

**Town of Round Hill
Planning Commission Meeting
February 5, 2013
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, February 5, 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
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Christopher J. Prack

STAFF MEMBERS PRESENT

Robert Kinsley, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Ryan Mott, K. Hovnanian Homes
John Andrews, Andrews Community Investment Corp.

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 7:43 p.m. Roll Call was taken, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Hoddinott led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: APPROVAL OF AGENDA

Chairperson Bird made a motion to amend the agenda, moving Item #10 (Lake Ridge Estates – Extension of Conditional Preliminary Plat Approval) to immediately after Item #5 (Disclosures and Commissioners’ Comments). Commissioner Wolford seconded the motion. The amended agenda was approved by a vote of 3-0, with Commissioner Prack absent for the vote. The vote is recorded thus:

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

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: NEW BUSINESS

a. Lake Ridge Estates – Extension of Conditional Preliminary Plat Approval

John Andrews presented the request for this extension, due to the sale of the property to K. Hovnanian Homes. Town Planner/Zoning Administrator Kinsley explained two conditions that are required in the preliminary plat, and noted that the information regarding this is in each Commissioner's packet. Mr. Kinsley reported that no cash proffer has been provided as yet, and that all deeds have been recorded. It was reported that the sale to K. Hovnanian Homes should take place in April 2013; however, the parties involved do not want the existing plat to expire before the sale is finalized. The existing plat expires on March 7, 2013. Following this presentation the Planning Commission members reviewed the document. Town Planner/Zoning Administrator Kinsley recommended the approval of the extension for one year. Commissioner Hoddinott asked about utility easements; both Mr. Andrews and Mr. Mott stated that they are private easements. Commissioner Hoddinott asked if there is an existing road in the subdivision; it was noted that there is not, there is only access to the area via Airmont Road. Chairperson Bird asked if this is in the area where there is an easement for the walking trail; Mr. Kinsley explained this, and reported that he has not yet received the remarks of Town Attorney Gilmore regarding the portion of the trail on the west side of Airmont Road. Commissioner Wolford the made a motion to **approve the Extension of the Conditional Approval of the Preliminary Plat to March 7, 2014**; Commissioner Hoddinott seconded the motion. Chairperson Bird noted the condition regarding the proffer, following which Mr. Bird made an amended motion to **approve the Extension of the Conditional Approval of the Preliminary Plat to March 7, 2014**; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0, with Commission Member Prack absent for the vote. The vote is recorded as follows:

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

Mr. Andrews and Mr. Mott thanked the Planning Commission.

IN RE: APPROVAL OF MINUTES – December 4, 2012

Commissioner Wolford made a motion to approve the minutes as presented; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 3-0, with Commission Member Prack absent for the vote. The vote is recorded as follows:

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

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Kinsley noted that a copy of the report is in front of each Commission Member, and that he would be happy to answer any questions. Chairperson Bird asked if there will be a public hearing soon; Mr. Kinsley reported that there will, and that the hearing would include more than one item/issue. Commissioner Wolford asked how some things in the “Offenses Against Public Peace and Safety” section would be enforced. Town Planner/Zoning Administrator Kinsley reported that Town Administrator Barkley and a representative from the Sheriff’s Office are working on those issues now. Commissioner Hoddinott asked about the discussion the Committee had regarding parking; Mr. Kinsley reported that they discussed the whole parking situation in town, and the need for further study. Commissioner Wolford asked about shared parking between churches and businesses which Mr. Kinsley explained. Commissioner Hoddinott asked if the Land Use Committee is asking the Planning Commission to review parking; Town Planner/Zoning Administrator Kinsley reported that they are not yet, but probably will in the future. There was no further discussion.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR’S REPORT

Commission Member Wolford asked if the Board of Zoning Appeals approved the minutes of the September 26th and November 7th public hearings at their recent meeting. Town Planner/Zoning Administrator Kinsley reported that they did not; a court reporter will prepare a verbatim copy of the minutes. Commissioner Hoddinott asked where the vacant lot on Cedar Street is located; which Mr. Kinsley explained. Commissioner Hoddinott noted issues with flooding there, and Commissioner Wolford noted that there is a sewer line there. Commission Member Hoddinott asked about the 50% Plan (Main Street Enhancement Project); Town Planner/Zoning Administrator Kinsley reported that it was submitted to VDOT in November, and that the Town has not heard from VDOT regarding this as yet. Mr. Kinsley also reported that the Main Street Enhancement Project is federally funded. Mr. Kinsley noted that the Town should be hearing from VDOT regarding this soon. There was no further discussion.

IN RE: OLD BUSINESS

a) Comprehensive Plan Review and Update

Commission Member Wolford thanked Town Planner/Zoning Administrator Kinsley for formatting the Comprehensive Plan draft, Commission Member Hoddinott thanked Mr. Kinsley as well. Commissioner Wolford asked where in town is a house with an eight acre lot; Town Planner/Zoning Administrator Kinsley reported that it is on Main Street. After a brief discussion, it was determined that perhaps not all eight acres are inside the town limits. Commission Member Hoddinott asked where the Eastern Commercial District is;

Commission Member Wolford explained that it is off Evening Star Drive, and that that area is zoned commercial, but is as yet unbuilt. Discussion ensued regarding the inclusion of a map showing future land uses. Commissioner Hoddinott asked about the numbers on the Historic Buildings Map, and noted that most people would not understand the meaning of the numbers. Commissioner Hoddinott suggested keeping the numbers for the properties on each map, and then listing the number with the name of the property in the legend. Commissioner Wolford suggesting doing so, but using the list of properties already in the Plan. Chairperson Bird noted that there are a lot of repeating numbers in the document; discussion ensued regarding the meaning of the numbers on each map. Commissioner Wolford noted an error with the numbering on East and West Loudoun Street. Commission Member Hoddinott suggested only using numbers on the map, and listing the names elsewhere. Commission Member Wolford noted that one property listed on the old map, on Main Street, is no longer there (Adams Boarding House). Commissioners Wolford and Hoddinott suggested taking the names off the maps and just using numbers, as it makes it easier to read the maps. Commission Member Hoddinott asked about the terms “contributing” and “not contributing,” that are included in the Comprehensive Plan. Town Planner/Zoning Administrator Kinsley explained the use of the terms and noted that he will contact Maral Kalbian, who prepared the historic district survey, to get concise definitions for those terms. Discussion of the numbering of properties in relation to the survey of the historic district in the Town ensued; the Commissioners noted that they found the numbering system confusing. Discussion of where this information should be listed in the Comprehensive Plan, or if it should be included at all, ensued. Chairperson Bird suggested that an index of the properties could be included. Commissioner Hoddinott asked that the lake be labeled on the map, as it serves as a reference point for those who may not be familiar with the Town. Commission Member Hoddinott asked if there is an updated Soils Map, as the present one is from 1972. There was discussion of numbering on the Soils Map and how various elements should be listed. Chairperson Bird noted that he thought there used to be a key; Commissioner Hoddinott noted that it may be possible to obtain a key from the U.S.G.S. Commission Member Hoddinott asked for clarification that the maps included in the draft Comprehensive Plan are not finalized; he and Town Planner/Zoning Administrator Kinsley discussed changes they may want to make to the final maps. Commission Member Hoddinott asked where there are semi-public areas on Falls Place; Commissioner Wolford and Mr. Kinsley explained that is where the Community Garden plots are on property owned by the Town. Commissioner Hoddinott suggested outlining specific transportation plans in detail in the Comprehensive Plan, as that is helpful in working with VDOT. Following this discussion, Town Planner/Zoning Administrator Kinsley suggested that the Commission Members read through this draft again, and then inform him of any other changes/additions they may want. Commission Member Wolford noted that further edits should be done, as well as deciding how to conduct the public input sessions. Commissioner Wolford briefly explained how this was handled in Frederick County. Mr. Kinsley asked that the Commission Members return their edits to him within two weeks. It was determined that the public input meetings would not be held next month. There was no further discussion.

IN RE: OTHER BUSINESS

a) Selection of Officers for 2013

Commission Member Wolford moved that Douglas Bird be re-elected as Chairperson, and George Hoddinott, IV be re-elected as Vice-Chairman; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0, with Commission Member Prack absent for the vote. The vote is recorded as follows:

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

IN RE: ADJOURNMENT

Commission Member Wolford moved that the meeting be adjourned; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0. The meeting was adjourned by Chairperson Bird at 8:45 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary