

**Town of Round Hill  
Planning Commission Meeting  
August 6, 2013  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, August 6, 2013, at 7:30 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

George Hoddinott, IV  
Christopher Prack  
Elizabeth Wolford

**PLANNING COMMISSION MEMBERS ABSENT**

Douglas Bird, Chairman

**STAFF MEMBERS PRESENT**

Robert Kinsley, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Mr. Jack Frear, Round Hill Volunteer Fire Dept.

**IN RE: CALL TO ORDER**

Commission Member Hoddinott called the meeting to order at 7:31 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: PUBLIC COMMENT**

There was no public comment.

**IN RE: APPROVAL OF AGENDA**

Commission Member Hoddinott moved that the Agenda be approved with the following amendment: **move Item #10 – New Business: Round Hill Volunteer Fire Department Special Exception Application, to Item #7 on the Agenda;** Commissioner Wolford seconded the motion. The amended Agenda was approved by a vote of 3-0, with Chairperson Bird absent for the vote. The vote is recorded as follows:

<u><b>MEMBER</b></u>	<u><b>VOTE</b></u>
Douglas Bird	Absent
George Hoddinott, IV	Aye
Christopher Prack	Aye
Elizabeth Wolford	Aye

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

There were no Disclosures and/or Commissioners' Comments.

## **IN RE: APPROVAL OF MINUTES – July 9, 2013**

Commissioner Wolford moved that the **minutes of the July 9, 2013 Planning Commission Regular Meeting be approved as submitted**; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 3-0, with Chairperson Bird absent for the vote. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Douglas Bird	Absent
George Hoddinott, IV	Aye
Christopher Prack	Aye
Elizabeth Wolford	Aye

## **IN RE: NEW BUSINESS**

### **a) Round Hill Volunteer Fire Department Special Exception Application**

Town Planner/Zoning Administrator Kinsley reported that he has sent all the information to the Commission Members, and that there is nothing else new to add; this is a renewal of the original application issued in 2005. Commissioner Hoddinott asked if any thought had been given to rezoning the property, to avoid repeated renewals of the Special Exception Application. Commissioner Prack stated that the property would not be rezoned; the hope is that, eventually, the Fire Department will no longer need the property, and the owner may then use it as desired, due to the property being zoned R-2. Commission Member Hoddinott stated that he has no issues with the renewal. Commission Member Prack asked if the application is essentially the same; Town Planner/Zoning Administrator Kinsley stated that it is. Mr. Kinsley also noted that it may not be necessary to place a five-year time limit on this application, and that the Planning Commission may want to suggest that to the Town Council. Commissioner Hoddinott noted that he agreed with that suggestion. Commissioner Prack reported that the Town Council had requested the time limit; Town Planner/Zoning Administrator Kinsley noted that the time limit gives the Town Council the opportunity to review the Special Exception on a regular basis. Commission Member Wolford asked about food service deliveries, in relation to specific time limits when they may occur. The Planning Commission discussed whether this refers to commercial deliveries only, or both commercial and personal deliveries (e.g., pizza delivery). Following this discussion, Commission Member Prack recommended that the Commission strike Condition #9 from the Special Exception Application. The Commissioners discussed the fact that the bunkhouse is zoned as a residential property, and that the town wouldn't put delivery restrictions on a private residence. Commissioner Hoddinott asked if the eight or fewer person limit is large enough; Mr. Frear (the Fire Department representative) stated that it is. Mr. Hoddinott asked about the possibility of an addition to the building being built (such as a deck), in consideration of Condition #11. Discussion of this ensued, with the reasons the owner would be required to go through the special exception process to do so highlighted. Commissioner

Hoddinott asked if the Special Exception requirement could be removed; Commissioner Prack stated that he didn't believe the Town Council would approve that. Following this discussion, Commission Member Prack moved **that the Planning Commission recommend that the Town Council schedule a joint Public Hearing regarding the Special Exception Application for public facility uses at 3 Main Street, with the conditions presented minus #9 pertaining to deliveries**; Commission Member Hoddinott seconded the motion. There was no further discussion. The motion was approved by a vote of 3-0, with Chairperson Bird absent for the vote. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Douglas Bird	Absent
George Hoddinott, IV	Aye
Christopher Prack	Aye
Elizabeth Welford	Aye

Mr. Frear asked if the condition regarding a five year limit was still included; it was noted that it will be.

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

There was no Land Use Committee Report.

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

Town Planner/Zoning Administrator Kinsley noted that his report is before each Commission Member, and that he would be happy to answer any questions. Commission Member Welford asked about the Future Maintenance at Lake Ridge item on Page 2, under the heading "Other Planning and Zoning Activities." It was reported that the possibility of this subdivision having a Home Owners' Association had been discussed. Mr. Kinsley explained that the principals in this project would like to be the primary providers of maintenance, and would like to have more architectural control in the subdivision. It was noted that this issue was discussed briefly at the Land Use Committee meeting, but there is no further information regarding this at this time. Commission Member Welford asked where Poplar Hill is located; Town Planner/Zoning Administrator Kinsley explained that it is an eleven lot parcel beside Fallswood, off of Yatton Road. There was discussion of the location of Dean's Subdivision, and the proposal to consolidate one vacant lot with two adjacent lots on which there are houses. Commissioner Welford asked if the Town Council will be discussing the proposed Home Owners' Association at Lake Ridge at their next meeting; Commission Member Prack stated that the Council did discuss this at their last meeting, and would prefer not to have interaction with HOAs. It was noted that the Lake Ridge Subdivision is within the town limits, and that the Council will need to discuss this issue further.

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

##### **a) Comprehensive Plan Goals and Objectives Work Session**

Commissioner Hoddinott asked if this should be discussed this evening, in light of the absence of Chairman Bird. It was reported that both a new Town Planner/Zoning Administrator and a new Town Administrator have been hired. Town Planner/Zoning Administrator Kinsley reported that he will continue to

work for at least the next two weeks, in order to help the newly hired Zoning Administrator become acclimated. Commissioner Welford noted that Commissioner Prack had brought up the question of the Fire Department's future plans in relation to the current Comprehensive Plan, and the view that the current plan does not support development at the present site. It was noted that the current Comprehensive Plan supports the fire department remaining in the Town. Commissioner Prack elaborated on the discussion of this issue which took place at the Town Council meeting, and the desire that the updated Comprehensive Plan support the Fire Department in any future plans. Discussion ensued regarding when to set a meeting time to write the Goals and Objectives, and if this task could be accomplished in one meeting. Town Planner/Zoning Administrator Kinsley suggested that each Planning Commission member send him their comments ahead of time. Commission Member Hoddinott explained why the Commission decided to write the Goals and Objectives during a work session. Commission Member Welford noted that the Goals and Objectives need to be split into three sections. Commission Member Prack suggested contacting Chairman Bird to ascertain when he could attend a work session. Commission Member Welford asked if the development of a Historic Overlay District has already been done by the Planning Commission. Town Planner/Zoning Administrator Kinsley stated that it has not, although it was originally requested to be done. Commissioner Welford noted that residents did not want Historic District overlay regulations in the Zoning Ordinance; Mr. Kinsley stated that the Historic District was created to avoid the restrictions inherent in a Historic Overlay District designation. Discussion of Historic Overlay District requirements/grant possibilities/tax considerations ensued. Commission Member Hoddinott suggested writing Goals and Objectives at the next Planning Commission meeting; Commissioner Welford suggested working on the Goals and Objectives for Section Three at this meeting. Commission Member Hoddinott noted that he will write the Goals and Objectives for the first two items in the section.

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

There was no discussion under Other Business.

#### **IN RE: DRAFT AGENDA FOR THE NEXT PLANNING COMMISSION MEETING – SEPTEMBER 3, 2013**

- Work Session to write the Goals and Objectives for the updated Comprehensive Plan

It was noted that, if Chairman Bird is unavailable to meet on September 3<sup>rd</sup>, the meeting would be moved to September 10<sup>th</sup>.

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

Commission Member Hoddinott adjourned the meeting at 8:10 p.m.

Respectfully submitted,

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Douglas Bird, Chairperson

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Debra McDonald, Recording Secretary