

**Town of Round Hill
Planning Commission Meeting
April 7, 2015
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, April 7, 2015, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Manuel Mirabal, Chairman

Stephan Evers

Michael Hummel

Christopher Prack

PLANNING COMMISSION MEMBERS ABSENT

Elizabeth Wolford

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Clinton Chapman

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:04 p.m. Roll Call was held, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Commission Member Evers led those present in the Pledge of Allegiance.

IN RE: APPROVAL OF AGENDA

Commission Member Prack moved **that the Agenda be approved as presented**; Commission Member Evers seconded the motion. The Agenda was approved by a vote of 4-0, with Commission Member Wolford absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Christopher Prack	Aye
Elizabeth Wolford	Absent

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission Member Hummel stated that he is glad to be back; the Commissioners commented that they are glad to have him again serving on the Planning Commission. There were no other Disclosures or Commissioners' Comments.

IN RE: APPROVAL OF MINUTES

A. Minutes of the March 3, 2015 Meeting

Chairman Mirabal pointed out an amendment made by Commissioner Wolford in the minutes included in Commission Members' packets; there were no other changes. Commission Member Evers made a motion **to approve the meeting minutes as presented**; Commission Member Prack seconded the motion. The motion was approved by a vote of 2-0-2, with Commission Members Hummel and Prack abstaining, and Commission Member Wolford absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Abstain
Christopher Prack	Abstain
Elizabeth Wolford	Absent

Town Planner/Zoning Administrator Hynes reviewed the Agenda items, per Chairman Mirabal's request, to determine which items would require lengthy discussion. Chairman Mirabal also asked about Planning Commission appointments; Town Planner/Zoning Administrator Hynes stated that the Chairman and Vice-Chairman will be appointed.

IN RE: BUSINESS ITEMS

A. Floodplain Ordinance

Town Planner/Zoning Administrator Hynes explained that Round Hill is a member of the National Flood Insurance Program, and that FEMA will not offer flood insurance to residents of a community without an ordinance governing this issue in place. Ms. Hynes explained that the definition of "flood" is *exterior water on your property, not caused by you*. Town Planner/Zoning Administrator Hynes recommended that the current ordinance be replaced with the new model ordinance provided by FEMA. Commission Members reviewed several floodplain ordinances contained in their packets. Ms. Hynes explained that the Planning Commission's responsibility is to provide to the Town Council an "intent to recommend." Chairman Mirabal asked when Round Hill received notice of this needed change; Town Planner/Zoning Administrator Hynes explained that it was received during the winter, and that the letter went to the Mayor and Town Planner/Zoning Administrator. Chairman Mirabal stated that including a copy of the letter in the packet would have been helpful. Chairman Mirabal asked the date by which action is required; Ms. Hynes stated that FEMA recommends completing this within a six-month period, and that she will clarify the exact date. Chairman Mirabal asked who is required to review this; it was explained that both the Planning Commission and the Town Council will review, and that the Land Use Committee may review but may not vote. Chairman Mirabal asked if the

Town Attorney has seen the letter; it was noted that she has not, as yet. Chairman Mirabal asked if Town-owned property could be covered under this floodplain insurance, and if it is presently covered; Ms. Hynes explained that Town-owned properties are not impacted. Mr. Mirabal also asked if property in the Joint Land Management Area is covered; Ms. Hynes explained that they are covered by the County's plan. Town Planner/Zoning Administrator Hynes and Commission Member Hummel explained that the County is in the process of updating their ordinance. Commission Member Prack suggested that the Commission work from the model ordinance provided to make appropriate revisions, then forward the ordinance to the Town Council. Commission Member Prack then made a motion **to revise the ordinance and forward same to the Town Council for action.** Commission Member Evers asked to clarify that the motion indicates the intent that the Planning Commission use the model ordinance to "find and replace." Commission Member Prack then stated that, yes, in every place the document says "community" the name "Round Hill" will be inserted, and that the Planning Commission will repeal and replace the existing ordinance. Chairman Mirabal asked if the Commission is required to appeal, or to appeal and replace; Commission Member Prack stated that both are required. Commission Member Evers then seconded the motion. Commission Member Hummel asked if Round Hill has mapped its floodplain; Town Planner/Zoning Administrator Hynes stated that Round Hill does not do this mapping, but that there is an official map, recently updated by FEMA. It was noted that no one on the Planning Commission has seen this map. Commissioner Hummel noted that a map was reviewed approximately ten years ago, but was not adopted. Commissioner Prack noted that, in the past ten years, the Town has acquired property which should be indicated on the map. Commission Member Prack then reiterated that the Planning Commission needs to provide the revised ordinance to the Town Council for their action. Commission Member Hummel expressed concern regarding taking any action on this item without conducting a thorough review. Town Planner/Zoning Administrator Hynes explained her concerns that the Town would be without insurance if this is not completed in a timely manner, and noted that the goal is to complete this prior to Public Hearings already scheduled for June. Ms. Hynes explained that she can review and revise the ordinance, with guidance from Town Attorney Gilmore, and then present that to the Planning Commission. Commission Member Hummel stated his belief that the motion made entails forwarding the model ordinance, with needed insertion of the name Round Hill, to the Town Council. Chairman Mirabal agreed that this is his interpretation of the motion on the floor. Commission Member Hummel stated his belief that updating the ordinance is a good idea, but that the Planning Commission should conduct a review first. It was noted that any "Intent to Amend" would come from the Town Council. Town Planner/Zoning Administrator Hynes explained the steps in the process, and reiterated that she would like for this to be completed in order to be included in the scheduled June Public Hearings. Following this discussion, Commission Member Prack restated his motion. Town Planner/Zoning Administrator Hynes asked if he is recommending "repeal and replace." Commission Member Prack stated that the Commission can do that, or review the ordinance line-by-line at its May meeting. Chairman Mirabal requested that the document be returned to the Commission for review, following review by the Town Council and the Town Attorney; Commission Member Prack stated that the document will come back to the Commission, as a matter of course. Commission Member Hummel explained that his concern is in regards to how this change

could affect homeowners; Town Planner/Zoning Administrator Hynes stated that anyone who may be affected by this has been notified. A vote was then held; the motion was approved 3-1, with Commission Member Hummel voting no and Commission Member Wolford absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Nay
Christopher Prack	Aye
Elizabeth Wolford	Absent

Town Planner/Zoning Administrator Hynes stated that she will pass this on to the Town Attorney and the Town Council.

B. Update on 2015 Zoning Ordinance Text Amendments

Town Planner/Zoning Administrator Hynes provided an update on this item, highlighting three items in the Zoning Ordinance to be addressed in the coming months. The goals are to ensure that the Daycare ordinance and the Temporary Medical Cottage for Seniors ordinance are in line with State Code, and that the Bed and Breakfast process be “cleaned up,” as there is conflicting language in the current Zoning Ordinance regarding this. Town Planner/Zoning Administrator Hynes explained how this ties into the update of the Comprehensive Plan. Ms. Hynes also explained that, in the past, opening a bed and breakfast simply required filling out a form, but that now a Special Exception process is required. Ms. Hynes noted her desire that the process for undertaking such a business be less onerous on business owners. Chairman Mirabal asked about standards for home occupations; Town Planner/Zoning Administrator Hynes explained that that will be dealt with next year. Town Planner/Zoning Administrator Hynes asked that Commission Members pass along their thoughts regarding any of those three items. Ms. Hynes also stated that the issue of accessory dwelling units will be dealt with next year.

C. Eastern Commercial District Policies

Town Planner/Zoning Administrator Hynes stated that she has documented the history of the Eastern Commercial District, and briefly discussed changes made since 1993. Ms. Hynes explained that items in her report regarding this parcel will be combined for inclusion in the Comprehensive Plan and will help facilitate any future work. Ms. Hynes then explained the difference between *PDCC*, which is strictly commercial with no residential dwellings allowed, and *PDH*, which allows for dwellings and provides specifics. It was noted that Staff recommends rezoning the parcel to *PDH*. Chairman Mirabal noted that the assessments in the report regarding future action is mixed with current practice, and suggested that it would be helpful to break those out separately, in order to avoid misunderstandings. Commission Member Hummel voiced his concerns regarding this, as well. Chairman Mirabal suggested that the memo be restructured. Town Planner/Zoning Administrator Hynes explained her work on this, in order to provide background for the new member of the Planning Commission. Chairman Mirabal stated that this document, in its present form, should not be included in the minutes. Town

Planner/Zoning Administrator Hynes stated that she understands, and explained that the document before the Commission is merely “talking points.” Town Planner/Zoning Administrator Hynes then discussed four items currently included in the Town’s zoning ordinance, and which impact the Comprehensive Plan update: the gas station, the lack of land on the Town’s outskirts which is zoned commercial, tourism and recreation, and future plans for building homes. Ms. Hynes noted that there are presently 500 to 600 homes “in the pipeline” to be built in the Round Hill service area. Ms. Hynes also noted that the Community Survey found that many residents like the idea of having more restaurants, and that many residents want no more homes built. It was noted that the location of the 12 acre commercial parcel off of the Route 7 bypass brings value to the parcel. Features which would draw visitors to the Town were briefly discussed, as was the fact that a shopping center for Round Hill is not a need. The idea of using the parcel to recreate a “downtown” section of town was noted – with it being further noted that a “downtown” area does not really exist in Round Hill at this time. Town Planner/Zoning Administrator Hynes referenced the information sent to Planning Commission members regarding “lifestyle centers.” Ms. Hynes also reported that the entities involved are working with the property owners regarding the best use of the land, noting that most would prefer to see the land left vacant if the commercial development is not done well. Ms. Hynes also spoke to opposition which exists for residential *next* to commercial, as well as support for development which includes green space. It was noted that there is not support for subdividing the parcel, but that there is support for a use which is blended. Town Planner/Zoning Administrator Hynes noted that the development of this parcel would add to the Town’s tax base, and would add to the pool of residents available to serve in Town government. Ms. Hynes explained that, in the Town’s budget, the General Fund and the Utility Fund portions of the budget are not mixed, and that this commercial development would help to add to the General Fund side of the budget. Ms. Hynes referenced the 2004 Streetscape Plan, and stated that the desire is not to simply discard the ideas included in the plan. Town Planner/Zoning Administrator Hynes reported that, when the 12 acre parcel was brought into the Town’s limits in 2008, the Comprehensive Plan was amended; the goal now is to avoid the necessity of amending it again while it is being updated. Ms. Hynes also reported that the two main reasons a boundary line adjustment was affected for this property was to broaden the tax base, and to allow the Town to have a say over the architecture/design of the development there. To date, it was reported, two mock site plans have been reviewed; Ms. Hynes asked if the Planning Commission wants to include either in the Comprehensive Plan update, or if they prefer to include a different plan. Commission Member Hummel referenced Blue Ridge Realty’s plan for the parcel, which was produced in the 2009-2010 time frame; Commission Member Prack stated that he may be able to provide a copy of this plan for the Commission’s review. Town Planner/Zoning Administrator Hynes then discussed proffers attached to land which surrounds the Town, and noted that those proffers could require amendment if a change is made to the use of the property. Commission Member Prack explained how the Planning Commission arrived at the point where it is now, with homes built in The Villages but nothing done with the commercial parcel; Mr. Prack noted that funding for the commercial development was not well understood by potential developers, and thus any development of the parcel did not occur. Town Planner/Zoning Administrator Hynes discussed how situations surrounding proffers could, over time, change, and discussed a similar situation which occurred in

Lovettsville. Town Planner/Zoning Administrator Hynes discussed the current requirement for a 300 foot setback, and noted that she is uncertain how that would affect the design for the commercial property. Ms. Hynes reviewed the Board of Supervisors' public hearing notice from the original boundary line adjustment for the 12 acre parcel, noting that one reason for affecting the BLA was to allow commercial development. A 2007 Town Council Resolution was also discussed, with it being noted that more attention was paid to this parcel as it would be the only shopping center for the Town. It was also noted that the current land use map shows that parcel as commercial. Town Planner/Zoning Administrator Hynes explained that she spoke to former Mayor Frank Etro, and that they discussed concerns regarding this parcel being used for residential development of any type. Finally, Ms. Hynes noted that whatever is done with the parcel should be reflected in the Comprehensive Plan. Ms. Hynes reported that Mr. Etro would be willing to speak to the Planning Commission regarding this issue. Town Planner/Zoning Administrator Hynes stated that she will "clean up" this document for inclusion into the Comprehensive Plan. Town Planner/Zoning Administrator Hynes then discussed "lifestyle centers," and explained how they would fit well into Round Hill; she also noted that the Town does not have control over which businesses locate in the shopping center, but that the Comprehensive Plan can help to lay out parameters for development of the center. Ms. Hynes asked Commission Member Hummel to speak regarding this, as he worked on the original plans. Mr. Hummel noted that there has been much work put into planning what will go in there, but that changes which make sense could be made. Mr. Hummel also stated that "we shouldn't just lose this piece of land." Mr. Hummel also stated that he feels it is much more important to revitalize the Town's original downtown area. Commission Member Prack stated that he doesn't disagree with revitalizing the existing downtown area, but that that may be difficult and take much time; however, work can begin on the eastern PDCC tomorrow. Mr. Prack stated that a positive about the parcel is that it is on the eastern end of Town, and would not impact the traffic flow in Town. In addition, any noises and odors from businesses in the shopping center would be outside of Town, which is a benefit. Mr. Prack also noted that he is more inclined to go with residential above commercial, as that would allow for economic diversity and would increase the tax base. The Purcellville Gateway development was discussed. It was also noted that the goal is that any development on the parcel reflect the character of the Town. Chairman Mirabal asked where this information will be reflected; Town Planner/Zoning Administrator Hynes stated that it will be included as a chapter in the Comprehensive Plan. Ms. Hynes also stated that the Planning Commission will soon be reviewing a concept plan for the shopping center development. Ms. Hynes discussed the process going forward and asked Planning Commission members for their input regarding the Eastern Commercial District development. Chairman Mirabal stated his belief that a fuller, more robust discussion will be required prior to the Planning Commission making a recommendation to the Town Council, and noted that he does not want these informal discussions to be reflected as a recommendation. Mr. Mirabal noted that the passage of time has changed the dynamics regarding the use of this site, and he feels a separate meeting should be held, with all parties involved attending and all information gathered to-date provided, in order to look toward the economics of the project. Commission Member Prack stated that the work the Planning Commission does, with regard to the Comprehensive Plan, and the commercial site, needs to be in the best interests of the citizens of Round Hill and of the Town, moving forward.

Mr. Prack stated that, irrespective of what any developer wants to do at that site, it has to fit the Town, and that there are documents in place which dictate what it can be today. Additionally, Mr. Prack noted, at present those documents are the guideline of what the property can be, but that changes can be recommended in the future. Commissioner Prack stated that he wanted to make it clear that his comments at this evening's meeting regarding the commercial site are his personal feelings, not any type of recommendation, and that his goal is to do what is in the best interests of the citizens and the Town. Chairman Mirabal noted that that is correct, and that there needs to be more discussion; he stated that the Planning Commission is not required to agree with a developer. Commission Member Prack stated that the Commission can continue with the update of the Comprehensive Plan, and that it may be amended in the future, if needed. Mr. Prack also noted that the Commission can work with a developer. Town Planner/Zoning Administrator Hynes stated that the reason for her presentation on this topic is to ensure that the Planning Commission has "all the tools in our toolbox," to provide for a full understanding of issues in updating the Comprehensive Plan. Chairman Mirabal stated his feeling that this is "the tail wagging the dog," and asked how the Planning Commission could amend the Plan with the information they have at present. Town Planner/Zoning Administrator Hynes stated that she recommends, as Staff, that the Planning Commission not write anything into the update of the Comprehensive Plan based upon what a developer is saying. Chairman Mirabal clarified that his concern regards any consideration of amending the current Comprehensive Plan regarding potential development of the commercial parcel, based on information currently available. Commission Member Prack noted that the Town Planner/Zoning Administrator would guide the Planning Commission in amending the current Plan, but that, as it stands, nothing has been presented to the Commission which would require an amendment. Mr. Prack also noted that the information provided regarding the Eastern Commercial District by Town Planner/Zoning Administrator Hynes at this evening's meeting was helpful. Chairman Mirabal asked if this should be placed on the Agenda for the next Planning Commission meeting; Town Planner/Zoning Administrator Hynes stated that this will be reviewed for the next several months, and that another Joint Work Session may be held. Ms. Hynes also noted that this evening's discussion was geared mainly toward answering the question regarding including residential on this parcel. Chairman Mirabal stated his desire that the Planning Commission be able to move forward on this update. Commission Member Evers stated that he found it helpful to be provided the history of past work on this issue. Town Planner/Zoning Administrator Hynes noted that this issue is somewhat complicated, as there are many layers, and much history attached.

D. Review of Draft Comprehensive Plan Recommended Action Items

Town Planner/Zoning Administrator Hynes referenced the two documents concerning this item, which are included in Commission Members' packets, the Draft List of Actions or Strategies and the Visionary Components chapter. Ms. Hynes noted that the Planning Commission will review the Draft List at this evening's meeting. Ms. Hynes also reported that she has made changes to the Visionary Components, and that the two documents will be blended for the next Planning Commission meeting. Town Planner/Zoning Administrator Hynes stated that the current Comprehensive Plan is fairly silent regarding the issue of storm water management. Ms. Hynes also noted that, after completion of the

walkability/connectivity component of the Town's plans, storm water infrastructure is next on the list of subjects to be addressed. Town Planner/Zoning Administrator Hynes stated that she wants to ensure that goals for both the Town and for residents regarding storm water management are included in the update of the Comprehensive Plan. Ms. Hynes discussed various possible strategies for promoting best practices for storm water management. Chairman Mirabal asked to clarify that these elements are to be included in the update of the Comprehensive Plan; Town Planner/Zoning Administrator Hynes stated that these should be added to and threaded together in the update, but noted that she does not want to change the format. The possibility of becoming an Appalachian Trail Community was discussed next, with Ms. Hynes reporting that she reviewed the application, and that there is support for this from the Town Council. It was noted that there is information asked for in the application which could also be included in the update of the Comprehensive Plan. Town Planner/Zoning Administrator Hynes stated that she has spoken with the principal of Round Hill Elementary School regarding partnering with the Town and the Potomac Appalachian Trail Club, and that he is excited about this possibility. Ms. Hynes stated that becoming an Appalachian Trail Community would benefit both the Town and the trail, and would also be helpful in promoting other outdoor venues in Round Hill. Town Planner/Zoning Administrator Hynes then discussed Heritage Tourism, noting that it ties in with Historic Preservation. Ms. Hynes presented various ideas which could be used to educate the public about, and promote, the Town's history and heritage; she also discussed language in the County's heritage tourism plan which could be helpful in Round Hill's update. Guidelines which could be used to encourage historic preservation were discussed, including guidelines for building height, roof form, setback and placement of homes, orientation of homes, façade fenestration, and entrance features. Regulation of uses of historic buildings for commercial ventures was briefly discussed, as was documentation of dismantling and re-use of parts of older buildings. Town Planner/Zoning Administrator Hynes presented two topics in the County's Comprehensive Plan which deal with Round Hill: Town recommended policies, and Joint Land Management Area policies. Ms. Hynes elaborated upon these two topics, with the goal of determining whether to retain any of this language in Round Hill's updated Comprehensive Plan. Some of the specifics discussed were: various possible commercial districts, and any boundary line adjustments needed in order to bring these areas into the Town's limits; a public safety center; a community center; the possible location of a middle/high school in the community (with it being noted that the building of Woodgrove High School likely negates this); a park and ride lot; Woodgrove Park development; and the completion of the Evening Star Drive extension (with it being noted that a conservation easement exists on land through which this extension would go, so it is unlikely this will ever be completed). Town Planner/Zoning Administrator Hynes stated that there is nothing controversial in the Joint Land Management Area Policies. Commission Member Prack highlighted item #3, which deals with utility service to the JLMA. There was brief discussion of possible linkage between the Franklin Park Trail and the W&OD Trail; it was uncertain if this linkage is possible or will occur, however, Ms. Hynes will look into this further. Town Planner/Zoning Administrator Hynes stated that the most important issue for discussion is a possible boundary line adjustment in the JLMA; possible expansion of the JLMA was discussed. Other topics discussed were the Loudoun Street/Main Street intersection, and the possibility of adding an entrance/exit ramp to the Route 7 bypass at

Airmont Road. Town Planner/Zoning Administrator Hynes reported that this document has been discussed by both the Land Use Committee and the Town Council, and now has been returned to the Planning Commission. Ms. Hynes stated that it is important to ensure that the CIP prioritizes projects; she also spoke about the goal of linking all sidewalks and trails in the Town. A master recreation plan was discussed; it was noted that there are more recreation areas in the Town now, and that having such a plan will help with securing grant funding. Other items in the Draft List were discussed, including providing maintenance, ensuring sufficient water capacity, providing recreation for all ages, encouraging festivals beyond the current Hometown Festival (various issues, such as manpower and zoning language regarding this issue, were discussed), and storm water management (with it being noted that Round Hill currently uses the County's storm water management ordinance). Town Planner/Zoning Administrator Hynes noted that the Creekside Park needs to be included in the update of the Comprehensive Plan. The Visionary Components, Elements and Objectives were then discussed; changes made in the document were reviewed, and it was noted that updating of this document will continue. There was discussion among Planning Commission Members regarding how to refer to out-of-town residents, with it being noted that, historically, these residents have been referred to by this term. The ultimate goal is for all areas currently in the JLMA to be included inside the Town's limits; it was noted that this issue will be revisited. Town Planner/Zoning Administrator Hynes explained that she included an item in this document which will encourage an update of the Round Hill Area Management Plan every six years. There was brief discussion of the item related to minimizing the impact of any boundary line adjustments; a priority is to bring into the Town's limits land currently owned by the Town. There was also discussion of bringing into the Town's limits homes which currently are on the boundary line (half in and half out of the Town's limits).

IN RE: ACTION ITEMS

A. Planning Commission Appointments

There was discussion regarding whether to vote upon this at this evening's meeting, or wait until all Planning Commission Members are present. It was decided to table this item until all Commission Members are present.

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Hynes reviewed this report, noting that the main topics of discussion were: the Hometown Festival; the Main Street Enhancement Project -- staking has been done on properties where permission was granted, the land acquisition team may now meet with property owners; the Franklin Park Trail Project -- the Committee is trying to find ways to move this project along, as the Main Street Enhancement Project and this project are linked; the categorization of CIP items discussed at this evening's meeting; the Comprehensive Plan update; and the possibility of selling the following Town-owned property -- the stone house and the reservoir. The next meeting of the Land Use Committee will be held on April 14, 2015 at 7:00 p.m.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Hynes reported that she recently drove to the Westlake subdivision; all infrastructure has been installed, and the subdivision provides a good view of the

entire lake. Ms. Hynes also reported that the Hayman Lane improvements have been completed. It was noted that the Board of Supervisors public hearing for the Creekside development is scheduled for tomorrow (April 8, 2015) at 6:00 p.m., and that County Staff has recommended postponing approval due to “housekeeping” issues (notably due to language regarding the commuter lot). Finally, Ms. Hynes reported that there are presently nine completed homes in the Lake Ridge subdivision.

IN RE: NEXT MEETING

The next meeting of the Planning Commission will be held on May 5, 2015.

IN RE: ADJOURNMENT

Chairman Mirabal adjourned the meeting at 9:39 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary