

**Town of Round Hill  
Planning Commission Meeting  
December 4, 2012  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, December 4, 2012, 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  
Elizabeth Wolford  
Christopher Prack (arrived at approximately 7:42 p.m.)

**STAFF MEMBERS PRESENT**

Robert Kinsley, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

None

**IN RE: CALL TO ORDER**

Chairperson Bird called the meeting to order at 7:36 p.m. Roll Call was taken, and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

Chairperson Bird led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

There was no public comment.

**IN RE: APPROVAL OF AGENDA**

Commissioner Wolford moved that the Agenda be approved as submitted; Commissioner Hoddinott seconded the motion. The Agenda was approved by a vote of 3-0, Commissioner Prack absent for the vote. The vote is recorded as follows:

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

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

There were no Disclosures and/or Commissioners' Comments.

### **IN RE: APPROVAL OF MINUTES – November 6, 2012**

Commissioner Wolford asked if, on page two under the Land Use Committee report, the fifth line down, the sentence “*Comments from should be returned...*” should include the acronym VDOT. Town Planner/Zoning Administrator Kinsley stated that the word *from* should be deleted. Also, Commissioner Wolford asked if the last sentence in the same paragraph, dealing with County Ordinances provided to the Town by Deputy Cooper, dealt with all Loudoun County ordinances, or just parking ordinances, and if that should be clarified; Town Planner/Zoning Administrator Kinsley described the scope of the various Ordinances, and it was decided that further clarification was not needed. Following this discussion, Commission Member Wolford made a motion that the minutes of the November 6, 2102 meeting of the Round Hill Planning Commission be approved as amended; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 3-0, Commissioner Prack absent for the vote. The vote is recorded as follows:

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

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

The Planning Commission discussed changes made to the B-1 Business District Ordinances by the Town Council, prior to their approval by the Council; with the question raised of whether the changes required another Public Hearing. Town Planner/Zoning Administrator Kinsley noted that the Council felt the changes they made were minor and did not necessitate another Public Hearing. Commissioner Wolford asked if the Town Council deleted a dry cleaning business use altogether; Mr. Kinsley reported that they deleted it as a by-right use. Discussion of shared parking, as a use, ensued with Town Planner/Zoning Administrator Kinsley noting that shared parking must only be between uses permitted in the B-1 Business District Ordinance. Commission Member Wolford asked if Town Administrator Barkley met with Mr. Barry and the representative of the Methodist church regarding the sidewalks; Town Planner/Zoning Administrator Kinsley noted that Mr. Barkley has not yet held this meeting, but that it will take place. Finally, Commission Member Wolford asked if any action has been taken on the Light Industrial District draft document; Mr. Kinsley reported that the Committee will be looking at it in January or February. Commissioner Hoddinott asked if the Planning Commission will be updating any other zoning district documents; Mr. Kinsley stated that he believes the B-1 Business District and the LI-1 Light Industrial documents were the only documents that would be revised. There was no further discussion.

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

Town Planner/Zoning Administrator Kinsley reported that much of his time recently has been spent on work related to the Board of Zoning Appeals hearings. Commission Member Wolford asked if the minutes from the September 26, 2012 BZA Public Hearing had been approved. Town Planner/Zoning Administrator Kinsley and Commissioner

Hoddinott noted that they have not, but that the Board of Zoning Appeals will be holding a meeting in January, and that both sets of minutes (from the September 26<sup>th</sup> and November 7<sup>th</sup> hearings) would probably be approved at that meeting. There was no further discussion.

## **IN RE: OLD BUSINESS**

### **a) Comprehensive Plan Review and Update**

Town Planner/Zoning Administrator Kinsley reviewed the work done on the Comprehensive Plan thus far, and noted that at this evening's meeting the Commission will work to reorganize the various elements and to decide what else to include or remove. Commission Member Wolford added to this explanation, and noted that the goals and objectives will be worked on following the public input sessions. Town Planner/Zoning Administrator Kinsley discussed the survey that was mailed to residents; he noted that twelve have been returned to date and he discussed some of the comments contained therein. Chairperson Bird noted that the next step is to advertize the public input sessions. Discussion ensued as to whether to hold the public input sessions in January or February; the consensus of the Commission was to hold those sessions in February, in order to provide more time for "polishing" the document. Mr. Kinsley discussed the Land Use map, highlighting how it has changed and how it may change yet again. Commission Member Hoddinott asked if terms contained in the map should be further explained in the text of the document. Town Planner/Zoning Administrator Kinsley noted that it was uncertain, at this point, what the criteria for this will be. Chairperson Bird and Commissioner Hoddinott agreed that they are happy with how the chapters are presently arranged. There was discussion of the positioning of the goals and objectives in each section, and the possible addition of a table listing the goals and objectives, and strategies. Chairperson Bird asked if the Commissioners feel there is anything that should be done differently in the present document; Commission Member Hoddinott discussed possible changes to the formatting of each page. It was decided that each Commissioner should edit the document as he/she sees fit, then submit their edits to Mr. Kinsley. It was agreed that all mark-ups should be sent to Mr. Kinsley by December 18, 2012, in order for him to compile them for the January meeting. Chairperson Bird then discussed how the public input sessions should be conducted. There was discussion of using flip charts to list ideas provided by the attendees, as well as using acetate overlays to mark up maps, but it was decided that would not be needed. Chairperson Bird noted that he would like to use the flip charts to foster discussion of Sections 1 through 6, trying to discuss each section in order, but being flexible enough to allow for the free flow of ideas from the public. Commission Member Hoddinott asked about making the existing information available to the public prior to the meeting(s). Commission Member Wolford asked if the document could be posted on the Town's website; Town Planner/Zoning Administrator Kinsley noted that it could. Following this discussion, the decision was made to have a draft of the document ready for Planning Commission and public consumption by the January meeting of the Planning Commission; then to hold public input sessions in February, and March if needed. Chairperson Bird asked if the Planning Commission should invite groups such as the Round Hill Business Association to the input sessions.

Commissioner Hoddinott felt that it was unnecessary to invite them specifically, but noted that they have the opportunity to attend the public input sessions. The consensus of the Planning Commission was that holding two public input meetings would be best, with the completion of the document following that. Town Planner/Zoning Administrator Kinsley reported that, as of now, the survey information is not categorized; however, it may be by the January Planning Commission meeting. Chairperson Bird then summarized the planned time line for completion of the Comprehensive Plan, with draft edits due to Mr. Kinsley by December 18, 2012; the final draft available for the January Planning Commission meeting; and survey comments compiled by the February meeting. It was decided that the Planning Commission will meet at 7:00 p.m., prior to the 7:30 p.m. public input session on the February meeting date. There was also discussion of providing hot chocolate and cookies for the input sessions; Mr. Kinsley will check with Town Administrator Barkley regarding this. There was also a brief discussion of contingency plans in the event of snow. There was no further discussion of the Comprehensive Plan update.

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

##### **a) 2013 Meeting Schedule Resolution**

The Commission Members discussed the meeting schedule for the Planning Commission for 2013. It was decided to move the January meeting from January 8, 2013 to January 15, 2013; it was also decided to move the September meeting from September 3, 2013 to September 10, 2013, due to the Labor Day holiday. Commission Member Hoddinott reported that he is on “snow duty” for his employment from January through March, which could impact his attendance. There were no further changes. Following this discussion, Chairperson Bird made a motion that the Round Hill Planning Commission adopt the **2013 Meeting Schedule** with the changes noted; Commission Member Wolford seconded the motion. The Resolution was adopted by a unanimous vote Commissioners present, 4-0, with the vote recorded as follows:

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

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

##### **a) Certified Planning Commissioners Course – Leesburg, Jan. 11/12 & Mar. 22/ 23**

Commission Member Hoddinott noted that he will not be able to attend this course, but would like to obtain notes from it; Town Planner/Zoning Administrator Kinsley suggested that Mr. Hoddinott could get notes from other Commission Members in attendance. Mr. Kinsley distributed registration forms and noted that he would like to have them returned prior to the December 20, 2012 Town Council meeting, for their approval. It was noted that the January and March sessions are one course spread out over the noted time span.

**IN RE: DRAFT AGENDA FOR THE JANUARY 15, 2013 MEETING**

- Final review of the initial draft of the Comprehensive Plan
- A possible subdivision application to consider
- Finalize public meeting dates

**IN RE: ADJOURNMENT**

Chairperson Bird made a motion to adjourn the meeting; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 4-0. The meeting was adjourned at 8:26 p.m.

Respectfully submitted,

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Douglas Bird, Chairperson

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Debra McDonald, Recording Secretary