

**Town of Round Hill  
Planning Commission Meeting  
August 5, 2014  
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, August 5, 2014, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Christopher Prack, Chairman pro tem  
Stephan Evers  
Manny Mirabal  
Elizabeth Wolford

**PLANNING COMMISSION MEMBERS ABSENT**

Douglas Bird

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Mary Anne Graham, Vice-Mayor of the Town of Round Hill  
Maureen Gilmore, Town Attorney  
Tim Pearson, KHovnanian Homes Representative

**IN RE: CALL TO ORDER**

Chairman pro tem Prack 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 Wolford led those present in the Pledge of Allegiance.

**IN RE: APPROVAL OF AGENDA**

Town Planner/Zoning Administrator Hynes requested that the Walraven Final Plat be included under New Business, as Item “c;” therefore the remaining two items will become Items “d” and “e.” Commission Member Wolford then made a motion **to approve the Agenda as amended;** Commission Member Mirabal seconded the motion. A voice vote was held; the Agenda was approved 4-0, with Commission Member Bird absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Christopher Prack	Aye
Douglas Bird	Absent
Stephan Evers	Aye
Manny Mirabal	Aye
Elizabeth Wolford	Aye

#### **IN RE: PUBLIC COMMENT**

There was no Public Comment.

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

There were no Disclosures and/or Commissioners' Comments.

#### **APPROVAL OF MINUTES**

##### **1) Regular Meeting of June 3, 2014**

Town Attorney Gilmore noted that, on page three, under "New Business Item a," the term *Zoning Ordinance* should be changed to *Subdivision Ordinance*. Commission Member Wolford made a motion **to approve the Planning Commission's Regular Meeting for June 3, 2014, as amended**; Commission Member Prack seconded the motion. The minutes were approved by a vote of 2-2, with Commission Members Evers and Mirabal abstaining and Commission Member Bird absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Christopher Prack	Aye
Douglas Bird	Absent
Stephan Evers	Abstain
Manny Mirabal	Abstain
Elizabeth Wolford	Aye

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

Town Planner/Zoning Administrator Hynes noted that this report was not included in the packet, as she was not yet serving as the Town Planner/Zoning Administrator and did not write the minutes. Ms. Hynes asked that any questions regarding it be sent via e-mail to her.

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

Town Planner/Zoning Administrator Hynes and Vice-Mayor Graham presented this report. Ms. Hynes noted that a meeting presented by County Staff regarding the Franklin Park Trail Project was held at the Town Office on July 31, 2014, and that another of these meetings will be held in September. A report was given regarding the Creekside subdivision, with the location of this project noted for the new Commissioners' information. It was noted that there is a new owner of this property, and that proffer amendments will be made. Ms. Hynes noted that the Town serves as a referral agency, as it provides water and sewer service to the subdivision site. The developer is asking for input from the Town. A public information meeting will be held at the September

Planning Commission meeting regarding this project; preliminary comments are due to County Staff by September 4, 2014, with follow-up comments provided after the September 9<sup>th</sup> Planning Commission meeting. Commission Member Prack reported that representatives of this development firm have previously met with the Planning Commission. Mr. Prack provided an overview of the developers' vision for the project; he and Ms. Hynes explained the proffers being put forward at this time. Town Planner/Zoning Administrator Hynes noted that this project "will be a several months' process." Ms. Hynes clarified the public information meeting format, and the way in which comments will be forwarded to the County; she also reported that there will be another opportunity for comments to be submitted prior to the Public Hearing being held.

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

There was no Old Business to discuss.

#### **IN RE: NEW BUSINESS**

##### **a. Election of New Officers & FY 2015 Schedule Adoption**

Town Planner/Zoning Administrator Hynes noted that only the election of officers is required, as the meeting schedule was set at the January meeting. To facilitate the election, Ms. Hynes had each Commission Member introduce him/herself and give a brief overview of his/her work on, or reason for joining, the Planning Commission. Town Planner/Zoning Administrator Hynes then asked Town Attorney Gilmore to walk the Commissioners through the nomination process, which she did. Commission Member Wolford then made a motion **to nominate Manny Mirabal to serve as Chairman of the Round Hill Planning Commission**; Commission Member Prack seconded the nomination. A voice vote was held; the nomination was approved by a vote of 3-1, with Commission Member Mirabal abstaining and Commission Member Bird absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Christopher Prack	Aye
Douglas Bird	Absent
Stephan Evers	Aye
Manny Mirabal	Abstain
Elizabeth Wolford	Aye

Town Planner/Zoning Administrator Hynes asked when Mr. Mirabal's term will expire; Town Attorney Gilmore stated that it will expire December 31, 2014.

##### **b. Lake Ridge Estates Final Plat**

Town Planner/Zoning Administrator Hynes distributed copies of the plat, which Commission Members reviewed. An overview of the location of this subdivision, the number and size of the lots, proffers, and previous action on this subdivision was presented; it was noted that the Town Council approved the Physical Improvements Construction Agreement and the Physical Improvements Surety Bond at their July meeting. Town Attorney Gilmore reported that everything is in order, from the Town Council perspective, and that other documents have been reviewed and approved.

Town Planner/Zoning Administrator Hynes briefly explained the trail included in this plat. Commission Member Prack asked to clarify acceptance by the Town of the trail; it was noted that the Town did accept the walking trail, but not the adjacent parcel of land. Town Attorney Gilmore expanded upon previous proffers and subsequent changes to them, as well as the Town's responsibilities related to this project. Commission Member Wolford asked if the Town is responsible for the lighting; Town Attorney Gilmore stated that it is not – the Town chose the type of lighting, but will not pay for or be responsible for maintenance of the lighting. Ms. Gilmore explained how the maintenance will be handled. Town Planner/Zoning Administrator Hynes provided an explanation of the relationship between a town and a home owners' association. Commission Member Prack asked who will be responsible for maintaining the trail; it was determined that the Town will maintain the trail. Town Attorney Gilmore noted that the trail is not included in the deed. Mr. Tim Pearson, of KHovnanian Homes, explained the maintenance bond that has been established in regards to the trail. This bond will be in effect for one year; following that time the Town will assume maintenance of the trail. Following this discussion, Commission Member Prack moved **that the Round Hill Planning Commission approve the Final Plat for the Lake Ridge Estates Subdivision with the following change: that the trail easement be added to the final deed;** Commission Member Wolford seconded the motion. There was brief discussion of how to proceed with the signing of the plat, following the addition of the trail easement to the final deed. Commission Member Mirabal asked how the motion relates to the maintenance of the trail, and what the Town Council approved at their July meeting; Town Attorney Gilmore explained these items. Vice-Mayor Graham asked what changes were made to the plat which was dropped off at the Town Office today; Town Planner/Zoning Administrator Hynes explained, noting that a tree-safe area was added. Commission Member Mirabal asked if there is a budget for the maintenance of the trail; Town Attorney Gilmore explained that the trail has not yet been constructed and conveyed to the Town, thus funds have not yet been budgeted. It was reported that the funds for this would come from the Sidewalk Maintenance category of the budget. Commissioner Mirabal asked if the Town's insurance will be required to cover the trail; it was noted that it will. There was no further discussion. A voice vote was held; the motion was approved by a vote of 4-0, with Commission Member Bird absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Christopher Prack	Aye
Douglas Bird	Absent
Stephan Evers	Aye
Manny Mirabal	Aye
Elizabeth Wolford	Aye

Mr. Pearson thanked the Commission.

**c. Walraven Final Plat**

Town Planner/Zoning Administrator Hynes explained that the Walraven Plat was approved by the Planning Commission at their May 2014 meeting; it was noted that that was a bit out of the normal order, and that the plat has not yet been signed. Town Attorney Gilmore has reviewed all documents; everything has been approved. It was noted that there has been a small change made to the easement at the Deck's property; Ms. Hynes explained this change, which the Commission then reviewed. Town Attorney Gilmore reviewed a revision to the plat, of which she was previously unaware. It was also noted that the easement change made on July 30, 2014 should be stated on the plat. Town Planner/Zoning Administrator Hynes restated changes to the plat which are still required: 1) Commission Member's Mirabal's name noted as Chairman, and 2) the change to the easement. Following this discussion, Commission Member Prack moved **that the Round Hill Planning Commission approve the Final Plat for the Walraven Subdivision, revised through July 30, 2014, and authorize the Planning Commission Chair to sign the Final Plat with the following conditions: 1) Mr. Mirabal's name be listed as Chairman of the Planning Commission, and 2) changes made since December 2013 be listed in the notation section;** Commission Member Wolford seconded the motion. There was brief discussion regarding the conditions stated in the motion. Commission Member Prack then restated the motion thus: **I move that the Round Hill Planning Commission approve the Final Plat for the Walraven Subdivision, revised through July 30, 2014, and authorize the Planning Commission Chair to sign the Final Plat, subject to the following conditions: 1) the Planning Commission Chairman's name needs to be edited to reflect the new Chair, Manny Mirabal, and 2) the revision sheet needs to be filled out with the revisions which have occurred since December of 2013;** Commission Member Wolford restated her second of the motion. A voice vote was then held; the motion was approved 4-0, with Commission Member Bird absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Christopher Prack	Aye
Douglas Bird	Absent
Stephan Evers	Aye
Manny Mirabal	Aye
Elizabeth Wolford	Aye

**d. Comprehensive Plan Draft Work Plan and Discussion**

Town Planner/Zoning Administrator Hynes introduced this item, noting that her hope is that the Commission look to the future in the update of the Comprehensive Plan. Ms. Hynes briefly explained the history of this project. It was also noted that a water resource study is nearing completion and is important to planning for the future of the Town. Town Planner/Zoning Administrator Hynes also referenced the Purcellville Planning Study recently completed, noting that it also covers the Round Hill area. It was also noted that the Franklin Park Trail Project and the Main Street Enhancement Project will impact the Comprehensive Plan. Ms. Hynes spoke to other development projects in the pipeline which will impact the Comprehensive Plan. Also discussed

were questions relating to possible boundary line adjustments, historic properties in the Town, parking issues, and the 12 acre parcel at the eastern gateway to the Town. It was reported that the owners of that parcel are undertaking a six-month investigation study of possible uses for the property. Town Planner/Zoning Administrator Hynes stated that the goal is to look approximately 25 years into the future with this Plan. Ms. Hynes then asked the Commissioners to review the plan and submit comments regarding it to her. Those comments will be forwarded to the Planning Commission Chair and the Land Use Committee Chair, in order to map a way forward with the update of the Plan. Ms. Hynes explained who will be included in a possible feedback loop. She noted that the goal is to have a vision laid out in order to guide future development. Town Planner/Zoning Administrator Hynes also stated that, if the Commission is uncomfortable in using a feedback loop, and would prefer to complete the update prior to forwarding the plan to the Town Council, that would be fine as well. It was noted that the idea for a feedback loop will be presented to the Land Use Committee at their meeting next week; the hope is to have a work plan in place prior to the September Town Council meeting. Town Planner/Zoning Administrator Hynes explained state requirements related to a Comprehensive Plan; Town Attorney Gilmore elaborated upon the uses of a Comprehensive Plan, and explained that it does not have the force of an ordinance. Commission Member Welford stated that she feels a feedback loop is a good thing; Commission Member Prack noted that some Town Council members had suggested employing a feedback loop. Mr. Prack also noted that there is not a deadline for completion of the update, but completing it in a timely and thorough manner is important. Town Planner/Zoning Administrator Hynes noted that she had reinserted the original goals and visions into the document. Town Attorney Gilmore reminded the Commission that the Comprehensive Plan must be reviewed every five years. Town Planner/Zoning Administrator Hynes discussed ways the Commissioners may submit their comments/questions to her. Commission Member Mirabal asked if a draft plan is required for the September 18<sup>th</sup> Town Council meeting; Ms. Hynes explained that she will review the Plan with the Land Use Committee at their upcoming meeting, Commissioners will return their comments to her, a meeting with Chairman Mirabal and Land Use Committee Chairman Dan Botsch will be held, then the suggested changes will be presented to the Town Council. Town Planner/Zoning Administrator Hynes noted that there will be opportunity for review by the Planning Commission, and that the Town Council could be asked to approve the work plan at their October meeting, rather than the September meeting. The Commission agreed to work toward an October date. Commission Member Welford asked for a further explanation of the Purcellville Economic Study, which Ms. Hynes provided. Commission Member Mirabal asked that that information be included in the Commissioners' materials related to the Comprehensive Plan update. There was no further discussion.

**e. Introduction to the Joint Land Management Area**

Town Planner/Zoning Administrator Hynes introduced this topic, noting that this area was originally created in 1990. Ms. Hynes presented a zoning map to the Commission which shows the JLMA, and explained the area that this document governs; it was noted that this document serves the same type of purpose as the

Comprehensive Plan serves for the Town proper. Town Planner/Zoning Administrator Hynes stated that she will propose that the Town Council request the County update the document. Discussion of the possibility of reconstituting the Greater Round Hill Joint Land Management Committee ensued. Ms. Hynes explained that this provides an opportunity for the community to have a voice in planning/use of areas adjacent to the Town. Commission Members were asked to review the document and send any comments they may have to her, for inclusion in a letter to the County. It was noted that this will be discussed further at a later date.

**IN RE: OTHER BUSINESS**

Town Planner/Zoning Administrator stated that, in the future, she will make sure Commission Members have their packets farther in advance of the meeting. The form of the packets and method of delivery were briefly discussed.

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

- Informational Meeting with Developers of Creekside

**IN RE: ADJOURNMENT**

Town Planner/Zoning Administrator Hynes welcomed the new Planning Commission Members. Chairman pro tem Prack moved that the meeting be adjourned. The meeting was adjourned at 8:56 p.m.

Respectfully submitted,

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Christopher J. Prack, Chairman pro tem

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Debra McDonald, Recording Secretary