

**Town of Round Hill  
Planning Commission Meeting  
April 2, 2013  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, April 2, 2013, 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

**PLANNING COMMISSION MEMBERS ABSENT**

Christopher Prack

**STAFF MEMBERS PRESENT**

Robert Kinsley, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

One citizen was in attendance.

**IN RE: CALL TO ORDER**

Chairperson Bird called the meeting to order at 7:30 p.m. Roll Call was taken, and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

Town Planner/Zoning Administrator Kinsley led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

There was no public comment.

**IN RE: APPROVAL OF AGENDA**

Commission Member Wolford made a motion to approve the agenda for the April 2<sup>nd</sup> regular Planning Commission meeting, as submitted; Commissioner Hoddinott seconded the motion. The agenda was approved by a vote of 3-0. The vote is recorded thus:

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

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

There were no Disclosures and/or Commissioners' Comments.

## **IN RE: APPROVAL OF MINUTES – March 19, 2013**

Commissioner Wolford made a motion to approve the minutes of the March 19, 2013 Planning Commission regular meeting, as submitted; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 3-0, with Commission Member Prack absent. The vote is recorded as follows:

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

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

There was no Land Use Committee Report.

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

Town Planner/Zoning Administrator Kinsley noted that his report is in front of each Commission Member, and that he would be happy to answer any questions. Commissioner Hoddinott asked when the house on Bridge Street will be demolished; Chairperson Bird indicated that he would like to know this as well. Mr. Kinsley reported that he is unsure when the demolition would take place. It was reported that the house is not completely empty, but is not safe to enter. It is unknown if something else will be built there, once the present structure is razed. Town Planner/Zoning Administrator Kinsley reported that it is not expected that this issue will affect the Planning Commission. Discussion ensued regarding the possibility of building on that site, and permits and set-backs that may be required. There were no further questions regarding the Town Planner/Zoning Administrator's Report.

## **IN RE: OLD BUSINESS**

### **a) Comprehensive Plan Review and Update**

Chairperson Bird noted that the new Natural Resources section has been provided. Town Planner/Zoning Administrator Kinsley reported that Commission Member Hoddinott helped provide this, as well as some other sections of the Comprehensive Plan, through assistance with making changes to maps in the GIS system. Commission Member Wolford asked if the public will review only Sections 1 and 2, and the maps. Mr. Kinsley stated that all eight sections will be available to the public for review. Discussion of other issues/needs for the Town going forward will be discussed at the public input sessions, with particular attention paid to transportation. Chairperson Bird noted that the County Transportation Plan needs to be considered, with the addition of local issues, as well. Mr. Kinsley stated that, at this point, he has made all the updates, scanned the plan for display on the Town's website, and written the introduction to be included on the website. Chairperson Bird asked when the plan will be available on the website; Town Planner/Zoning Administrator Kinsley stated that it could be available by the end of this week or, probably, by the middle of next week.

Discussion turned to setting dates for the public input sessions, which is reported under New Business. Following that discussion, Town Planner/Zoning Administrator Kinsley discussed two maps he will have enlarged to display at the public input sessions; also, Mr. Kinsley and Chairperson Bird discussed enlarging a copy of the survey of citizens recently completed, in order to display it as well. In closing, Mr. Kinsley asked Commission Members to inform him of any materials they need in order to update their copies of the Comprehensive Plan.

**IN RE: NEW BUSINESS**

**a) Set Dates for Public Input Sessions**

The dates previously set for the Public Input Sessions were discussed, due to there being various conflicts. It was decided to hold the Saturday session on April 27, 2013, from 10:00 a.m. to 12:00 p.m. The Tuesday session will be held at the next regularly scheduled Planning Commission meeting, on May 7, 2013. Commission Member Wolford reported on another municipality's public input sessions, and the variety of information gathered.

**IN RE: OTHER BUSINESS**

Town Planner/Zoning Administrator announced that Commission Member Wolford is now a Certified Planning Commissioner. Also, Commission Members discussed how the public input sessions will be opened. It was decided that Chairperson Bird would provide a short explanation of the information being sought, and how the Comprehensive Plan is being updated. Following this, Town Planner/Zoning Administrator Kinsley will make his remarks. The session will be informal, with Commission Members mingling with guests. A flip chart to write on will be available. It was noted that Commissioners should arrive 10 to 15 minutes early, in order to set up.

**IN RE: DRAFT AGENDA FOR THE NEXT PLANNING COMMISSION MEETING**

- Public Input Session

**IN RE: ADJOURNMENT**

Chairperson Bird moved that the meeting be adjourned; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0. The meeting was adjourned by Chairperson Bird at 7:55 p.m.

Respectfully submitted,

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Douglas Bird, Chairperson

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Debra McDonald, Recording Secretary