chairman Hoddinott asked if the proposed construction entrance will be removed following completion of construction; Mr. Pearson stated that it will. The construction entrance raises a concern about traffic entering and/or exiting at the crosswalk. Commissioner Wolford asked for clarification of where the sidewalk to

be constructed would end. Town Planner/Zoning Administrator Rhoades asked for clarification regarding the switchback of the trail, which Mr. Pearson provided. Mrs. Rhoades described another possible route for the trail, at Yatton Road. Mr. Pearson noted that a formal study of the trail by an engineer will be required, and that KHovnanian would like to begin construction of homes in the subdivision pending the approval of the trail placement. Mr. Pearson explained that a possible option would be to post a cash escrow in lieu of construction with the Town in order to secure its obligation to satisfy the off-site trail proffer. Commissioner Bird noted that the Planning Commission cannot speak to the Loudoun County approvals; Mr. Pearson explained that the County is awaiting approvals by the Town. Town Planner/Zoning Administrator Rhoades explained that the County is waiting for the Town to sign-off on the proffer. Mrs. Rhoades further explained that she wants to ensure that the Town gets the proffered trail. Commission Member Wolford asked if the Town Council would be the government body required to approve this revision. Commission Member Bird gave a summary of the history of this project. Chairman Hoddinott asked if the trail could be graded, but not paved until after Mr. Harvey's development is completed; Mr. Pearson stated that that could be done, but that Mr. Harvey has other concerns, as well. Commission Member Wolford felt that Mr. Harvey may be concerned that a "trail to nowhere" will be built through three properties he hopes to build on and sell; Mr. Harvey may also have concerns regarding who will be responsible for maintenance of the trail. Discussion of more of the history of this trail ensued. Chairman Hoddinott then asked Mr. Pearson specifically what KHovnanian Homes is asking; Mr. Pearson explained that the company would like the Planning Commission's support in moving this to the next committee or governing body, so they can begin building homes. Town Planner/Zoning Administrator Rhoades elaborated on previous efforts made on this trail project, and described the properties where easements are needed. Commission Member Wolford asked what KHovnanian's responsibility is, at this point; Mr. Pearson explained their responsibility in constructing the trail. This was followed by further discussion by all parties. Town Planner/Zoning Administrator Rhoades explained future plans for the trail and how it will connect with other trails/sidewalks in the Town. Discussion of the favorability of using the east side of the road, as opposed to the west side, ensued. Town Planner/Zoning Administrator Rhoades explained KHovnanian's predicament in this situation. Commissioner Wolford stated her belief that the Town Council will need to approve this request. Town Planner/Zoning Administrator Rhoades explained the Planning Commission's responsibility in approving the site plan. Commission Member Bird further reviewed the letter provided by KHovnanian delineating their requests, as well as what they are offering. Mr. Bird stated that he feels this issue should go before the Land Use Committee; he further noted that a site plan amendment will be required. Chairman Hoddinott stated that the Planning Commission can recommend that the Town Council review this. Commission Member Wolford stated that this request would go to the Town Council, who could then refer it to the Land Use Committee and/or the Town Attorney. There was discussion of the needed grading permit, and how KHovnanian could go forward with that pending approval of the proffers. Mr. Pearson also noted that they will ask for approval of the plat, so they can begin building. Town Planner/Zoning Administrator Rhoades stated that the Town cannot approve the final plat until the trail issue is resolved. Commission Member Bird then made a motion that **the Planning Commission refer the letter received from KHovnanian Homes to Town Planner/Zoning Administrator Mickey Rhoades, concerning the Lake Ridge Estates off-site trail easement, to the Town Council**

for consideration at their next meeting; Chairman Hoddinott seconded the motion. The motion was approved by a vote of 3-0, with Commission Member Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
George Hoddinott	Aye
Douglas Bird	Aye
Christopher Prack	Absent
Elizabeth Wolford	Aye

Mr. Pearson thanked the Commission.

IN RE: LAND USE COMMITTEE REPORT

The Planning Commission members reviewed the Land Use Committee report. Commissioner Wolford asked what the Committee discussed at their March meeting; Town Planner/Zoning Administrator Rhoades explained that she has not yet received permission to release the draft of the March minutes. Mrs. Rhoades noted that representatives from the County were present at the March Land Use Committee meeting, to explain the next steps for the Franklin Park Trail Project, noting that their 90% Plan is at VDOT. It is hoped that both the Franklin Park Trail Project and the Main Street Enhancement Project will commence in late spring/early summer 2015. Chairman Hoddinott discussed the timeline, noting that if more than three years have passed since the environmental study was done, a new study will be required. The Commission discussed the public input meetings required and the obtainment of easements. Commission Member Wolford noted the reference to the use of pavers, noting that she believed the Council had decided against using these. It was explained that the Chairman of the Land Use Committee had asked Town Administrator Nicholson to further investigate the use of pavers. Chairman Hoddinott questioned the wording in the report of the storm water management issue. There were no further questions regarding this report.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Commission Member Bird asked about the partially demolished house at 16 Bridge Street; Town Planner/Zoning Administrator Rhoades explained that the parties who demolished the house were fined \$200.00 by the Town, and have paid the fine. Commission Member Wolford asked about the reference to 19 Bridge Street; Town Planner/Zoning Administrator Rhoades explained that the owner of the property is trying to get paperwork in order, so that he may sell the property. There was no further discussion.

IN RE: OLD BUSINESS

a. Comprehensive Plan Updated File Review

Town Planner/Zoning Administrator Rhoades asked if the Commissioners have been able to review the current goals and objectives. Chairman Hoddinott noted that the old goals and objectives may not necessarily be usable; Mrs. Rhoades stated her belief that some may be usable, but that some are not. There was brief discussion of how the original Comprehensive Plan was constructed. The suggestion was made that the first paragraph of the existing plan be deleted. There was discussion of boundary line adjustments as well as subdivisions which are not included in the Town limits, and how these issues should be addressed. The Commission discussed

placement of the goals and objectives in the final document, with the consensus being that they should be located at the end of each section. Chairman Hoddinott suggested that a spreadsheet containing all goals and objectives could be included at the end of the document, for reference. There was discussion of the present vision statement, the goals and objectives spreadsheet, the inclusion of the Land Use Plan in the goals and objectives, and the placement of maps in the document. Commission Member Bird suggested incorporating information from the surveys of residents done previously into the vision statement. There was discussion of ways the Town can control development outside of the Town boundaries – through the right to comment, and extension of water/sewer services. Chairman Hoddinott wrote a partial vision statement, which he read to the Commission. Chairman Hoddinott noted that inclusion of goals and objectives in the Comprehensive Plan doesn't necessary ensure they will happen. There was discussion of the proffer of funds to a park fund, rather than added park space. Following this discussion, Town Planner/Zoning Administrator Rhoades suggested that each Commission Member forward his/her ideas for a vision statement to her, and she will write the statement; following that, Commissioners may add to the statement. There was no further discussion of the Comprehensive Plan Update.

IN RE: OTHER BUSINESS

There was no discussion under Other Business.

IN RE: DRAFT AGENDA FOR THE NEXT PLANNING COMMISSION MEETING

- Review Vision Statement

IN RE: ADJOURNMENT

Chairman Hoddinott adjourned the meeting at 9:00 p.m.

Respectfully submitted,

George Hoddinott, IV, Chairperson

Debra McDonald, Recording Secretary