

**Town of Round Hill  
Planning Commission Meeting  
February 3, 2015  
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, February 3, 2015, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Manuel Mirabal, Chairman  
Stephan Evers  
Christopher Prack  
Elizabeth Wolford

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Clinton Chapman

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:00 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: APPROVAL OF AGENDA**

Town Planner/Zoning Administrator Hynes suggested that the order of the Discussion Items be reversed, in order to allow Commission Member Prack to participate in discussion of the newest item, prior to his required early departure from the meeting. Commission Member Prack moved **that the Agenda be approved as amended**; Commission Member Evers seconded the motion. The motion was approved by a vote of 4-0; the vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Manuel Mirabal	Aye
Stephan Evers	Aye
Christopher Prack	Aye
Elizabeth Wolford	Aye

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

Disclosures and/or Commissioners' Comments were not discussed.

## **IN RE: DISCUSSION ITEMS**

### **A. Comprehensive Plan Presentation: “Public Infrastructure & Public Services”**

Town Planner/Zoning Administrator Hynes began discussion of this topic by presenting a Power Point presentation that included a definition of “Community Facilities,” and an explanation of areas on this topic as related to transportation. Ms. Hynes explained that the Comprehensive Plan has not had an official update since its creation in 1993. However, there was a change to the Land Use Chapter in 2005 to include Eastern Commercial Gateway. The five areas of Community Facilities to be considered are: 1) community buildings; 2) parks and recreation; 3) schools; 4) public utilities; and 5) waste disposal. A map of Round Hill was presented, showing such community facilities as the elementary schools (both new and old), the nature preserve, the community garden and the site for the new Sheriff’s Office Substation. It was noted that the hope is that the old elementary school will become a community center someday. There was brief discussion of when the map was created, and community facilities which are not shown on the map. Town Planner/Zoning Administrator Hynes explained that the community buildings which exist in Round Hill are the Town Office and the Wastewater Treatment Plant. The following specific topics were then discussed:

**\*\* Ford Store** – This building provides space for Town government; it is preferred that Town government remain in this building. The Town government currently occupies the first floor of the building, but has outgrown that space. Town Planner/Zoning Administrator Hynes explained possible future uses of current office space on the first floor, as well as needs currently not provided for by the office arrangement. Ms. Hynes explained that the question regarding this building, currently before the Town Council, is whether to expand to the second floor or continue to rent out the second floor to a separate entity.

**\*\* Capital Improvement Projects** -- Town Planner/Zoning Administrator Hynes provided a definition and overview of items covered by this title. It was noted that the Comprehensive Plan provides for a general explanation of these improvements. The concept of “Streetscapes” was discussed; a map showing a master plan for streetscape projects already on the books was presented. A map showing trail connections was also presented. Town Planner/Zoning Administrator Hynes explained that the goal of Round Hill being walkable has nearly been met. The following aspects related to streetscapes, and already written into the Comprehensive Plan, were presented: streetlights, benches and trash cans, decorative banners, and temporary poles for hanging banners (across Route 7). Historic Preservation in relation to the Streetscape Plan was also discussed. The Town has been broken down into four districts/areas of concern, discussion of those areas follow. Additions/improvements to the **Eastern Gateway**, which could include lights on the underpass to facilitate the Franklin Park Trail, a future traffic light at Evening Star Drive, visual enhancement and slowing of traffic at the Loudoun Street and Main Street intersection, façade improvements at the Patterson Building and the Exxon station. **West Loudoun Street** improvements could include the existing sidewalk, a trail connection, and façade improvements at the United Methodist Church and the Webster property. Areas for improvement at the

**Main Street and New Cut Road intersection**, as well as on **North Main Street** were discussed; it was noted that some issues at these areas will be addressed by the Main Street Enhancement Project. Finally, **Future Detail Studies** will be conducted for the commercial core, Loudoun and Main, the Main Street “bend,” the former Potts’ barn site, Creekside Park and Sleeter Lake Park.

**\*\* Public Utilities and Services** – The use of the Comprehensive Plan to manage the level and timing of development was discussed. A map of the Joint Land Management Area was presented; discussion of in-town and out-of-town service areas, and the maintenance of these areas, ensued. Town Planner/Zoning Administrator Hynes reported that the Town’s engineer, Keith Lane, is currently working on a capacity plan; this will help in providing necessary information regarding how many households the Town can provide with water and sewer. It was noted that, if a new community is brought into the Town through a boundary line adjustment, that is a new community the Town will need to provide with services. The current goal of the Round Hill Area Management Plan is to bring the current service areas into the Town limits; but financial numbers need to be provided for what providing those services will entail. Commission Members reviewed the Staff Report and discussed objectives from the current Comprehensive Plan. Town Planner/Zoning Administrator Hynes explained that she hopes to provide specific details related to this topic at the next Planning Commission meeting. Ms. Hynes explained that Round Hill will continue to change during the next couple of years; however, after that the Town will be built out and major changes will not be likely. Ms. Hynes stated her belief that Round Hill already possesses good roots. Ms. Hynes then asked if Commission Members had any questions regarding utilities.

Chairman Mirabal asked for clarification of what remains to be reviewed, and an explanation of why the Comprehensive Plan review has been ongoing for two years. Commission Member Prack explained what has transpired over the past two years. It was also noted that only the Planning Commission has reviewed the draft Comprehensive Plan. Town Planner/Zoning Administrator Hynes explained that she is conducting a review now, so that new Commission Members can be brought up to speed on this project. Chairman Mirabal asked about the survey results and their use in the current review; Town Planner/Zoning Administrator Hynes explained that, at this evening’s meeting, the review focuses on where the Town stands now. Ms. Hynes also explained that, currently, the Comprehensive Plan contains goals and objectives, but no action items to facilitate meeting those goals and objectives. Chairman Mirabal asked how the survey results and the current information will combine; Town Planner/Zoning Administrator Hynes stated that she will provide a combination report at the next meeting. Ms. Hynes stated that this evening she is asking for Planning Commission Members’ general questions, and noted that this presentation is only an introduction to the topic of public services and infrastructure. Town Planner/Zoning Administrator Hynes noted that the entire plan has been reviewed, except for “implementation,” and stated that she is trying to provide concrete things from the Streetscape Plan to consider for this review. There was further discussion of how the Comprehensive Plan will be reviewed and how various inputs will be merged (including

Work Session information, survey information, and Planning Commission and Town Council work). Chairman Mirabal clarified, in connection to comments from Commission Member Wolford, that Commission Members were unaware they were to provide comments on the presentation at this evening's meeting. Commissioner Wolford asked how the Town Park falls under Community Facilities, which Town Planner/Zoning Administrator Hynes explained. Ms. Hynes explained her goal for the next nine months, is to create a feedback loop between the Town Council and the Planning Commission as the move forward on the Comprehensive Plan update. Commission Member Evers explained that he feels some of the items included in the original objectives are extremely vague. Town Planner/Zoning Administrator Hynes explained that is why action items are needed to quantify the objectives. Commission Member Wolford suggested that Commissioners, as homework, mesh the goals/objectives memo with some of the action items presented. There was brief discussion on façade improvements and the Town's responsibility in this area. Commission Member Prack explained the Town's responsibilities – what they are *required* to do, and things it would be nice to do, but which are not required. Chairman Mirabal asked if any action items are dependent upon budgetary issues; Commission Member Prack stated that items may be included in the Comprehensive Plan regardless of if the budget supports them or not. Town Planner/Zoning Administrator Hynes explained that she is trying to find alternative action items to replace those that may be stricken from the 1993 Comprehensive Plan. Chairman Mirabal stated his belief that “maybe some things will just be red-lined out,” as the feeling he came away from the Work Session with was that only items which the budget will allow will be considered. Town Planner/Zoning Administrator Hynes explained her system for reviewing the Comprehensive Plan, going forward. Ms. Hynes explained how the rest of the evening's discussions will occur, in response to a question from Chairman Mirabal. Ms. Hynes also discussed items which received support from a majority of attendees at the Joint Work Session.

Commission Member Prack left the meeting at 8:20 p.m.

Town Planner/Zoning Administrator Hynes discussed possible Zoning Ordinance text amendments as the Town Council has asked that the Planning Commission review in the upcoming year, such as accessory dwellings and bed and breakfast enterprises. Commission Member Wolford explained that, in the past, anyone wishing to open a bed and breakfast could do so by-right, upon meeting conditions covered by a special business license. Ms. Hynes noted that the Planning Commission's largest decision in this update will be *where* the commercial areas will be located. Ms. Hynes also explained that the Comprehensive Plan is a guideline, with the zoning ordinances providing for specific regulations. Possibilities for commercial properties on Main Street were discussed further, with commercial uses the Town Council seems supportive of presented; also discussed were related parking requirements and buffer requirements. Town Planner/Zoning Administrator Hynes reviewed the discussion of mixed-use properties which took place at the January Work Session; Chairman Mirabal noted that there was agreement among attendees at the Work Session that the developer of the proposed mixed-use project on the 12 acre parcel on the east side of Town should submit a concept plan/drawing. Ms. Hynes discussed zoning changes which could be required for that 12 acre parcel. Mr. Chapman

stated that they (developer of the project) are about two weeks away from preparing the requested plan.

### **B. Community Survey**

Town Planner/Zoning Administrator Hynes presented a report containing information from the Community Survey, explaining that open-ended comments were allowed in the survey, but that it is difficult to show analysis of the comments in report form. Ms. Hynes stated that she will continue to work on this report; she also noted that while the survey was not scientific, but did provide good information. It was further stated that survey results will be woven into the Comprehensive Plan, as Ms. Hynes wants residents to know that their thoughts were included or considered in the long term planning process. It was also noted that the Comprehensive Plan has to fit the Town's needs, it cannot be completely generic. Town Planner/Zoning Administrator Hynes stated that she was glad Chairman Mirabal provided his feedback on the Comprehensive Plan, and noted that there is no easy way to do this update. Chairman Mirabal stated his belief that Ms. Hynes' challenge is that there is much new information to consider and that she must identify which items in that new information will work best for the Town. Town Planner/Zoning Administrator Hynes closed by stating that the Planning Commission's opinion is very valuable, and that the Town Council needs to be informed of the Commission's thoughts and ideas regarding this update.

### **IN RE: APPROVAL OF MINUTES**

The Commission took a brief recess in order to review the minutes. Town Planner/Zoning Administrator Hynes took the opportunity of the break to state that the Action Item listed on the Agenda would not be discussed this evening, as she is waiting to see if a new Commission Member will be appointed. Ms. Hynes also noted that the Land Use Committee report consists of two main items: continuing work on the Main Street Enhancement Project, and looking at the Comprehensive Plan review. The meeting was then reconvened.

### **A. Minutes of the January 6, 2015 Meeting**

Commission Member Wolford moved to **approve the Planning Commission's regular meeting minutes for January 6, 2015, with the following revision: on page two, under "Approval of Minutes," the first sentence should read "*Commissioner Wolford motioned approval of the Planning Commissions regular meeting minutes of November 4, 2014, as presented;*"** Commission Member Evers seconded the motion. The motion was approved by a vote of 3-0, with Commissioner Prack absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Manuel Mirabal	Aye
Stephan Evers	Aye
Christopher Prack	Absent
Elizabeth Wolford	Aye

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

Town Planner/Zoning Administrator Hynes reported that she will meet on Friday with representatives of the Northern Virginia Regional Park Authority regarding Sleeter Lake Park. Ms. Hynes explained that this entity has experience managing parks containing bodies of water. The results of this meeting will be presented to the Town Council. Ms. Hynes noted that the main concern is if the Town should manage the park alone, or if it would be more advantageous to partner with another entity. Chairman Mirabal asked what type of agreement the NVRPA would be offering; Town Planner/Zoning Administrator Hynes stated that it would consist of any degree of support that the Town requests. It is hoped that the Authority will make a presentation to the Town Council in the coming months. Chairman Mirabal asked if there is an official role for the Planning Commission in this; and Commission Member Wolford explained that nothing official concerning the park will go before the Planning Commission. Chairman Mirabal asked if the NVRPA would help with the site plan application process; Town Planner/Zoning Administrator Hynes stated that they could.

Ms. Hynes also reported that archaeology students from Northern Virginia Community College are interested in doing a study at the Sleeter Lake Park site. Town Planner/Zoning Administrator Hynes spoke to the possibility of various partnerships between the Town and other entities.

She also reported that she will be conducting an interview with an internship candidate, who holds a Master's degree in Geographic Information Systems. Chairman Mirabal asked when the Main Street Enhancement Project is slated to begin; Town Planner/Zoning Administrator Hynes stated that it will possibly begin next summer.

**IN RE: NEXT MEETING: MARCH 3, 2015 AT 7:00 P.M.**

The next meeting of the Planning Commission is scheduled for Tuesday, March 3, 2015 at 7:00 p.m.

**IN RE: ADJOURNMENT**

Chairman Mirabal adjourned the meeting at 9:21 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary