

**Town of Round Hill  
Planning Commission Meeting  
August 2, 2011**

**(Minutes reflect both verbatim comments and a summary of discussions)**

A regularly scheduled meeting of the Town of Round Hill Planning Commission took place Thursday, August 2, 2011 at 7:30 p.m. at the Town office, 23 Main Street, Round Hill, Virginia.

**Planning Commission Members in Attendance**

Sarah Etro, Chair  
Jennifer Grafton Theodore, Vice-Chair  
Betty Wolford  
Douglas Bird

**Staff Members in Attendance**

Rob Kinsley, Town Planner and Zoning Administrator  
Susanne Kahler, Recording Secretary

**Members of the Public in Attendance**

Don Smith, resident

**IN RE: CALL TO ORDER**

Chairperson Etro called the meeting to order at 7:32 p.m. A roll-call was taken and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

Commissioner Bird led those present in the Pledge of Allegiance.

**IN RE: APPROVAL OF AGENDA**

Commissioner Wolford moved that the agenda be approved as presented.  
Commissioner Bird seconded her motion.

**The motion passed 4-0-0.**

**IN RE: PUBLIC COMMENT**

Mr. Smith noted that as a senior person, it was very difficult to read the signs coming into Town.

**IN RE: COMMISSIONER'S DISCLOSURES AND COMMENTS**

None.

**IN RE: APPROVAL OF THE MINUTES JULY 12, 2011**

Under Land Use Committee Report on page 2, it was noted for that for clarity it should read, "*While the Town retained its original funding*, the project was not funded for a supplemental grant this year; November is the next deadline for grant applications."

Under **Recommendation to Town Council – Article 16** – it should read,  
“Commissioner Wolford moved that the Planning Commission recommend approval *to the Town Council* of the text amendments....”

Under **Review of Article 7** – It should read that “Commissioner Wolford explained that *the Commissioners* had conducted several work sessions....” In the third paragraph, “The Commissioners agreed to *continue work on this item* at the Commission level...”

Commissioner Bird moved that the minutes be approved as amended for purposes of clarification only.

Commissioner Wolford seconded his motion.

**The motion passed 4-0-0 with Commissioners Bird, Theodore, Wolford and Etro voting aye.**

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

Rob Kinsley noted that he had nothing to add from his original written report other than that the Land Use Committee was also in the process of reviewing the L1 Light Industrial Zoning specifications.

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

Rob Kinsley stated that he was able to attend the Virginia Chapter’s Planning Association conference held recently. The President of the National Association was the speaker and the Policy Director that spoke was from the Washington office. He felt it was a worthwhile experience and chance to share mutual experiences and ideas with his Planning peers.

#### **IN RE: OLD BUSINESS – REVIEW OF ARTICLE 7 – B-1 – TOWN BUSINESS DISTRICT**

Commissioners revisited the Permitted Uses under section 7.2 and agreed to leave item *A. as Single Family dwellings* (deleting the remainder of the sentence) and delete item *H. Plant shops in its entirety*. It was still the consensus of the Commissioners that additional regulations for item *K. Restaurants* was still necessary where it pertained to the specifications regarding outside service and consumption as far as hours of operation, noise, lighting and proximity to streets and sidewalks (to be done under Section 7.10). Places of Worship were addressed under section 7.4 and 7.2b – Mixed single family residential and business use was left as is as apartment buildings were addressed under residential.

Commissioners agreed to add language to Section 7.3a *Accessory Structures – Dumpsters and dumpster pads* “**with opaque screening on all sides to match the height of the dumpster.**”

“**and associated fuel tanks,**” was added to B. Emergency Power Generators and under F. the lot size footprint (last line) should read 600 **square** feet. Commissioner Bird questioned whether signage on accessory structures needed to be addressed but Mr. Kinsley said that was already covered by Town ordinance. Mr. Kinsley was tasked with checking on what allotted fence heights were allowable in other Towns and to provide the commissioners with the lot size of all properties within the B-1 District.

#### **IN RE: OLD BUSINESS – REVIEW OF L1 INDUSTRIAL DISTRICT**

Under Section 10.2 the Commissioners agreed to keep the term “automobiles” instead of substituting “vehicles.” Under F, the Commissioners felt that it might be simpler to

refrain from trying to identify all the materials that could be included in manufacturing, compounding, assembling and treatment as specified. It was concluded that further discussion was necessary.

Under Section I, Warehouses and storage of supplies, the wording, “**contractors for specialized trades,**” was added.

Chairperson Etro stated that it was a good idea to reach out to the public to let them know a discussion was taking place on this issue and also talk to the property owner (Buhl’s Electric former site) as well. Commissioner Theodore said she felt it was the Commission’s responsibility to the community to make sure that they didn’t include or exclude anything in the permitted uses that the different facets of the Town residents felt was necessary. Mr. Kinsley agreed to deliver the message to the property owner.

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

None

#### **IN RE: OTHER BUSINESS**

There will be a Defensible Decision-Making workshop to be held September 17 at Ida Lee in Leesburg. Cost is \$30-40 per participant (not finalized yet). The Town has a budget for training. Mr. Kinsley felt it would definitely benefit Planning Commission and Board of Zoning Appeals members to attend. Mike Chandler will be a speaker.

#### **IN RE: DRAFT AGENDA**

There is a possibility that the preliminary plat for Lake Ridge might come back across to the Planning Commission for review as when the lot sold that was across the street, they did not maintain the easement that was necessary for the trail. There will be a revision to move the beginning of the trail to the east side of 719.

The Planning Commission will also continue its work on the B-1 Business District revisions.

#### **IN RE: ADJOURNMENT**

With no further questions or comments, Chairperson Etro adjourned the meeting at 9:25 p.m.

Respectfully submitted,

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Sarah Etro, Planning Commission Chairperson

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Susanne Kahler, Recording Secretary