

**Town of Round Hill  
Planning Commission Meeting  
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, January 6, 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  
Michael Hummel

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:01 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**

Chairman Mirabal called for a motion to approve the agenda, unless anyone present had any amendments. Commission Member Wolford made a motion **to approve the Agenda for the regular meeting**; Commission Member Evers seconded the motion. The Agenda was approved 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**

There were no Disclosures and/or Commissioners' Comments.

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

### **A. November 4, 2014**

**NOTE:** December 2, 2014 was canceled for lack of quorum.

Following a brief review of the minutes by Commission Members, Commissioner Wolford motioned approval of the Planning Commission's **regular meeting minutes of November 4, 2014, as presented**; Commissioner Evers seconded the motion. Commission Member Wolford noted that she had a question regarding the Family Day Home State Code Amendment, recorded on page four of the minutes; she asked to clarify that a Joint Public Hearing is required. Town Planner/Zoning Administrator Hynes explained that a Public Hearing is required; a Joint Public Hearing, or separate hearings by Town Council and the Planning Commission, could be held. Following this discussion a vote was held; the minutes were approved by a vote of 3-1, with Commission Member Prack abstaining. The vote is recorded as follows:

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

## **IN RE: DISCUSSION ITEMS**

### **A. Preliminary Community Survey Data Report**

Town Planner/Zoning Administrator Hynes presented this item, noting that she is combining the information from her December report with the January report. The Community Survey data included in Commission Members' packets are numbers only, comments are not included. Ms. Hynes reported that the participation by residents in the survey was really good, with most surveys completed on-line. It was also noted that, in the open comment section of the survey, only a small percentage of those responses were regarding water rates. Town Planner/Zoning Administrator Hynes explained that she will prepare a formal report using this data, which will be presented to the Town Council and posted to the Town's website; the information in the survey will be referred to in the update of the Comprehensive Plan. Copies of the report will also be provided to the County. Town Planner/Zoning Administrator Hynes reported that the main theme of the survey results was that residents love the small-town charm of Round Hill and are apprehensive of growth that could result in Round Hill becoming more like communities in eastern Loudoun County. Ms. Hynes noted existing factors which would preclude such growth. Ms. Hynes explained that, in presenting the survey data to the community, the opportunity exists for education – explaining why large-scale growth could not happen, and the types of growth hoped for in the community. It was also noted that an educational opportunity exists regarding the 12 acre parcel on the east side of Round Hill. Some survey respondents wanted no building in that area, but the parcel is already zoned commercial; therefore, residents need to be informed of that, and understand that their input is needed regarding *how* that parcel is developed. Town Planner/Zoning Administrator Hynes explained that the "*bedroom community*" question requested for the survey by the Planning Commission was a good question; many respondents hope to retain that aspect of living in Round Hill, but with a commercial area located downtown. Many residents noted that they do not want

big box stores, but would welcome “Mom and Pop” types of businesses. Commission Members briefly reviewed the survey results, with it being noted that a majority of respondents indicated hobbies/interests relating to outdoor activities, and that could be integrated into the branding of the Town.

## **B. Revised Comprehensive Plan Feedback Loop & Work Plan**

Town Planner/Zoning Administrator Hynes distributed a matrix to the Commissioners. Ms. Hynes discussed the history of this Comprehensive Plan review, and her intentions in going forward with the review. It was noted that, at the last Town Council meeting, the Council requested feedback from the Planning Commission regarding the Comprehensive Plan review. The matrix is to be used as a conversation starter, and then returned to Ms. Hynes at the end of the meeting. Town Planner/Zoning Administrator Hynes noted the Joint Work Session to be held with the Town Council at the end of January, explaining that it will be used to facilitate communication between the two bodies and to allow for “fleshing out” hot button issues. Ms. Hynes also noted that some issues included in the review of the Comprehensive Plan cannot be handled in only one meeting. Town Planner/Zoning Administrator Hynes then reviewed the matrix with the Commission Members. The first topic discussed was a potential commuter lot, with different choices provided to represent Commissioners’ feelings regarding the subject. Ms. Hynes explained that she discussed this item first as it is the most important, at this point in time, to the Town; she presented reasons for this. Ms. Hynes also noted that the County will be presenting to the Town Council at their January meeting regarding a commuter lot, and that she would like to have feedback from the Planning Commission to present at that time. The next topic discussed was public parking lots, with it being noted that the lack of parking holds back possible commercial development in Round Hill. Ms. Hynes noted that businesses that presently exist in Town would benefit from public parking lots. Decisions regarding funding of such a lot, and possible revenue sources for a lot, were discussed. The third topic presented was historic preservation funding; Town Planner/Zoning Administrator Hynes referenced the Historic Preservation Meeting held on December 16, 2014, and noted that a concern voiced by attendees at that meeting was that Round Hill not institute a local historic district. It was reported that the Town Council does not want that type of district implemented in Round Hill; however, this was included in the previous Comprehensive Plan. Town Planner/Zoning Administrator Hynes explained various types of guidelines which could be used in historic districts, including guidelines for new construction (in-fill). Ms. Hynes recommended that guidelines governing this type of construction be developed, as much of the future development in Round Hill will be in-fill construction. Ms. Hynes also explained various avenues at the Town’s disposal to encourage residents to conform to guidelines, thus lessening/negating the need for regulations. The next topic discussed was accessory dwelling units. Town Planner/Zoning Administrator Hynes explained that this concerns residents potentially adding accessory living spaces in their houses, such as an in-law suite, or an area for a renter. Ms. Hynes also reported that the State added “Temporary Medical Cottages” to the State Code this past year; this is in order to support the care of a family member with medical needs. As a town’s code may not be more restrictive than the State’s, towns are required to amend their code to be in conformance with this. The requirements for a medical cottage are more restrictive than those for an accessory dwelling. Town Planner/Zoning Administrator

Hynes explained the reasons for ensuring that zoning regulations are enforceable and not vague, in light of the possible applications of accessory dwelling units/temporary medical cottages. Ms. Hynes also reported that the topic of Bed & Breakfast properties was raised at the Historic Preservation Meeting, noting that Round Hill's zoning ordinances are not particularly favorable to this use; she stated her belief that this issue should be examined further, as this is a low-impact economic use, and there has been interest for this use among homeowners. Park enhancements were discussed next, with it being noted that parks at Sleeter Lake and the proposed Creekside development will provide the opportunity in the future to enhance the Town's parks. The next topic was having the most walkable town in Loudoun County; Town Planner/Zoning Administrator Hynes explained that, at this point, it is almost possible to walk to Sleeter Lake, and the Main Street Enhancement Project and the Franklin Park Trail Project will add to this. Flexibility for art studios was the next topic discussed; Ms. Hynes provided information discussed at the last Town Council meeting regarding this subject. This topic transitioned into the live-work unit concept, meaning living and working in the same home. Town Planner/Zoning Administrator Hynes explained that she is still working out the zoning issues surrounding this. The commercial core with transitional commercial was the next topic in the matrix; Ms. Hynes provided some of the history of this topic, as well as the possible application of a B-2 district for this area. Town Planner/Zoning Administrator Hynes noted that town brand projects will be discussed, with ways to define and promote the Town being considered. Nature preserve protections and projects were included in the list of topics, as these could provide another low-impact asset for the Town. The mixed-use shopping center ties into the discussions of the 12 acre parcel; it was noted that there is support for this, as most residents do not want simply a strip mall. Town Planner/Zoning Administrator Hynes also spoke about the possibility of Round Hill becoming an Appalachian Trail Community. Boundary Line Adjusting is a topic that will come up a lot during the Comprehensive Plan update; Town Planner/Zoning Administrator Hynes has broken this down into two main sections – Existing Neighborhoods, and Vacant Land. Ms. Hynes explained that there is support for bringing existing neighborhoods into the Town limits, more so than bringing vacant land in. The pros and cons of both will need to be examined. The possibility of adding a senior living complex, or a satellite location for a college, were both briefly discussed. Following this presentation, Town Planner/Zoning Administrator Hynes asked Planning Commission Members to provide their feedback regarding the matrix; she also explained her goals for future work on the Comprehensive Plan update.

### **C. Comprehensive Plan Presentation #2 and #3**

#### **a. Historic Resources Meeting Update (12-16-14)**

Town Planner/Zoning Administrator Hynes presented this, explaining that this will include information from the Historic Preservation meeting held on December 16, 2014, and the most recent Land Use Committee meeting and Town Council meeting. This is a summarized version of the Economic Development presentation. Ms. Hynes presented some of the history of the Town of Round Hill, highlighting the role the railroad played in its development. The historic importance of tourism was also presented, with this tied to possible bed and breakfast properties present here today. Commission Members viewed a slide presentation of historic properties in the Town. Town Planner/Zoning Administrator Hynes explained that Round Hill is on The National Register of Historic Places, which is

an honorary title and does not provide for guidelines for historic properties. The designation does carry the possibility of application for federal or state tax credits; Ms. Hynes noted that many homeowners in Town do not realize these resources are available, and that she has a goal of educating residents about this. Town Planner/Zoning Administrator Hynes highlighted the number of survey respondents who stated that historic preservation is important. Beautification of the Town was discussed in relation to historic preservation. Finally, educating the public on historic preservation was discussed, with ideas put forth by the Land Use Committee to accomplish this presented. Ms. Hynes then presented the connection between historic preservation and tourism, explaining that visiting/touring the historic properties would be a reason for visiting Round Hill. It was noted that The National Historic Trust is the home of The Main Street Program, which provides assistance to cities in revitalizing their downtown areas; this revitalization helps to provide jobs and increase property values, thus is a factor in economic development. The preservation of both historic assets and natural assets was discussed. Town Planner/Zoning Administrator Hynes highlighted the positive aspects of looking at Round Hill as a hometown, and not just a bedroom community; she also posed the question of how Round Hill's relation to both Loudoun County and the Commonwealth of Virginia could/should be viewed. Ms. Hynes noted that all these questions cannot be answered in one meeting; she also pointed out that Round Hill probably would not be a magnet for large businesses, but rather, the economy of Round Hill will probably always be made up of a few small businesses. Town Planner/Zoning Administrator Hynes stated that the future economic outlook for Round Hill is that it will grow and change over the years within its existing development areas, and that, in order to provide a good quality of life for residents, some economic growth is necessary. Round Hill's assets were presented, as were their connection to the tourism industry potential for the Town. The importance of protecting the Town's assets was presented, as well. It was explained that the update of the Comprehensive Plan and the Town's zoning ordinances plays a role in setting the stage for economic development and tourism. Ms. Hynes also noted that tourists do not require services such as schools; their main contribution is to add to the local economy – they come here to spend money. The influx of funds from tourism helps to provide funding for historic preservation. There was discussion among Commission Members and Town Planner/Zoning Administrator Hynes regarding becoming a member of The Appalachian Trail Community, as well as natural assets at the Town's disposal in the promotion of its economic development. Town Planner/Zoning Administrator Hynes asked Commission Members for their feedback regarding this subject; discussion of this ensued. There was support among Commission Members for many of the ideas presented this evening; however, there were concerns about how to get to the final "product" in light of issues with the commercial area as it exists now. Chairman Mirabal suggested that the Commission move forward in areas where they believe potential for economic development/historic preservation/tourism exist, without getting too caught up in the idea that these things need to be done all together. Trying to accomplish all of this at once brings to the forefront too many obstacles. Town Planner/Zoning Administrator Hynes encouraged Commission Members to make their views known to Town Council Members. Ms. Hynes also explained her hope that, in the future, zoning in Round Hill can be changed in ways that make sense. Chairman Mirabal reiterated his belief that pieces of these plans, which everyone understands and upon which everyone agrees, can be acted upon without waiting

for consensus on the plan at large. There was then a discussion of the proposed commuter lot. Town Planner/Zoning Administrator Hynes stated that, in the update of a Comprehensive Plan, there should be both long-term and short-term goals.

**D. Preparation for Joint Work Session with Town Council (01-29-15)**

The upcoming Joint Work Session was discussed, with Town Planner/Zoning Administrator Hynes asking Commissioners if there is anything on the matrix presented at this evening's meeting which they would like to discuss further; Commission Members provided their input on this. It was determined how the matrix items will be presented at the Work Session; also, the consensus of Commission Members was that the matrix information should be provided to Council Members prior to the Work Session.

**IN RE: ACTION ITEM**

**A. Adoption of 2015 Calendar**

Commission Members reviewed the proposed calendar. Following this, Commission Member Prack made a motion **to accept the 2015 Planning Commission regular meeting schedule, as presented**; Commission Member Wolford seconded the motion. A vote was then held; 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: LAND USE COMMITTEE REPORT**

**A. Capital Projects Update**

Town Planner/Zoning Administrator Hynes presented this report, noting that the Town was awarded the grant funding for Sleeter Lake Park for which it had recently applied. Town Planner/Zoning Administrator Hynes reported that the Creekside development project will go before the Loudoun County Planning Commission at a Public Hearing to be held on February 16, 2015. Ms. Hynes reported that the comments she provided to Creekside have been addressed; these were discussed by the Commissioners and the Town Planner/Zoning Administrator.

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

This report will be provided to Commission Members in written form.

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

**A. Election of Officers**

Town Planner/Zoning Administrator Hynes explained that Douglas Bird is no longer a member of the Planning Commission, and explained the circumstances surrounding this development. Ms. Hynes asked that she be advised of anyone who may be interested in filling this position; that person would then be appointed by the Town Council.

**IN RE: ADJOURNMENT**

Chairman Mirabal adjourned the meeting at 9:36 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary