

**Town of Round Hill  
Planning Commission Meeting  
December 3, 2013  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, December 3, 2013, at 7:30 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Douglas Bird, Chairman  
George Hoddinott, IV  
Christopher Prack

**PLANNING COMMISSION MEMBERS ABSENT**

Elizabeth Wolford

**STAFF MEMBERS PRESENT**

Mickey Rhoades, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Jennifer Jenkins  
Michael Hummel

**IN RE: CALL TO ORDER**

Chairman Bird called the meeting to order at 7:35 p.m. Roll Call was held, and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

Chairman Bird led those present in the Pledge of Allegiance.

**IN RE: APPROVAL OF AGENDA**

Commission Member Hoddinott made a motion **to approve the Agenda with the following amendment: move New Business Item B, ZMAP 2013-01, 7 Main Street Proffer Amendments, to Item #7 on the Agenda;** Commission Member Prack seconded the motion. The amended Agenda was approved by a vote of 3-0, with Commission Member Wolford absent for the vote. The vote is recorded as follows:

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

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

There were no Disclosures and/or Commissioners' Comments.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

**IN RE: APPROVAL OF MINUTES – November 12, 2013**

Town Planner/Zoning Administrator Rhoades reminded the Commission Members that they also need to vote on the minutes of the Public Hearing held on November 12, 2013. Chairman Bird suggested that the Planning Commission deal with the Planning Commission Meeting minutes first. Chairman Bird moved that **the minutes of the regular meeting of the Planning Commission, held on November 12, 2013, be approved as submitted**; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 2-0-1, with Commission Member Prack abstaining and Commission Member Wolford absent for the vote. The vote is recorded as follows:

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

Chairman Bird moved that **the minutes for the Joint Public Hearing for SPEX-2013-01, held on November 12, 2013, be approved as submitted**; Commission Member Hoddinott seconded the motion. The minutes were approved by a vote of 2-0-1, with Commission Member Prack abstaining and Commission Member Wolford absent for the vote. The vote is recorded as follows:

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

**IN RE: ZMAP 2013-01 7 MAIN STREET PROFFER AMENDMENTS**

Town Planner/Zoning Administrator Rhoades presented this item, noting that the applicant, Jennifer Jenkins, is in attendance at this evening's meeting. Mrs. Rhoades explained the reason for the amendments, highlighting documents attached to the application pertinent to the amendments. It was noted that the primary reason for the amendments is to clarify business versus residential uses of the property. Town Planner/Zoning Administrator Rhoades elaborated upon details of the original proffers, as well as the amendments. Town Planner/Zoning Administrator Rhoades noted that changes in the documents, following these amendments, are things such as numbering/lettering changes. Chairman Bird asked about the proffer relating to a parking lot, wondering if it will still be included if the property is used as a residence. Ms. Jenkins noted that it will not, and elaborated upon the amendments as well as the proffer for 60% commercial use of the first floor of the building. Ms. Jenkins noted that the current document separates completely residential use from commercial use. Discussion

ensued as to how to word the document in order to make more clear. Commissioner Hoddinott asked if all commercial uses could be notated thus: "...all commercial uses must be compliant with all B-1 Zoning District requirements," thus allowing the language in the document to be streamlined. Discussion ensued, with Commissioner Prack noting that he prefers the language in question not be stricken. Chairman Bird stated that he feels both the proffers and the B-1 Zoning requirements should be included. It was noted that the B-1 zoning ordinances did not exist at the time of the original proffers. Ms. Jenkins described some of the original plans developed for business use that could be reinstituted if needed. Ms. Jenkins also spoke about their storm water management plan, which could be modified upon completion of the Main Street Enhancement Project. Town Planner/Zoning Administrator Rhoades spoke of the importance of retaining storm water easements. Commission Member Hoddinott spoke of the necessity of working with the County and the State regarding storm water management and suggested wording which could be used in the document to conform to county and state requirements. Ms. Jenkins asked for clarification of what her next steps should be; Town Planner/Zoning Administrator Rhoades explained. Commission Member Hoddinott asked if Ms. Jenkins will be using a porous pavement system with the exception of the driveway; Ms. Jenkins noted that she would, as that is required. Town Planner/Zoning Administrator Rhoades suggested the Planning Commission review the new proffer statements and be prepared with questions for Ms. Jenkins' next appearance before the Planning Commission. Ms. Jenkins elaborated upon an adjacent property owner's involvement with access to the property, in response to a question from Commissioner Hoddinott. Ms. Jenkins then asked when the proffer amendments would again be reviewed. Town Planner/Zoning Administrator Rhoades reported that the Planning Commission's next meeting would be on the first Tuesday in January; Commissioner Hoddinott noted that the date would be January 7, 2014. Town Planner/Zoning Administrator Rhoades explained that a Public Hearing would be the next step, after Planning Commission review and referral to the Town Council. Chairman Bird asked for clarification of when the Public Hearing would be held, which Town Planner/Zoning Administrator Rhoades provided. Mr. Hummel explained his prior work on this issue, and commented that he always believed that the intent was that this property could be used as a residence. Mr. Hummel stated that the language used in the proffers "got messed up." Mr. Hummel also addressed storm water management issues at this property, noting that he feels flexibility in regards to this should be offered, especially in light of the Main Street Enhancement Project. Ms. Jenkins reported that she will make the needed changes and contact the Town Planner/Zoning Administrator. Ms. Jenkins thanked the Planning Commission for their help.

Commission Member Hoddinott left the meeting at 8:08 p.m.; therefore, there was no longer a quorum. After brief discussion, it was decided that the meeting need not be adjourned, as there were no further votes required.

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

Commission Chairman Bird asked if there is anything in this report which needs to be highlighted. Town Planner/Zoning Administrator Rhoades noted that the full report is in each Commission Member's packet. Mrs. Rhoades reported that the Main Street Enhancement Project is moving forward, and that the Committee is currently awaiting VDOT waivers; upon receipt of those waivers the plan can be adopted.

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

Town Planner/Zoning Administrator Rhoades reported that she has been extremely busy, highlighting six or seven proposed subdivision site plans, and the proffers issue, on which she has been working. Mr. Hummel reported that he does not expect to begin work on the proposed Walraven subdivision until spring; the Walraven final plat will be reviewed at this evening's Planning Commission meeting. Town Planner/Zoning Administrator Rhoades asked for Planning Commission input on how she should present her report; suggestions were made by the Commission Members.

## **IN RE: OLD BUSINESS**

### **a) Comprehensive Plan Updated File Review**

This file was sent to each Commission Member via e-mail on November 19, 2013, for their review.

## **IN RE: NEW BUSINESS**

### **a) SBFP-2013-01 Walraven Final Plat**

Town Planner/Zoning Administrator Rhoades, Mr. Hummel and the members of the Planning Commission reviewed the final plat for the Walraven subdivision. There was discussion of lot #5 and access to it; Mr. Hummel noted that there is not access to that lot at this time, but that he can provide access, and explained areas where that access may be provided. There was discussion of parcels in Town which are zoned residential, but where there is no access; Town Planner/Zoning Administrator Rhoades noted that that occurred prior to the implementation of zoning regulations in the Town. Town Planner/Zoning Administrator Rhoades stated that the access road could be built at the time utilities are extended to the lot. Mr. Hummel highlighted areas on the plat where access could be provided. Mrs. Rhoades discussed the "Comments Pending" section of the Staff Report which deals with this issue. Commissioner Prack asked about a holly tree in this area; Mr. Hummel explained that he asked the owner for permission to trim the tree, but the owner asked Mr. Hummel to remove the tree. Mr. Hummel reported that he has this request in writing; Town Planner/Zoning Administrator Rhoades asked that he submit a copy of this to the Planning Commission. Commissioner Prack asked for the size of the property; Mr. Hummel and Chairman Bird explained which portions of the property are county property and not within the Town's limits. There was informal discussion of the best routes to provide access to this lot, which encompasses 5 1/2 acres. Discussion ensued regarding Lot #6; members of the Zion Baptist Church on Main Street inquired into purchasing this lot, however Mr. Hummel feels this is unlikely to occur. Mr. Hummel explained changes to be made to the plat, which will be forwarded to Mrs. Rhoades for her review when completed (in approximately two months). Following that he will come before the Planning Commission for their approval. There was no further discussion of this topic.

### **c. Reappointment of Expiring Membership of Commissioner George Hoddinott**

Chairman Bird noted that the Town Council makes all appointments; he would support the reappointment of Mr. Hoddinott. Town Planner/Zoning Administrator Rhoades will refer this to the Town Council.

**IN RE: OTHER BUSINESS**

There was no discussion under Other Business.

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

A draft agenda was not discussed.

**IN RE: ADJOURNMENT**

Chairman Bird adjourned the meeting at 8:30 p.m.

Respectfully submitted,

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Douglas Bird, Chairperson

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Debra McDonald, Recording Secretary