

**ROUND HILL PLANNING COMMISSION
REGULAR MEETING DRAFT MINUTES
APRIL 6, 2010**

The regular meeting of the Round Hill Planning Commission was held on Tuesday, April 6, 2010 at the Town Office, reconvening after a roll-call of Commission members and a walk-thru of the Town Park at 7 p.m.

PLANNING COMMISSION MEMBERS PRESENT

Craig Fredericks, Chairman
Sarah Etro, Vice-Chair
Michael Hummel
Kathleen Luckard
Betty Wolford

STAFF PRESENT

Robert Kinsley, Town Planner/Zoning Administrator
Susanne Kahler, Recording Secretary

OTHERS PRESENT

Margaret O' Brien, resident
2 additional members of the public

IN RE: CALL TO ORDER

The meeting was called to order by Chairman Fredericks at 7:37 p.m.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Luckard led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENTS

Town resident Margaret O'Brien commented on list she had given the Town Council and Planning Commission on November 25, 2009 noting the numerous occasions she had addressed the Town Council and the Planning Commission requesting that some sort of ordinance be put into effect that would address low-lighting for businesses that are in close proximity to residential dwellings. Ms. O'Brien also requested that Article 7 B-1 Town Business District zoning be reviewed so that site conditions such as privacy, noise, dust, lights, odors, trash, drainage, traffic, etc. could be addressed in a more specific manner when considering special exceptions for conditional use permits. She asked the Planning Commission what the current status of her request was. The Planning Commission has added her request to their work plan to be discussed in further detail at next month's regular meeting May 11, 2010.

There was no other public comment.

IN RE: APPROVAL OF AGENDA

Chairman Fredericks moved that the agenda be approved. Commissioner Luckard seconded the motion. The motion carried unanimously, 5-0-0.

IN RE: DISCLOSURES AND COMMISSIONER'S COMMENTS

None

IN RE: APPROVAL OF THE MINUTES

Vice-Chair Etro stated that she would be abstaining from the vote to approve the Planning Commission meeting minutes for December 1st and December 8th, 2009 as the tape recordings from those meetings have not been available to verify their accuracy. Chairman Fredericks commented that Vice-Chair Etro's concern over the inability of the town to secure the tapes in the previous town recorder possession of December's Planning Commission meetings raised the issue as to their accuracy as the meetings were lengthy and with animated discussion.

Commissioner Luckard raised the question as to whether meeting minutes were required by law. Commissioner Wolford said that a tape/CD or written version can be official with only the voting result necessitated to be in writing. Official minutes are posted to the Town's website and without approval of the meeting minutes, there would be no official record of the meetings. Commissioner Hummel expressed the concern that public opinion would be adversely affected by not approving and making official record of the meetings leading to a possible accusation of the Town's officials to deliberately withhold and manipulate the flow of information.

Commissioner Wolford made a motion to approve the minutes from December 1st and December 8th's meetings prefacing the documents with a note stipulating the Commission's concern over their accuracy given that the taped recordings are unavailable. Commissioner Hummel seconded the motion.

For the minutes of December 8th's meeting, Chairperson Fredericks noted the following corrections:

On page 7, 8th paragraph, referring to his motion on SPEX 2007-01..."will not be in harmony with the zoning district in which it is to be located after taking into consideration all development intensity factors to include, but not limited to, VDOT estimated trips per day, proposed seating capacity, lot coverage and building size along with public hearing testimony from town residents."

For the minutes of December 1st, Commissioner Luckard noted that on Page 6, second paragraph, the words "the applicant" should be inserted after "Mr. McBride stated that..." Also, on Page 9, she noted that in the first paragraph - instead of two sentences, there should be a comma, thus reading "the size of the lot, the FAR of the building..." Commissioner Luckard also expressed the need for uniformity in referring to Planning Commission member's names within the meeting minutes. It was agreed that except for

the initial record of full names of those members in attendance, all other references would be by title and last name only.

Commissioner Wolford agreed to the changes and re-presented the motion for their approval with the changes duly noted. Commissioner Hummel again seconded the motion. The motion to approve the meeting minutes as amended passed with a vote of 3-1-1. Chairperson Fredericks voted no; Vice-Chair Etro abstained.

For the minutes of the March 2nd meeting, Commissioner Luckard noted that on Page 2 under the revised operating hours of the Exxon Station, the second parenthesis (current condition is 6 a.m. to 9 p.m.) was missing. Commissioner Luckard again expressed the desire for consistency in Commission member's names.

Vice Chair Etro moved that the minutes of the March 2, 2010 Planning Commission meeting be approved as amended. Commissioner Luckard seconded. The motion carried unanimously 5-0-0.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Rob Kinsley, Town Planner/Zoning Administrator reported that one zoning permit was pending and he had issued two.

He noted that there would be a Planning Commission Public Hearing on April 20th at 7:30 p.m. regarding the extension of operational hours by Holtzman gas that extends their operating hours one hour to open at 5 a.m. and that pumps be allowed to operate 24 hrs/day for credit/debit card use as well as modifications to their signage. The joint hearing (Town Council and Planning Commission) for the proposed text amendment to Article 15.4 "Appeals Procedure" to make the Round Hill Zoning Ordinance conform to the 30 day limit on filing appeals was set also for April 20th at 7 p.m.

Chairperson Fredericks asked if Holtzman had provided the additional information the Town had requested including a listing of similar properties (including but not necessarily limited to) being owned by Holtzman that were open 24 hours a day. Mr. Kinsley stated that he expected the documentation but had not yet received it.

IN RE: ELECTION OF OFFICERS

Commissioner Hummel moved to elect Sarah Etro for the position of Chairperson effective with the next Planning Commission meeting (April 20th) and also nominated Kathie Luckard for appointment to the position of Vice Chair. Commissioner Wolford seconded the motion.

It was determined that election of a Secretary was not needed nor required per the Planning Commission By-Laws.

The motion passed unanimously 5-0-0.

IN RE: TOWN PARK MASTER PLAN & POLICIES

Commissioner Luckard expressed an interest to obtain a further history of how the Town Park came into existence and the thought process behind its design. Commissioner

Wolford brought forth an existing file on the Park's original inception plans, detailing fundraising, budget and design.

Commissioner Hummel suggested an existing inventory of its features were needed as well as an idea of how the Park would be utilized in the future. Chairperson Fredericks added that the Commission needed to decide what kind of activities they wanted to support as well as any improvements needed to support them. In addition, policies and procedures concerning the handling of personal donations and memorials needed to be in place. Commissioner Wolford is going to try to contact Lovettsville for their ideas on handling such issues and Rob Kinsley will also try to gather information from other small jurisdictions on how such matters are addressed.

Commissioner Luckard said that it made sense to identify other open space properties in and around town, because whatever policies and procedures were developed could apply to them as well. Vice Chair Etro suggested the Commission ask the Town Council for guidance as far as the scope of the assigned project. Chairperson Fredericks reiterated that the Planning Commission can set its own direction. Commissioner Wolford made mention that the scope of the project might be limited by the June 30th deadline given them by the Town Council. Commissioner Luckard noted the urgency of the timeline given. It was agreed that the Planning Commission would take further action when they have gathered their information at the May meeting.

IN RE: NEW BUSINESS – WORK PLAN TEMPLATE

Vice-Chair Etro presented the template she has previously utilized as a planning tool to assist in clarifying issues and goals. Planning Commission members brainstormed issues and priorities that they wanted to see addressed in the coming year including developing Town Park policies and procedures on how to handle donations and memorials, reviewing the B-1 zoning ordinance and cross-referencing licenses with uses, with a note to compatibility and specific conditions in use permits (metrics on things like odor, trash, dust, accessory structures, FARS), reviewing the comprehensive plan (with possible intent to amend), researching options for a historic district ordinance (Commissioner Luckard suggesting they study a model ordinance for this specific purpose from Mary Washington University), developing ordinances for derelict properties and possible teardowns/demolition, Round Hill Area Management Plan, annexation concepts, ways to engage, open up community involvement and outreach. Chairperson Fredericks also noted that the Planning Commission needed to address the Town's philosophical future vision of "what do we want to be?" and "do we still want to be a town?" and what direction the town wants to take, looking at incorporation, understanding potential implications and exploring ideas and cost issues.

Vice-Chair Etro offered to copy the flipcharts used for the brainstorming process verbatim and develop them into issues for the work template.

Commissioner Hummel excused himself from the meeting at 9:12 p.m.

IN RE: OTHER BUSINESS

None

IN RE: DRAFTING AGENDA FOR NEXT MEETING

Items to be placed on the Planning Commission's May 11th, 2010 regular meeting agenda will be:

- *Reviewing recommendations and drafting policy and procedures for Town Park memorials and donations
- *Holtzman
- *BZA amendment and ordinance update
- *Expanding tasks on work plan

IN RE: ADJOURNMENT

With no further business presented, Chairperson Fredericks adjourned the meeting at 9:37 p.m.

Craig Fredericks, Chairperson

Susanne Kahler, Recording Secretary