

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

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, February 7, 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
Jennifer Grafton Theodore
Elizabeth Wolford

STAFF MEMBERS PRESENT

Robert Kinsley, Town Planner and Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Mary Anne Graham, 27 Main Street, Round Hill, Virginia

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 7:47 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

Mary Anne Graham, Vice Mayor, said that the Town Council wanted the new pavilion for the Town Park to be built in time for the Round Hill Hometown Festival in May. Mrs. Graham realizes the schedule is tight. She asked if the Site Plan has been approved. Mr. Kinsley reported that there is no Site Plan for the pavilion at this time. Mrs. Graham expressed concern that the Site Plan would not be ready until March. Commissioner Theodore suggested convening a special meeting when the Site Plan is ready for review, rather than waiting until the regularly scheduled meeting in March. Mrs. Graham indicated that having a special meeting would be appreciated. She noted that Alex Post of Stonegate Construction had drawn up a plan, which the council approved, and that the wiring of the pavilion has been approved by Dominion Virginia Power. Mrs. Graham reiterated that it is the desire of the Town Council to have the pavilion ready in time for the Hometown Festival; and that approving the site plan for the pavilion in March may work toward that end. Commissioner Theodore noted that everyone would like the pavilion to be completed in time for the Festival. Mrs. Graham asked if the Commission had seen the concept plan for the pavilion; Chairperson Bird noted that they had. Mrs. Graham asked if the Commission had any trepidation about the design. Chairperson Bird said the only concern is to make sure the lighting will not create any problems for

adjacent properties. Mrs. Graham noted that the lights will be inside/underneath the pavilion, and will not shine onto neighboring properties; and that the lights would not be used unless an event is taking place. Commissioner Wolford asked if there will be rain gutters on the pavilion. Mrs. Graham responded that there are no gutters on the pavilion. Chairperson Bird noted that the pavilion will have a five foot set-back from the neighboring property. Mrs. Wolford noted that there is a one foot over-hang, so the set-back is actually four feet. Chairperson Bird noted that the Commission doesn't want to create issues in regard to lighting of the pavilion, with respect to regulations that apply to others seeking lighting of their properties/businesses in the town. He also stated that it should be possible to consider approving the project in time for the pavilion to be ready for the May Hometown Festival. Mrs. Graham thanked the Commission.

IN RE: APPROVAL OF AGENDA

Chairperson Bird asked if there were any comments on the proposed agenda for the meeting. Mrs. Wolford moved the agenda be approved as submitted. Mr. Hoddinott seconded the motion. The agenda was approved with a vote of 4-0-0.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Chairperson Bird asked if there were any Disclosures/Commissioners' Comments. There were none.

IN RE: APPROVAL OF MINUTES – January 10, 2012

- a. **Public Hearing Minutes:** Commissioner Wolford moved to approve the minutes of the Public Hearing held on January 10, 2012 with the following changes:
 - 1) On Page Two, under Public Comment, second paragraph, add the word “on” after “updates;”
 - 2) In the last paragraph, Mr. Klipple, 5 Main Street, states that he lives in a B-1 zoned property, but he actually lives adjacent to a property zoned B-1, should this be amended? Commissioner Theodore stated that the minutes should reflect what was actually stated in the meeting. Mrs. Wolford stated that the minutes should, in some manner, reflect this point, for future reference. Ms. Theodore suggested inserting the notation in parentheses. Chairperson Bird suggested adding a *N.B.* highlighting that Mr. Klipple lives adjacent to said zoning area, rather than in the area.
 - 3) In addition, Mrs. Wolford suggested inserting the word “residential” in the second line of the same section. Chairperson Bird moved that the minutes be approved, with the above mentioned changes; Mr. Hoddinott seconded the motion. The minutes were approved with a vote of 4-0-0.

- b. **Regular Meeting Minutes:** Chairperson Bird asked why the LI-1 Light Industrial District reprint was included with the minutes. Mr. Kinsley responded that they were included by Mr. Barkley. Mrs. Wolford suggested they be removed. Chairperson Bird noted that the minutes reflected that the reprint would be reviewed at the next meeting (February 7, 2012). Mrs. Wolford noted that the language was very unclear. Mrs. Wolford moved to approve the minutes with the following changes:

1) on Page Two, in the comments section, there are two things she didn't say (on the seventh line down, "Commissioner Wolford said, 'we should also look at addressing lighting for other sections and uses, including bed and breakfasts...,' also, (a few more lines down) 'the town could restrict the hours of lighting and type of lighting, since the parking areas should be lit...,'"");

2) on page three, delete the reprint of the draft ordinance, as it's very confusing. The wording should be as follows: The Commissioners reviewed the permitted and special exception uses of the draft ordinance, making some changes. Keep the last sentence. Mr. Hoddinott seconded the motion. Chairperson Bird asked if there was any further discussion. As there was no further discussion, the minutes were approved with changes, with a vote of 4-0-0.

IN RE: LAND USE COMMITTEE REPORT

Mr. Kinsley noted that the report had been submitted with the packet, and asked if there were any questions. The meeting dealt mainly with the Main Street Enhancement Project and the proposed Pavilion at the Town Park. There were no questions.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Mr. Kinsley noted that there were no significant changes in the first two items (listed under Development Applications & Reviews). He noted that the off-site trail easement in the Lake Ridge Estates Subdivision has been signed. The trail will come down on the east side of Route 719, and will cross over the road at the lot available for a single family home. Mr. Kinsley also noted that he has spoken with the engineer with the Creekside project, and that they wanted to know what the current availability fees are at this point, as they are talking with a potential buyer for the project. It was noted that this property is outside the town limits. There were no other questions.

IN RE: OLD BUSINESS

- a. Lighting requirements in proposed B-1 Business District Text Amendments: Chairperson Bird asked if there were any discussion. Mrs. Wolford noted that the Planning Commission, in September of 2011, felt the Zoning Ordinance should have a separate article for outdoor lighting that would pertain to all zoning districts. Each zoning district could then refer to the article number in its own section to avoid repetitiveness. Mr. Kinsley noted that that is usually how the process works, but noted that the Ordinance needs to be brought up-to-date. Mr. Hoddinott commented about the yard requirements; it was noted that they are different in each district. Mrs. Wolford asked if there is a section for outdoor lighting, and stated that she feels there should be, that more detail is needed. Mr. Kinsley stated that those issues were previously discussed, and it was decided to include this with other Section 7.13 considerations. Mr. Hoddinott suggested that off-street parking should be a separate article. Mr. Kinsley noted that it is. Chairperson Bird asked if the Commission should create a lighting article. It was noted that the lighting article would work well for businesses, but not necessarily for other applications. Mrs. Wolford asked if something about parking should be added in Section C, that she was unable to find anything about parking in the existing document. Chairperson Bird stated that it was not

referred to specifically in this document. Mrs. Wolford asked if it should be referred to in the document. Chairperson Bird stated that he felt it was not necessary. Mr. Kinsley noted the requirements for parking for a store, an industrial application, or for a church would require different numbers of spaces. Mrs. Wolford asked if people automatically know to address parking with B-1? Mrs. Wolford copied a print-out of a form from the town of Middleburg dealing with outdoor lighting and distributed it to the members of the Commission, who then reviewed it. Chairperson Bird commented that he didn't see anything about parking requirements in the Site Plan requirements; there may be a need to include parking in B-1. Mrs. Wolford suggested that the Commission review this and create an idea to finalize at the next meeting. It was suggested that the outdoor lighting section should be expanded. Chairperson Bird noted that Section 7.13 represents general standards; there is nothing in the B-1 Text now regarding outdoor lighting. Mrs. Wolford suggested that the Commission look at what was done with the drive-through requirements (for the bank). Mr. Hoddinott noted that lighting should be dealt with in this article. Chairperson Bird suggested adding a note about parking. Mr. Hoddinott suggested adding Best Management Practices for site plans, to give oversight for different applications for parking. Mr. Kinsley asked how it should be described. Is it for storm water management? Mr. Hoddinott replied yes, it is for storm water management. Mr. Kinsley noted that those issues would be covered in Site Plan requirements. Mr. Bird noted that it is hard to define what "Best Management Practices" means. Mr. Kinsley noted that the County has begun to define Best Management Practices. Chairperson Bird noted that Best Management Practices should be noted, but that he did not want to make Best Management Practices a hard requirement. Mr. Hoddinott suggested Best Management Practices should be applied for larger building projects in the town. Mr. Kinsley mentioned adding parking to the middle of the sentence. Mrs. Wolford suggested passing this back to the Town Council with a note stating that the Commission will work on the separate section for lighting. Mr. Kinsley moved that it be recommended to the Town Council with changes; the Town Council would then hold a public hearing regarding this. Chairperson Bird noted that outdoor lighting section needs to be substantially compliant with Section 7.13. Chairperson Bird moved to omit Section 7.13 with a note regarding a separate article, adding parking to Section 7.12, adding a note that submitters are encouraged to highlight Best Management Practices in their submissions. Mr. Hoddinott seconded the motion. There was no discussion. The motion passed with a vote of 4-0-0.

- b. Discussion of the LI-1 Light Industrial District uses and requirements: Mr. Hoddinott noted that two issues contained in this section, parking and lighting, were discussed in the previous discussions. Mr. Hoddinott asked about how noise issues will be dealt with. Mr. Kinsley noted that noise will be taken up by the Town Council as part of a nuisance ordinance. Mr. Hoddinott asked if Round Hill has a nuisance ordinance. He also wondered if on-site waste would be considered under a nuisance ordinance. Mrs. Wolford noted that there are regulations in the code regarding management, cleaning, etc., with no outdoor

storage or display. Mrs. Wolford suggested that points a, b, c and d be combined; and taken out of the Special Exceptions. Chairperson Bird noted that some things are o.k., but with some (e.g., manufacturing) the Commission wants to know what a person is proposing to do with the property first, so there is oversight. Mr. Hoddinott noted that, if they are being combined, then they should be defined. He also asked if points d and e should be combined. Mrs. Wolford responded that probably with point e, if there is equipment out in a yard, the neighbors would be unhappy with that. Chairperson Bird stated that he saw no problem with combining those two points. Mr. Hoddinott asked about rental and contractors tools. Mrs. Wolford responded that those should be kept indoors; and that it should be noted specifically that those items should be kept inside. A discussion ensued as to what constitutes heavy equipment as opposed to hand tools and other equipment. It was suggested that the wording be “rental hand tools and equipment, commonly used by contractors.” Chairperson Bird noted that in point d, the wording “no outside storage” be added. Mrs. Wolford suggested putting warehouses and storage under Special Exceptions (point d). Mr. Hoddinott suggested putting “contractors’ yards” and “storage yards” under Special Exceptions. It was also suggested that there be a limit on the number of pieces of equipment allowed outside. Mrs. Wolford suggested that veterinary establishments should go under Special Exceptions. Mr. Hoddinott stated that “no boarding facilities and no crematories” could be removed, if that were done. Mr. Kinsley asked if point g would go under Special Exceptions. Mrs. Wolford responded yes. Regarding point h: the question was raised as to what constitutes a small engine. Mr. Hoddinott asked if implements should be included; Mrs. Wolford suggested taking out the word “implements;” Chairperson Bird suggested using the term “equipment” rather than “implements.” Mrs. Wolford asked about a greenhouse. Mr. Hoddinott stated that had been removed. Chairperson Bird asked if the correct numbers were listed for front and side yard set backs; Mr. Kinsley responded yes. Chairperson Bird noted that the numbers for set backs should be the same as for residential properties. Mrs. Wolford suggested taking out “parking, lighting, and on-site waste.” Chairperson Bird felt that Mr. Hoddinott’s suggestion of including language regarding on-site waste should be included, but was unsure how to word it. Mrs. Wolford suggested the Commission look up how others localities define/handle “on-site waste.” Mr. Kinsley stated that, at this meeting, the goal was to delineate uses, with more definition being added at a later date. Mr. Hoddinott suggested adding on-site waste to the Site Plan requirements. Chairperson Bird asked how to word that, so that trash isn’t sitting outside a property for months. Mr. Hoddinott also noted that for an establishment such as a small engine repair shop, the town wouldn’t want excess parts sitting outside for months; if this were added to Special Exceptions, it would avoid too much detail in the LI-1 plan. Mrs. Wolford asked if on-site waste will be added to the Site Plan requirements, and will it be ready for the next meeting? Mr. Kinsley noted that “heavy equipment” is defined as weighing at least ten tons.

- c. Comprehensive Plan Update Process: Mr. Hoddinott asked if the table listing town growth is labeled, if not, could it be labeled? He also asked if a table showing median household income exists, or if Round Hill is too small for that information to be available? It was noted that all this information comes from Census data. Mr. Kinsley noted that he had asked questions regarding town demographics in the Joint Land Management Area of the County demographer, and is awaiting her reply. Chairperson Bird asked about paragraph two under section b/Population Projections – was this information from the Census Bureau? It was noted that the zip code area is three times larger than the existing town. Chairperson Bird noted that the 20141 zip code contains 6,000 people, which is triple the County’s projections. He noted that most of the town’s service areas are actually outside the town limits. Mr. Hoddinott asked, regarding the second table under Table I/Population Growth, how the loss of 14 people in the year 2000 equaled a -2.7% population loss. Mr. Kinsley noted that he took the information from Census figures; that the math could be checked. Mrs. Wolford noted that it is interesting how the 1960’s population figures compare to the 1970’s figures, as the boundaries had not changed, and wondered if the population of Hillwood Estates accounts for this. Mr. Kinsley asked when the apartment buildings were erected in Hillwood Estates; Mrs. Wolford replied that they were built in the 1960’s. Mrs. Wolford also noted that a few new houses were built within the town limits in the 1960’s. It was noted that before the last decade, the town boundaries were not adjusted, which reflects in the population numbers. It was also noted that during the 1960’s the town wanted to expand its boundaries, but the process became too complicated and the town stepped back from that pursuit. Chairperson Bird asked if there will be boundary line adjustments, particularly in areas where the Town already provides services, if the Town Council wants to do this. Ms. Theodore stated that she has no sense of the Town Council considering this. Mr. Kinsley noted that the Land Use Committee is looking into areas that would be added, that the town already provides with water/sewer, but that have no homeowners association. He also noted that adding areas served by a HOA would be explored. Ms. Theodore noted that if Hillwood Estates is annexed, the town will lose water/sewer revenues, but will gain taxes. She noted the cost of providing water, and added that “the more people we have sharing those costs, the better.” Mrs. Wolford noted that they already share the cost, and that it would be necessary to increase in-town water rates if annexations were done, which would bring the cost down slightly for out-of-town customers. Ms. Grafton Theodore asked if there would be enough new households added to off-set the differences. Chairperson Bird stated that eventually, yes, that would be the case. Mrs. Wolford also noted that at present there are approximately 1,200 households on the town water system. Adding to the service area creates an issue with providing water; sewer capacity exists, but water is a problem.

IN RE: NEW BUSINESS

- a. Site Plan for Pavilion at Town Park: Commissioner Theodore noted that the pavilion seems like a good addition, and that she hopes it is built. Mrs. Wolford

stated that the Commission should ensure that the same requirements that are asked of others be followed in building the pavilion. Ms. Grafton Theodore felt that, given the cost of the pavilion as per the contractor's estimate, the town should insist it be completed by mid-April, thus ensuring its use for the Hometown Festival. Mr. Hoddinott noted that he feels the pavilion should have rain gutters; Ms. Grafton Theodore and Mrs. Wolford agree, noting that water from the pavilion could damage the foundation of the neighboring garage, and will cause muddy ground in the park and a possible insect problem. Mrs. Wolford asked how many days lead time are needed for a special meeting regarding the pavilion. Mr. Kinsley said five days.

IN RE: OTHER BUSINESS

Chairperson Bird suggested that each Commissioner read the Comprehensive Plan prior to the March 6 meeting. Mr. Hoddinott asked if the town should have zoning regulations for the historic district. Mr. Kinsley noted that the historic district is honorary, and that there are no regulations attached to it. Chairperson Bird noted that the town is on The Historic Register. Mrs. Wolford suggested having public meetings or a way for those interested to submit their suggestions/comments for the Comprehensive Plan in writing. Chairperson Bird noted that the Commission needs to understand the Comprehensive Plan, and then each Commissioner would know where changes need to be made. Chairperson Bird asked if a public meeting should be scheduled. He also felt that B-1 and LI-1 should be completed.

IN RE: DRAFT AGENDA FOR MARCH MEETING

Issues to be discussed at the meeting to be held March 6, 2012 include:

- Finish LI-1
- Review Comprehensive Plan
- Discussion of Outdoor Lighting
- Continue discussion of Pavilion at Town Park, if not already covered by a special meeting

IN RE: ADJOURNMENT

With no further comments or questions, Chairperson Bird adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary