

**Town of Round Hill
Planning Commission Meeting
August 4, 2015
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, August 4, 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 7:03 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 Evers made a motion **to amend the Agenda by holding the Public Comment portion of the meeting before any other official business is transacted;** Commission Member Hummel seconded the motion. A vote was held; the motion was approved 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: PUBLIC COMMENT

Mr. Clinton Chapman, speaking on behalf of Round Hill Partners, LLC, announced that an agreement has been reached with the family who owns two parcels of land in the Eastern Commercial District. Mr. Chapman reported that, over the past year, different possible uses for the Eastern Commercial District land have been investigated; based upon this research, Round Hill Partners have determined that a mixed-use community is likely the most effective development for that parcel. Mr. Chapman noted that, as the Planning Commission is in the process of updating the Town's Comprehensive Plan, and that, as a stakeholder in the Town of Round Hill, the Partnership is seeking advice on the inclusion of verbiage in the Comprehensive Plan which would support a mixed-use development there. This is dependent upon if the Town is willing to consider the use of the parcel for a mixed-use development. Mr. Chapman spoke about the Joint Work Session held by the Planning Commission and Town Council in January of this year, noting that ten members of the two bodies attended. Mr. Chapman further noted that a question asked at that session regarded a mixed-use development being built on the Eastern Commercial District site, and that many in attendance requested more information. Town Planner/Zoning Administrator Hynes clarified that the question regarded residential *over* commercial for that site. Mr. Chapman reiterated that Round Hill Partners is asking to be involved in the process of the Comprehensive Plan development, when discussing the Eastern Commercial District. Mr. Chapman explained that there are two parcels about which they are concerned – the Potts farm house, which is a stone house on a one acre parcel, and the twelve and one-half acre parcel which is currently vacant land. Mr. Chapman thanked the Planning Commission. Chairman Mirabal thanked Mr. Chapman for his presentation, and noted that there will be further opportunities for involvement in the Comprehensive Plan update.

IN RE: APPROVAL OF MINUTES

This item was tabled until the next Planning Commission meeting.

IN RE: BUSINESS ITEMS

A. Adult Care & Child Care Zoning Regulations – Draft Amendments

Town Planner/Zoning Administrator Hynes explained that these draft amendments have been provided to Planning Commission Members in the form requested at their July meeting, and that there will be no discussion of them this evening. Ms. Hynes requested that the Commissioners review these amendments in preparation for discussion at a future meeting. Ms. Hynes provided a recap of the discussions on this topic for Commission Member Prack, who was not present at the previous meeting, noting that the sections of Round Hill's zoning ordinance regarding child care and temporary health care structures require revision, in order to be in compliance with State Code. Town Planner/Zoning Administrator Hynes explained that the ultimate goal is to take the old definition, at the top of page six of the current document, and split it out amongst the various categories noted, in order to provide a more concise document and to be in compliance with State Code. In addition, Ms. Hynes explained, a new chapter entitled "Use Regulations" is being proposed. This chapter would help to provide guidance on requirements for various uses which may be requested, such as assisted living facilities, child care centers, places of worship, family day homes, and temporary family health care structures. Town Planner/Zoning Administrator Hynes provided the three "pieces" of this zoning text amendment – definitions, use regulations, and listing new uses under corresponding zoning districts. Ms. Hynes again asked that Commission Members review these draft

amendments for discussion at a future meeting. Chairman Mirabal asked if there is a timetable for completing these amendments; Town Planner/Zoning Administrator Hynes stated that she would like to complete them by the Planning Commission Public Hearing scheduled for November, but that they can be shelved until after the completion of the Comprehensive Plan update. Ms. Hynes pointed out that the current Zoning Ordinance does not contain a definition for a “place of worship,” which has been included in these amendments. It was noted that the addition of this definition, for a use already contained in the Town’s Zoning Ordinance but not defined, is needed, as churches/places of worship often house preschools and day care centers. Commission Member Evers asked to clarify if Use Regulations will eventually be provided for the entire Zoning Ordinance; Town Planner/Zoning Administrator Hynes stated that they will, but that the Planning Commission will work only on this chapter at this time. Ms. Hynes explained the benefit of providing Use Regulations for a business such as a bed and breakfast, noting that they remove the necessity of going through the special exception process, but still provide guidelines at the outset of such a business proposal. Ms. Hynes noted that Use Regulations are not supposed to be included in Definitions, which is the case with the current Zoning Ordinance; thus, the Definitions will need to be moved. There was brief discussion of the definition for the category “Home Occupation,” with it being noted that a more thorough definition needs to be provided. Town Planner/Zoning Administrator Hynes stated that she would like to complete the amendments for these two uses (Adult Care and Child Care) as soon as possible, as she frequently receives requests for this information from citizens and would like to have the updated information to provide to them.

B. Floodplain Ordinance – Status Update

Town Planner/Zoning Administrator Hynes explained that she has included the report from the FEMA visit which occurred in May, and that the main action item is to adopt compliant floodplain regulations by December 2015; therefore, she would like to include this item in the two Public Hearings scheduled for November and December. Ms. Hynes also explained why two Public Hearings are being held. It was noted that related training is provided, which Town Planner/Zoning Administrator Hynes will attend. Ms. Hynes reported that there are only two households in Round Hill which have flood insurance on their properties, but all homes in Town are eligible. It was also noted that instances of flooding covered under this insurance do not necessarily need to result from an act of God. Chairman Mirabal asked if Town Administrator Nicholson has been consulted regarding this insurance for the Town itself; Town Planner/Zoning Administrator Hynes stated that she will discuss this issue with Mr. Nicholson.

C. Format for August Public Input Meeting

Chairman Mirabal noted that a Public Input Meeting for the Comprehensive Plan Update has been scheduled for August 11, 2015, and referenced the work session held by the Planning Commission during the prior week. During that work session it was decided that the Commission would further determine the parameters of the Public Input Meeting at this evening’s Planning Commission Meeting. Town Planner/Zoning Administrator Hynes presented an overview of the concepts to be presented at the August 11th meeting, and explained exercises which will be used. Ms. Hynes noted that, if the attendance is large, she may organize the attendees into small groups. Members of the Planning Commission were asked to submit any questions they may want to have raised at the Public Input

Meeting. Town Planner/Zoning Administrator Hynes stated that there will be another meeting held in September. Commission Member Hummel asked if there will be minutes taken; Ms. Hynes noted that there will, and that the meeting will be recorded. Chairman Mirabal asked if some product from this meeting will be included in the updated Comprehensive Plan; Ms. Hynes stated that it will. Mr. Mirabal asked if this information will be included in addition to input received from the survey conducted late last year; it was noted that it will. Commission Member Evers asked what would occur if the information gathered at the Public Input Meeting differs completely from the information from the survey; Town Planner/Zoning Administrator Hynes explained that those differences will be “hammered out” at the September meeting. Ms. Hynes explained that two goals of the public input process are: 1) to get the information in front of the public, so the perception of decisions being made “in a vacuum” does not exist; and, 2) so that public officials understand what the public really wants. A brief discussion of “air b & b’s” ensued, which included zoning issues surrounding them. The Planning Commission also discussed other business-related issues which may be put forth at the Public Input Meetings, as well as issues surrounding lack of public attendance at these meetings, and subsequent complaints from residents regarding decisions being made without their opinions being considered. Town Planner/Zoning Administrator Hynes reminded the Commissioners that they are to serve as “ambassadors” of the Comprehensive Plan update, in order to keep citizens informed and involved. Ms. Hynes also briefly explained a plan she is working on which will help to involve families in planning for the future of the Town.

D. Date for August Planning Commission Work Session

Chairman Mirabal briefly discussed last week’s work session held by the Planning Commission, noting that it was not productive and that another work session should be scheduled. Mr. Mirabal stated that the hope is that at least four members of the Commission will attend. Following discussion of possible dates on which to hold this session, it was decided to set the work session for September 1st at 5:30 p.m., and to move the regular meeting of the Planning Commission to September 2, 2015, at its regular 7:00 p.m. time. Town Planner/Zoning Administrator Hynes stated that she will provide materials for this session to members two weeks prior. Discussion ensued regarding the wording for the Agenda for the September 2nd regular meeting, in order that it may be posted in a timely manner. There was also discussion of which sections of the Comprehensive Plan will be reviewed at the September work session, as well as which chapters will be distributed at the September regular meeting. Chairman Mirabal then requested a motion be made in order to transmit the revised schedule to the Town Council. Commission Member Evers **so motioned**, with Commission Member Hummel seconding the motion. A vote was held; the motion was approved 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

Chairman Mirabal directed Town Planner/Zoning Administrator Hynes to transmit the revised schedule to the Town Council and the Land Use Committee; Ms. Hynes asked for guidance on which chapters to transmit, it was determined that the entire document will be forwarded. Commission Member Prack explained that he will begin presenting a Planning Commission Report at each Town Council meeting; there was discussion of who would provide this report in Commissioner Prack's absence, with it being determined that this issue will be discussed further at the next Planning Commission meeting.

E. Housing & Community Development Goals for Comprehensive Plan

Chairman Mirabal and Town Planner/Zoning Administrator Hynes discussed the reformatting which was done with this document; it was the consensus of the Planning Commission that the reformatted document is easier to follow. Town Planner/Zoning Administrator Hynes reviewed items "a" through "d" under the "Housing Types" section from the 1993 Comprehensive Plan; it was reported that item "c" is to be moved to the Environmental Stewardship chapter. Ms. Hynes reported that items dealing with buffering have been removed, and explained the reasons for this. Additionally, the item dealing with R-6 and R-12 zoning has been removed. There were no other sections of this document which were changed from the 1993 version. Chairman Mirabal expressed his feeling that the concept contained in item "1," which was removed, is still valid; Town Planner/Zoning Administrator Hynes explained that, in light of Round Hill's current configuration, she did not want wording in the document which could potentially create problems. Ms. Hynes asked to clarify that Chairman Mirabal is discussing conversion of residential into commercial; Mr. Mirabal stated that that is correct. Commission Member Prack presented some of the items which were of concern regarding the property at 7 Main Street, and stated his belief that item "1" should be retained in this place in the document. Town Planner/Zoning Administrator Hynes noted that her intent had been to move this item to the "Economic Development" chapter, but that, instead, she will leave it in this section. It was noted that a new section will be included under Goal 3, the first Objective, which also will deal with the encroachment of commercial into existing residential areas. It was decided that the Planning Commission would review the entire document, section by section. All Commissioners agreed with Goal 1, as written. Under Goal 2, the term *Universal Design* was briefly discussed, with it being noted that the phrase is capitalized because it is a specific defined term; additionally, Chairman Mirabal requested that the term *cater* be replaced with the term *addresses*. Chairman Mirabal noted that the focus of this section of the update seems to be upon older residents, and asked if attention also will be paid to younger residents; discussion of this ensued, with Commission Member Prack noting that there has been some emphasis by the County on the need to provide more affordable housing in western Loudoun, and that he believes this could be a factor in the inclusion of this specific language. Town Planner/Zoning Administrator Hynes noted that Strategy 1 under this Goal addresses both demographics. Ms. Hynes further stated that the present Comprehensive Plan and Zoning Ordinance supports the construction of single-family homes on ½ acre lots, and that some attention should be paid to these other groups (the elderly, and first-time home-buyers). Discussion ensued regarding the issue of providing variety in housing types, and methods by which this can be addressed for the future. Ms. Hynes noted that this is a challenging section. Commission Member Hummel requested that the word *cohorts*, used in this section, be replaced; it was decided to simply remove the word. Mr. Hummel also requested that the term *Universal Design* be removed

from Goal 2, Objective a, Strategy 2. Mr. Hummel suggested that the wording of this section could define more broadly “who we’re trying to help.” Chairman Mirabal asked about the phrase *Update Zoning Ordinance*, found in a couple of places in this document; Town Planner/Zoning Administrator Hynes explained that the Town Council has directed that this update be done. Under Goal 2, Objective b, it was decided that the phrase *The Town* will be deleted. Under Goal 2, Objective b, Strategy 3, the Commission decided to use the phrase *multiple housing options*, rather than specifying a certain number. There was discussion regarding the existence of *Architectural Design Guidelines*, with it being determined that the Planning Commission will write these guidelines for inclusion in the Comprehensive Plan. There was further discussion of areas in the documents under review this evening where that phrase exists, with Commission Members requesting that the phrase be used consistently throughout all documents. Town Planner/Zoning Administrator Hynes noted that she will ensure that the word *update* be changed to *amend* in all instances where it is used to indicate a change in the Zoning Ordinance. Under Goal 2, Objective b, Strategy 8, Commissioner Hummel asked for a more specific description for the phrase *numerical standards*, noting that he is unsure of the meaning. Town Planner/Zoning Administrator Hynes and Commissioner Prack explained that, during discussions by the Town Council, it was determined that the types of housing provided in Round Hill should not be based solely upon County numerical standards, but should also fit in with the character of the Town. The Planning Commission decided to delete this phrase from the document. Under Goal 3, Objective a, there was a question regarding the meaning of the phrase *underutilized lots*; Town Planner/Zoning Administrator Hynes stated that she will include a definition, and provided an explanation of the term and its relevance to the build-out of the Town. Commission Member Hummel asked for an explanation of Strategy 3, under Goal 3, Objective a, specifically asking why the subdivision referenced discusses only two lots being created, rather than various numbers of lots. Town Planner/Zoning Administrator Hynes explained that this derived from wording in the current Zoning Ordinance; discussion ensued regarding the reasons behind this specificity. Alternate wording for this Strategy was discussed, with Ms. Hynes providing an alternate way of stating this item. Commission Member Hummel raised the issue of potential increases in housing density which could go along with the subdivision of existing lots, and noted that that may not be what the Town desires. A discussion of existing zoning ensued, with it being noted that most of Round Hill is non-conforming. The zoning of the Lake Ridge subdivision was discussed, as well, with some of the history of, and rationale behind, the decisions made regarding the subdivision provided. Chairman Mirabal then provided wording for this strategy, noting that it would help to ensure that new construction is compatible with existing houses. Commission Member Hummel expressed his concern that the wording of this Strategy could, in the future, encourage developers to buy up in-town lots, raze existing houses, and build more densely. Mr. Hummel also noted his belief that “this one strategy is changing our land use map.” Town Planner/Zoning Administrator Hynes stated that other parts of the Comprehensive Plan support not demolishing existing houses. Chairman Mirabal suggested the wording “*through appropriate in-fill redevelopment*” for this section; the Commissioners agreed with this change in wording. Following further discussion of this topic, Commission Member Hummel noted his belief that *redevelopment* connotes tearing down structures; the Commission, upon further discussion, decided to use the word *development* instead. Chairman Mirabal noted that Subsection 1, based upon changes made to the document, does

not fit with the document any longer. Following discussion, it was decided to move this sentence under Goal 3, Objective b, whereby creating Strategy 3. Town Planner/Zoning Administrator Hynes clarified that, by making this change, commercial uses in residential areas are not being banned; however, appropriate buffers and other safeguards will be provided. The Planning Commission agreed that Objective c, under Goal 3, should remain unchanged. Discussion of Goal 4 was then undertaken, with much of the emphasis on possible resolutions in regards to blighted properties. Concerns were expressed by the Commissioners that these Strategies not imply that funding will be provided by the Town. Town Planner/Zoning Administrator Hynes suggested using the word *facilitate* in the Strategies listed under this Goal; this was agreed to by the Commissioners. Ms. Hynes noted that the hope is to advocate for the maintenance of residences in the Town. Chairman Mirabal suggested using the wording *consider establishing programs* in the Strategies. Under Goal 4, Objective a, Strategy 4, it was decided to delete the phrase *rather than relocation*. For Goal 4, Objective b, Strategy 3, it was decided to use the phrase *provide educational resources* rather than *provide resources*. Finally, Strategy 4, for this same Goal and Objective will use the wording *promote awareness* rather than *raise consciousness*.

Commissioner Evers asked when the Adult Care and Child Care Zoning Regulation Amendments will be addressed; Town Planner/Zoning Administrator Hynes and Commission Member Prack explained the schedule going forward for these amendments, noting that they will be presented at the Public Hearing scheduled for November.

IN RE: ACTION ITEMS

A. Vote on Final Draft Sections of the Comprehensive Plan

1. Heritage & Community Character Goals

Changes made to this document were briefly discussed, with minor final changes in wording provided by the Commissioners. Following this discussion, Chairman Mirabal asked for a motion to approve the final draft, while allowing for final adjustments to be made by the Town Planner/Zoning Administrator. Commission Member Hummel then made a motion **to approve the Heritage & Community Character Goals Section**; Commission Member Evers seconded the motion. The motion was approved 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

2. Environmental Stewardship Goals

Commission Member Hummel reminded Town Planner/Zoning Administrator Hynes that, under Goal 5, Strategy b, the acronym LID is to be spelled out. There was no further discussion. Commission Member Hummel then made a motion **to approve the Environmental Stewardship Goals Section**; Commission Member Prack seconded the

motion. The motion was approved 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: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Hynes reported that she attended VDOT training today which taught how to obtain additional grant funding for various projects. Ms. Hynes has also had two meetings with County representatives regarding Sleeter Lake Park; it will be determined at the September Town Council meeting if the grant for this project, in the amount of \$75,000.00, will be pursued. Additionally, Ms. Hynes reported, she has been busy assisting residents with decks, fences and other home repair projects.

IN RE: NEXT MEETINGS

- A. September 1, 2015, 5:30 p.m. -- The Planning Commission work session
- B. September 2, 2015, 7:00 p.m. -- The Planning Commission Regular Meeting

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 9:16 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary