

**Town of Round Hill
Planning Commission Regular Meeting
December 12, 2017
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, December 12, 2017, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Manuel Mirabal, Chairman
Jean Daly
Michael Hummel
Lori Minshall

PLANNING COMMISSION MEMBERS ABSENT

Stephan Evers

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Maureen Gilmore, Town Attorney

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:03 p.m. Roll Call was held; with four members of the Planning Commission in attendance, a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENT

There was no Public Comment.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission Member Hummel stated that he had lunch with Mr. Ben Lay and told him that this issue is on the Agenda for this evening's meeting; there was discussion of one lot owner who cleared his lot. Mr. Hummel stated that he did not disclose to Mr. Lay anything that wasn't included in this evening's Agenda.

IN RE: APPROVAL OF AGENDA

Commission Member Daly moved **that the Planning Commission approve the Agenda as it stands**; Commission Member Minshall seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Jean Daly	Aye
Stephan Evers	Absent
Michael Hummel	Aye
Lori Minshall	Aye

IN RE: APPROVAL OF MINUTES

a. November 7, 2017 –

Commission Member Hummel noted that the final eight lines of page four are inaccurate. Town Planner/Zoning Administrator Hynes noted that the heading of the section should read *Background Information: Yatton Road Re-Zoning*, not *Boundary Line Adjustment*. Commission Member Hummel stated that, in line ten of the section, the phrase should read *...therefore, two new zoning districts were drafted*, not *created*. Discussion of the section ensued, with Mr. Hummel reiterating his concern that the section seems inaccurate, and Ms. Hynes noting that it deals with a very complicated topic. Commission Member Hummel summarized previous action taken on this item, as follows: the Planning Commission drafted two new Zoning Districts, as named in the minutes; the Zoning Districts were then forwarded to the Town Council; the Council approved the R1-A District, and tabled the R1-B District; the Yatton Road lots were subsequently rezoned to R1-A. Ms. Hynes stated that four actions needed to take place: the creation of R1-A in the Zoning Ordinance; the creation of R1-B; the rezoning of Yatton Road; and, the rezoning of Hayman Lane. However, only the creation of R1-A and the rezoning of Hayman Lane took place; creation of R1-B and the rezoning of the Yatton Road lots were tabled. Town Planner/Zoning Administrator Hynes stated that she will edit the section to ensure that it is clear. Chairman Mirabal noted that he had previously asked for the original document the Planning Commission forwarded to the Town Council regarding the Zoning Districts and subsequent rezoning; Ms. Hynes and Commission Member Hummel explained that the document in question had been included in last month's Planning Commission packet. Commission Member Hummel further noted that the motion would only be found in the meeting minutes. Town Planner/Zoning Administrator Hynes stated that she will review this section of the minutes, to ensure its accuracy. There was further discussion of changes which have occurred regarding the Yatton Road lots, and of the action the Town Council wishes the Planning Commission to undertake regarding this topic. It was noted that a Joint Public Hearing on the matter is planned, tentatively scheduled for January 18, 2018. Chairman Mirabal asked about the reference, on page four of the minutes, to the question raised regarding any potential impact of the proposed business in the Light Industrial District on the municipal water system and the nearby creek; Mr. Mirabal also noted that he had voiced concern regarding the proposed use potentially creating a long-term environmental situation as the result of creating a brownfield. Mr. Mirabal asked if there

is an answer to those concerns; Town Planner/Zoning Administrator Hynes reported that she has discussed the matter with the applicant, and that it will be considered upon the application coming before the Commission. There were no further corrections made to the minutes. Commission Member Hummel then made a motion **to approve the minutes of -the November 7, 2017 Planning Commission Regular meeting, contingent upon corrections being made, as discussed;** Commission Member Daly seconded the motion. A vote was held; the motion was approved 3-0, with Commission Member Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Jean Daly	Aye
Stephan Evers	Absent
Michael Hummel	Aye
Lori Minshall	Aye

IN RE: BUSINESS ITEMS

a. Text Amendments and Rezoning of Yatton Road

1. Discussion of Scheduling Public Hearing

Town Planner/Zoning Administrator Hynes presented this item, noting that a map of this site is included in Commission Members' packets. Ms. Hynes reiterated the four actions proposed for the area, including: the inclusion in the Town's boundaries of both Yatton Road and Hayman Lane through a boundary line adjustment; and, the drafting of two Zoning Districts, done to bring the zoning of the lots into compliance with Town zoning, with R-1A drafted for Yatton Road and R-1B drafted for Hayman Lane. The Planning Commission then held a Public Hearing and provided a recommendation to the Town Council; the Council adopted R-1A and rezoned Hayman Lane, but tabled R-1B and the rezoning of Yatton Road. Commission Member Hummel recently took this issue to the Town Council, which recommended that the R-1B District not be created, but rather, that the R-1A District be applied to Yatton Road. Commission Member Hummel elaborated on the history of this item, explaining that her provided, during his Planning Commission Report to the Council, information regarding the possible adoption of the R-1B District and rezoning of the Yatton Road lots to R-1B. Mayor Ramsey asked if it would be simpler to use the existing zoning category for this site, rather than creating a new Zoning District for four lots, and requested that Mr. Hummel present this option to the Commission. Mr. Hummel stated that the Mayor and Council were not directing the Planning Commission to follow this suggestion but were asking that the Commission take the option under consideration. Commission Member Hummel reported that the main difference which will be noted is the minimum lot area. Mr. Hummel stated his belief that undertaking this option makes sense. Mr. Hummel also reported that Vice-Mayor Graham stated her concern that the Density paragraph and the Lot Area paragraph conflict with each other; however, Mr. Hummel noted, the way in which the Zoning District has been written precludes development beyond one house per acre. Commission Member Hummel stated that he sees no danger in going with the Mayor's recommendation. It was noted that the Public Hearing would be held only to consider the rezoning of these

four parcels to R-1A. The Planning Commission discussed this issue, with the following items/issues considered:

- This action will result in the zoning of Yatton Road being the same as Hayman Lane
- The a VDOT permit must be obtained for driveways
- That well and septic systems are not allowed inside the Town limits
- That a fifth lot could not be created at the site
- Lot lines, measurements, and yard requirements

Town Planner/Zoning Administrator Hynes stated that a motion is required to move this to a Public Hearing. Commission Member Hummel then made a motion **that the Planning Commission schedule a Joint Public Hearing, subject to Town Council agreement, or schedule a Public Hearing to be held by the Planning Commission only, if the Town Council does not agree to a joint hearing, at the next possible date; the purpose of the Public Hearing is to rezone the four lots located on Yatton Road, to the west of Airmont Road, and inside the Town limits, from AR-1 to R-1A.** Commission Member Minshall seconded the motion. Town Attorney Gilmore and Town Planner/Zoning Administrator Hynes stated that notice of the potential rezoning will be provided to all adjacent property owners. There was no further discussion. A vote was then held; the motion was approved 4-0, with Commission Member Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Jean Daly	Aye
Stephan Evers	Absent
Michael Hummel	Aye
Lori Minshall	Aye

Town Planner/Zoning Administrator Hynes stated that a tentative date for a Joint Public Hearing will be January 18, 2018 and noted that the hearing may possibly be moved to February. If a Joint Public Hearing is held, it will be in conjunction with a regularly scheduled Town Council meeting, and will be held on a Thursday, beginning at 7:00 p.m. Ms. Hynes stated that this item will be placed on the Agenda for the Town Council meeting to be held next week, for Council discussion.

b. Fall Text Amendments (Final Review of Draft)

Town Planner/Zoning Administrator Hynes presented a recap of these Amendments, referencing a chart included in Commission Members' packet. Information pertaining to each use is included, as follows:

1. Accessory Apartment, Interior or Exterior

- Allowed in any residential home
- Also allowed in a B-1 Zoning District
- Not a primary use

2. Accessory Homestay

- Allowed in all residential districts
- No minimum lot size
- Not a primary use

3. Bed & Breakfast

- A minimum lot size, of one-half acre or more, would be imposed
- Is a permitted use

4. Boutique Hotel

- Only allowed in the PDCC District

5. Country Inn

- Allowed in the B-1 District only

6. Family/Caregiver Suite

- In a residential home

7. Nursing Home

- Only allowed in the PDCC District

8. Assisted Living Facility

- Only allowed in the PDCC District

It was noted that, if these Text Amendments are adopted, the result would be amendment of seven sections of the Zoning Ordinance, and the inclusion of additional materials.

Use Standards

The Planning Commission decided to discuss *Use Standards* which impact the PDCC first. The following items/issues were discussed/reviewed:

- The differences between a Nursing Home and an Assisted Living Facility, including the types of rooms found in each
- Standards for the lot size and density for the various uses
- Providing for review of architectural design
- Ensuring that the use is compatible with adjacent properties
- That parking be no closer than twenty feet
- Standards suggested/required for parking lots; this included building materials allowed, in an effort to reduce the amount of pavement and to deal with runoff, etc.
- The addition of language ensuring that facilities are ADA-compliant
- The addition of language regarding aesthetics
- The inclusion of a process for discussion of these issues in the permitting process

- Ensuring that the location of service entrances be in the rear of the buildings
- Grammar and formatting edits
- The amount of open space to include for the various uses, as well as any interior/exterior recreation space which may be applied toward the requirement
- The number of parking spaces required for the various uses
- The addition of language which would allow the Planning Commission to modify some requirements; potential wording was discussed, as were areas in the Zoning Ordinance which include language which may be applicable to these uses

Use Standards for a Boutique Hotel were discussed next, with the following highlighted:

- The amount of recreational space required for a Boutique Hotel
- Requirements which may be included to avoid a Boutique Hotel becoming an overnight stay provider for truck drivers
- Removal of the two and one-half story requirement for building height
- That the facility have no more than one-hundred rooms
- Requirements for off-street parking, including the number of spaces required for employees
- That a restaurant not be required for this use
- The inclusion of language requiring that an "Administrator Must Approve" any signage at the use
- Issues which may impact safety at the site
- Grammar and formatting edits
- The addition of a paragraph regarding modifications

Use Standards for a Country Inn were discussed, with the following highlighted:

- Removal of Item "a," which requires that this type of use be limited to a commercial-zoned property
- That recreational facilities are not included/allowed for this use
- Removal of the two and one-half story requirement for building height
- The requirement that the use is "not to exceed twelve guests"
- A correction made to the number of bathrooms required
- The length of stay allowed, with it being determined that the length of stay should not exceed thirty days; it was also decided that this language, regarding length of stay, should be included in the sections for Airbnb-type businesses, and Accessory Home Stay facilities
- Off-street parking requirements, with wording suggested to ensure clarity

- The inclusion of requirements that an explanation be provided for architectural modifications requested, with drawings required for modifications or new structures
- Language regarding food service will mirror that in other related portions of the ordinance
- Rules/regulations/requirements regarding "internal safety" were removed
- The "Nuisance Policy" was removed, as this is subjective and difficult to determine
- Landscape and buffer requirements, with it being determined that the required buffer should be less than that for a commercial use
- Removal of the requirement for a board-on-board fence
- Inclusion of wording to ensure a standard buffer is provided
- Inclusion of language regarding inspections and permits from other sections of the ordinance, with edits done to remove requirements not applicable to this use
- Changes required by the Planning Commission to the section regarding retail sales or salon/spa will be made

IN RE: TOWN PLANNER REPORT

This Report was not discussed.

IN RE: TOWN COUNCIL REPORT

This Report was not discussed.

IN RE: NEXT PLANNING COMMISSION MEETING

a. Regular PC Meeting: January 9, 2018

IN RE: ADJOURNMENT

Commission Member Minshall made a motion to adjourn; Commission Member Daly seconded the motion. The meeting was adjourned by Chairman Mirabal at 9:38 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary