

**ROUND HILL PLANNING COMMISSION
WORK SESSION NOTES
February 12, 2009**

Present

Craig Fredericks, Chairman
Sarah Etro, Vice-Chair
Mike Hummel
Kathleen Luckard
Betty Wolford

Staff Present

Robert Kinsley
Maureen Gilmore

Others Present

Jeff Browning
Amber Scharn
Bill Robeson
Reverend Jeffrey Witt
Jane Ford
John McBride
Tom Van Poole, VDOT
Jeff Lutman
Bill Heston

Public Street/VDOT

- A. Entrance Width** – current VDOT minimum standard for two way entrance is 30 feet (maximum width is 40 feet); consensus was to have two way traffic at both entrances
- B. Aisle Width** - for right angle parking, the Town Ordinance requires 22 feet
- C. Vehicle Trips** – on Sundays, VDOT estimates the number of trips to the church to be 200 to 350 vehicle trips per hour; Mr. Van Poole felt that a church of this size would probably have approximately 240 vehicle trips per hour on Sunday. Best estimate for daily trips on Church Street is 190, North Locust St is 690.
- D. Intersection** – VDOT does have a standard for flaring at intersection (Church and Loudoun; Locust and Loudoun); would not be inappropriate to do some improvements at these intersections and both streets; gaining dedication for widening Locust intersection was discussed (The applicant's attorney suggested the applicant see if they can obtain; if not, the Town could step in).
- E. Roadways** – because of the level of traffic on Church Street, the use of a "shoulder and ditch" specs would be appropriate with parallel parking on the west side (travel lane would be 18 feet with a 6 foot parking area = total 24 feet). Mr. Van Poole felt that VDOT would be willing to let the width of Church and Locust be at a lesser standard. Discussed not changing the width of Locust except at intersection.
- F. Church Street Parking** – concern on right angle parking just off Church Street was shown on plat – concerns were expressed by Commission and VDOT. Church response was these 11 spaces are needed for elderly and handicapped access to church entrance. Diagonal parking and parallel parking were discussed – applicant will see if this can work.
- G. Church Street Sidewalk** – discussed extending existing sidewalk to Loudoun, materials for said use – applicant will modify plat to show sidewalk extension.

Applicant will show entrance widths to be 30 feet. Applicant will look into widening the intersections; modify Church St parking, sidewalk configuration. Commission will review VDOT recommendation and decide on what traffic conditions will be required.

Zoning Ordinance Compliance Issues

- A. Application** – after discussion of wording, Proposal Request wording on application was accepted.
- B. Parsonage Building** – applicant needs to show actual height of building on plat
- C. Parsonage Building/Parking** – previous SPEX allows 3 parking spaces and this will continue and be a part of the 84 total spaces required.
- D. Loading Spaces** – ordinance requires two, plat shows one. Because of use, consensus of Commission was only one will be required (PC has ability to waive this; space shown on plat is deeper to allow for van to pull in, but meets requirements. Applicant to add waiver request to the plat.
- E. Tree Preservation** – Church Street tree may have been damaged by road work, overhead utility poles and underground utilities. Will have an arborist (with town Zon Adm to accompany) look at it as well as the other 12 trees that exceed 12” and the tree located on the Parsonage lot that appears to be within the parking lot construction area. If this tree on the parsonage lot is determined to be healthy, will take all measures shown in a Tree Preservation Plan. After evaluation of the trees will submit the report and conduct further discussion on parking lot/preservation of trees.
- F. Landscape Buffer Waiver** – delete or revise - will do what Zoning Adm requests; discussion followed on 6’ board fence and PC suggested that the 6’ fence on both the north and south side of the parking/addition area not be extended to the Locust St. sidewalk. It appears that the buffer area at those “corners” would meet the 25’ buffer area – so fence should end at these points (approx. 110 ft on the north side).
- G. Dimensions of Parking Spaces** - Condition #15 addresses that fact that all spaces will meet town requirements.
- H. Landscape and Buffer Plan** – will provide a plan for the buffer areas (types of plantings to be use) as well as the parking lot and areas around the buildings. A Tree Preservation Plan is also required.
- I. Parking Lot Surface** – discussed using various options for parking lot surface – hard material such as asphalt, etc. or an alternative surface material such as porous pavement, stone, etc. (Sect. 12-10 Zon Ord). PC strongly recommended that if an alternative material is proposed, a hard surface material be used for the entrance ways in order to keep stone or whatever from going into the main roadway. Applicant will submit options for surface materials.

Development Conditions/Impact Remediation Issues

- A. Statement of Justification/Activities List** – applicant will revise the sections on uses so as not to be so specific – will take out detail
- B. Worshipers – Condition #6** – was asked to change to “persons”. Discussed, leave as is
- C. Conditions set on previous SPEX not met** – most have been included in the new list of conditions; #3-8 of the 2006 conditions will be added. Mr. McBride taking steps to meet conditions.

Applicant's Proposed Development Conditions

All reference to "SPEX Plan" will be changed to SPEX Plat.

5. Zoning Adm questioned need for this – added insurance conditions will be met.
6. Applicant will supply town with Fire Marshall's occupancy limit for the Parsonage Building
14. Lighting plans/information for the BP station will be submitted to applicant (BP had to go through Special Exception process which included lighting). PC suggested the height of fixtures placed in the parking lot area be lowered – suggested 2-3 ft in height
19. Discussion on term "generally conform" – applicant will submit an estimate of types of material to be used in the building expansion; PC has sketches of architectural design which applicant indicated is what will be used with perhaps some slight modifications to windows (depends on LC approval). Zon Adm and PC will determine if these suggested materials generally conform.
20. PC asked that hours for outdoor construction activity begin at 7:00 am rather than 6:30 am. Applicant will "talk about it to board". Applicant was also asked to designate a construction entrance.
21. Town Attorney asked that sign detail be shown on final plat plan. Applicant agreed. Normally sign application is submitted and Zoning Adm approves.
22. Change "Large Group Events" to Large Group Activities to be consistent.

Utilities

Water service, sprinkler system was discussed. Because of the size of the expansion, applicant did not see a need for the sprinkler system; if required, a separate tank, system will be provided. Further discussion will follow at the next meeting.

Planning Commission should review the Stormwater Management Plan to see what, if any, improvements are shown for Church and Locust Streets.

Work Session ended at 11:05 p.m.