

**Town of Round Hill  
Planning Commission Meeting  
January 12, 2017  
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Thursday, January 12, 2017, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Manuel Mirabal, Chairman  
Michael Hummel  
Michael Minshall

**PLANNING COMMISSION MEMBERS ABSENT**

Stephan Evers

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Mary Anne Graham  
Lori Minshall  
Clinton Chapman

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:04 p.m. Roll call was held, and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

Commission Member Minshall led those present in the Pledge of Allegiance.

Chairman Mirabal recognized members of the public in attendance at this evening's meeting.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

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

There were no Disclosures and Commissioners' Comments.

**IN RE: APPROVAL OF AGENDA**

Commission Member Hummel requested that discussion of probable upcoming changes to representation on various Town governing bodies be added to the Agenda. Town Planner/Zoning Administrator Hynes noted that this upcoming action will affect the Planning Commission's adoption of a chairperson, as it will result in two vacancies on the Planning Commission.

Chairman Mirabal suggested that this be discussed during the Town Planner's Report. Town Planner/Zoning Administrator Hynes asked the Commissioners if discussion of the Floodplain Ordinance should be added to the Action Items portion of the Agenda; it was decided that changes to the Agenda regarding this item should be determined after discussion occurs. Chairman Mirabal reiterated that **discussion of the composition of the Town Council, Board of Zoning Appeals, and the Planning Commission, going forward, be added to the Agenda, as moved by Commission Member Hummel**; Commission Member Minshall seconded the motion. A vote was held; the motion was approved 3-0, with Commission Member Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Absent
Michael Hummel	Aye
Michael Minshall	Aye

#### IN RE: APPROVAL OF MINUTES

##### **a. November 16, 2016**

Commission Member Hummel asked to clarify that his previous comments were included in the minutes; it was noted that they were. There were no further changes to the minutes. Commission Member Hummel made a motion **to approve the minutes, as presented**; Commission Member Minshall seconded the motion. Chairman Mirabal asked about the Town Council Work Plan, which was discussed at this meeting; Town Planner/Zoning Administrator Hynes noted that she has not formally presented the Work Plan to the Planning Commission, as it has not yet been approved by the Town Council, but that she presented highlights of the Plan during her town Planner Report. Ms. Hynes stated that it is expected the Town Council will vote on the Work Plan at its January 19, 2017 meeting, and that, if there is anything the Planning Commission feels should be included, it may petition the Town Council for an Intent to Amend. Following this discussion, Commission Member Hummel restated his motion **to approve the minutes of the November 16, 2016 meeting**; Commission Member Minshall seconded the motion. A vote was again held; the motion was approved 3-0, with Commission Member Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Absent
Michael Hummel	Aye
Michael Minshall	Aye

#### IN RE: BUSINESS ITEMS

##### **A. Draft Floodplain Ordinance**

Town Planner/Zoning Administrator Hynes explained that, for the Town to meet the deadline for adoption, the Public Hearing for the updated Floodplain Ordinance must be advertised beginning Friday, January 20, 2017. This schedule will allow for the two weeks' advertisement required prior to the Public Hearing, scheduled for February 2, 2017. Adoption on that date will provide FEMA two weeks for review, and should allow for the

Ordinance to be approved by the February 17, 2017 deadline. Chairman Mirabal asked to clarify that an extension of the deadline will not be allowed; Town Planner/Zoning Administrator Hynes noted that it will not. Chairman Mirabal then asked if FEMA's non-completion of its review during that two-week period will prejudice the Town; Town Planner/Zoning Administrator Hynes explained that FEMA is not obligated to complete its review during that time span, and that non-completion prior to February 17, 2017 would prejudice the Town. The Town Planner explained that, at present, Round Hill is on a FEMA list of municipalities *To be Suspended*; if the FEMA review is not complete prior to February 17<sup>th</sup>, the Town will be moved to a list of *Suspended* municipalities. Discussion ensued regarding any possible consequences which could result from a lengthy response by FEMA, with Town Planner/Zoning Administrator Hynes stating that she is not overly concerned, as Round Hill is not located in a high-risk area for flooding. Ms. Hynes also noted that she recommends adoption of the Ordinance on the same evening as the Public Hearing, as it likely will not be a contentious issue. The Town Planner/Zoning Administrator explained that the State entity involved in this matter, the Department of Conservation and Recreation, has already reviewed the Ordinance, using the FEMA checklist; they returned the Town's Ordinance with recommended changes. The changes recommended were minor, and the State representative indicated her belief that the Ordinance should be approved with the inclusion of those changes. Town Planner/Zoning Administrator Hynes then reviewed the recommended changes. The phrase *in perpetuity* was added to Section 1.4, which deals with the administration of the ordinance. Commission Member Hummel asked Town Planner/Zoning Administrator Hynes if she feels comfortable administering this Ordinance, as it seems very complicated; Ms. Hynes stated that free training is available which would allow her to become a Certified Floodplain Manager, and that another Certified Floodplain Manager may be consulted, if necessary. Ms. Hynes also noted that a requirement of the National Flood Insurance Program is that a Certified Floodplain Manager be on-staff. The Town's engineering firm, Stantec, has a Certified Floodplain Manager on its staff who could serve as a resource, as well. The next recommendation was a rewording of Section 2.6, regarding Interpretation of District Boundaries; this was done to ensure that the Ordinance clearly states that the Zoning Administrator may make determinations on district boundaries, which may then be appealed to the Board of Zoning Appeals. The correct date for the new map was included in Section 3.1, as was language regarding AE or AH Zones, which currently do not exist in Round Hill, but should be included in the Ordinance if those zones ever occur. Also, in Section 3.1, the recommendation was made that the phrase *100-year floodplain* be changed to *one-percent annual chance floodplain*; it was further recommended that this new terminology be used throughout the document. Finally, in Section 3.1, under the item *Unshaded Zone X*, it was recommended that the Town consider not allowing critical facilities to be built in these areas except by special exception using a variance. Following further review by the Planning Commission, it was decided to add Item 7 to this section, which reads as follows: *For Shaded and Unshaded Zone X, critical facilities shall not be built except by special exception using a variance*. Commission Member Hummel asked if Town Council Members will be provided a copy of this Ordinance for review; Town Planner/Zoning Administrator Hynes stated that they will, likely in their packets for their meeting to be held next week. It was recommended that, under Article V, Item B, regarding modifications or improvements to a structure located in any floodplain, the following language be added, *...and the appropriate provisions of this ordinance*. Finally, in the

Glossary, under entry "I," it was recommended that the date be changed to 2/17/2017; this change of date should be made throughout the document. There were no further changes for review. Town Planner/Zoning Administrator Hynes stated that, if the Planning Commission is comfortable doing so, she would like to advertise the Public Hearing for the Floodplain Ordinance, beginning tomorrow; an official copy of the ordinance will be available in the Town Office, and on the Town's website. Commission Member Minshall then made a motion **to approve the document, with the edited changes, and that the Planning Commission proceed to advertisement of a Public Hearing**; Commission Member Hummel seconded the motion. A vote was held; the motion was approved 3-0, with Commission Member Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Absent
Michael Hummel	Aye
Michael Minshall	Aye

#### **IN RE: ACTION ITEMS**

##### **a. 2017 Meeting Schedule**

Town Planner/Zoning Administrator Hynes noted that the Meeting Schedule for 2017 is included in Commission Member's packets. The Commission reviewed the schedule, making the following changes: adding a regular meeting for February, as one had not been scheduled due to the Public Hearing to be held on February 2<sup>nd</sup>, the additional meeting will be held on Tuesday, February 7<sup>th</sup>; moving the November meeting to November 8<sup>th</sup>; and tentatively cancelling the December meeting. It was also noted that the June and September meetings will be held on Wednesday. Town Planner/Zoning Administrator Hynes stated that she will post this revised schedule to the Town's website. Ms. Hynes also noted that officers will not be elected this evening, as not all members are in attendance.

#### **IN RE: TOWN PLANNER REPORT**

Town Planner/Zoning Administrator Hynes presented the following items:

- 1) Plans for Sleeter Lake Park are moving ahead; the Site Plan Amendment should be approved next month. Application for Phase II is being made. Ms. Hynes noted that the park is in two separate zoning districts, and that Phase II will require a Commission Permit.
- 2) The updated Comprehensive Plan was adopted by the Town Council on Tuesday, January 10, 2017; Council authorized Staff to prepare the Plan for publication. Chairman Mirabal requested a red-line copy of the Plan approved by the Council. A copy of the Comprehensive Plan will be provided to the County, although this is not a requirement. Additionally, letters will be sent to anyone called-out in the Plan.
- 3) Feedback from the Town Council retreat, held on November 5, 2016, will be combined with the Comprehensive Plan to devise a Work Plan for this year; the Town Council will vote on the Work Plan at its January 19, 2017 meeting. This will be followed by Intent to Amend Resolutions, which will set projects for this year; these will be delivered to the Planning Commission.

- 4) Commission Member Hummel is to be appointed to membership on the Town Council, to serve until the November 2017 election. Commission Member Hummel explained that he will serve as the Council representative to the Planning Commission; current representative Minshall will step down from this position. This requires that Commission Member Hummel resign as a regular member of the Planning Commission; that letter of resignation has been submitted to the Town Administrator. Two empty positions on the Planning Commission will result from these actions. Mrs. Lori Minshall has agreed to serve on the Planning Commission; additionally, there have been two other applications filed. Mr. Hummel noted that these changes will require that he resign his position on the Board of Zoning Appeals, and will require that the Planning Commission appoint a replacement. Town Planner/Zoning Administrator Hynes explained that a replacement must be named prior to Mr. Hummel tendering this resignation.
- 5) Town Planner/Zoning Administrator Hynes reminded Commissioners of the Public Hearing to be held on February 2<sup>nd</sup>, noting that attendance is important so that a quorum exists. Ms. Hynes further stated that she will ensure new Planning Commission Members receive an orientation. Additionally, she stated that she strongly encourages at least one Planning Commission Member attend that training to be held in Purcellville.

**IN RE: NEXT PLANNING COMMISSION MEETING**

**a. Special Meeting: Thursday, February 2, 2017, at 7:30 p.m.**

The Joint Public Hearing with the Town Council, regarding the updated Floodplain Ordinance, will be held on this date.

**IN RE: ADJOURNMENT**

The meeting was adjourned by Chairman Mirabal at 8:04 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary