

**Town of Round Hill
Planning Commission Meeting
July 3, 2012
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, July 3, 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 (a few minutes late)
Elizabeth Wolford

STAFF MEMBERS PRESENT

None

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 7:32 p.m. Roll Call was taken, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner George Hoddinott led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: APPROVAL OF AGENDA

Commissioner Wolford moved to approve the Agenda as submitted; Commissioner Hoddinott seconded the motion. The Agenda was approved by a vote of 3-0; Commissioner Grafton Theodore had not yet arrived for the meeting.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: APPROVAL OF MINUTES – June 12, 2012

Commissioner Wolford made a motion that the minutes of the June 12, 2012 regular meeting of the Planning Commission be approved as submitted; Commissioner Hoddinott seconded the motion. The motion carried with a vote of 4-0.

IN RE: LAND USE COMMITTEE REPORT

There was no Land Use Committee Report.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Kinsley's report was included in each Commission Member's packet, and was reviewed by the Commissioners in Mr. Kinsley's absence. There were no comments.

IN RE: OLD BUSINESS

a) Comprehensive Plan Update Process

Chairperson Bird apologized, as he was unable to get Section A rewritten prior to the meeting. He will rewrite the historical section and e-mail it to the Commission members by the end of the week. Commissioner Wolford reported that Town Planner/Zoning Administrator Kinsley has provided outlines of Comprehensive Plans from other towns for the Commissioners' information; discussion of these ensued. Commissioner Hoddinott noted that he likes Lovettsville's Introduction, and feels we should follow it in writing ours; the Commissioners were in agreement that this should be done. Chairperson Bird asked if the Legal Reasons for doing a Comprehensive Plan should be included in the Introduction; Commissioner Hoddinott stated that he feels it should be. Commissioner Grafton Theodore had a question about population projections; Chairperson Bird noted that the Commission will use 2010 Census data and projections, and that Town Planner Kinsley will work on this. Following this discussion, Chairperson Bird suggested that the Commission review the work Commissioner Wolford and Commissioner Hoddinott have finished, and then discuss assignments for the next meeting. Commissioner Wolford brought up the issue of residents' input, and the Commissioners discussed how to go about gathering this and when to do so. Commissioner Hoddinott stated that he feels the paragraph in the existing Comprehensive Plan dealing with the history of Round Hill should be included in the Introduction section of the new plan. The Commissioners were in agreement with this. Commissioner Grafton Theodore asked if the entire document needs to be rewritten, and noted that she likes the existing Introduction. It was reported that the legal requirement is only that the document be reviewed. Commissioner Wolford noted that she likes the work Commissioner Hoddinott has done on Section I-A. Commissioner Hoddinott discussed things he feels are unnecessary in the existing plan, such as meteorological information. He also said he found a part of the Topography section that would be of use as a goal. Chairperson Bird asked a question regarding the length of time of an appointment to the Planning Commission; Commissioner Wolford clarified that an appointment lasts for four years. Commissioner Hoddinott noted that the first part of the Economic Development section also could be used as a goal in the Goals and Objectives section (this deals with the rural character of Round Hill). Chairperson Bird stated that he feels the Commission should include the direction they hope the Town will go in the document that is released for public review. Mr. Hoddinott agreed, and also stated that he feels the Commission shouldn't include the Goals and Objectives section in the copy of the document for public review, as members of the public may feel their input carries no weight in light of these. Commissioner Hoddinott also suggested adding a map to the Economic Development section

showing where businesses are located. This was followed by a brief discussion of the use of maps in the document. Further discussion of the Economic Development section ensued, especially regarding expansion of the Town. It was noted that the present document was written when The Villages at Round Hill were first being developed. Discussion of how to word information about expansion ensued; Commissioner Wolford suggested removing the word “probably” in the fifth line of the section (...“existing businesses will *probably* prove inadequate...”). Commissioner Grafton Theodore asked if the Sheriff’s Office Substation should be included; it was the consensus of the Commission not to do so. It was noted that the expansion discussed in the existing Comprehensive Plan dealt in good measure with the area of Loudoun and Main Streets, and with the 14 acre tract in the eastern section of town, off of Evening Star Drive. Commissioner Hoddinott asked about the phrase “professional office space” and asked how that should be worded. It was decided to check with Town Planner Kinsley about the use of the phrase “Urban Service Area.” In Section E, “Financial Structure of the Town,” Commissioner Wolford asked why operating budget figures were included; it was the consensus of the Commission to remove this section and include wording that explains how the Town garners revenue. Also, Commissioner Wolford suggested removing the charts regarding real estate and personal property rates. Discussion of boundaries ensued, with Commission members noting they were hoping for input from the Town Council regarding this, as well as receiving input from citizens in the possible expansion areas. It was also the consensus of the Commission to use the phrase “boundary line adjustments” rather than “expansion.” Commissioner Hoddinott asked if we still have a Round Hill Area Management Plan; it was decided to ask Town Planner/Zoning Administrator Kinsley about this. Following this assignments were discussed: Commissioner Wolford will reword the first paragraph on Page 2; Commissioner Hoddinott noted that the first part of the history will be included in the Introduction, which Mr. Kinsley will write; Chairperson Bird asked if everything in Section II has been reviewed; it was concluded that it has with the exception of Existing Land Use, Community Facilities and Services, Public Utilities and Transportation. Commissioner Hoddinott offered to assist Mr. Kinsley with rewriting the Existing Land Use section. Chairperson Bird noted that the Commission needs to ensure the numbers for Public Utilities are up-to-date; Commissioner Wolford will work on this section. Discussion ensued regarding combining Public Utilities and Transportation under a section named “Infrastructure.” Town Planner/Zoning Administrator Kinsley will update all maps. The goal of the Commission is to complete the update through Section K. Commissioner Grafton Theodore will update Section II-12, regarding Recreation. Commissioner Wolford suggested using the heading “Recreation/Parks.” Commissioner Grafton Theodore suggested getting the thoughts of the members of the Land Use Committee concerning the update; Commissioner Wolford noted that they had attended a previous meeting of the Planning Commission and indicated they wanted the Commission to go ahead with the revisions. The Commissioners discussed issues to be considered regarding the Land Use Plan. Commissioner Wolford suggested revising the sections currently assigned to each

member, then working on the following sections: G, H, I, and J. The sections regarding “Relationships Among Plans” (page I-2 & 3) and “Existing Land Use” (page II-11) will be updated by Commissioner Hoddinott and Town Planner Kinsley. This will complete Section II. It was felt by the Commission that Mr. Kinsley should work on issues related to Land Use; Commissioner Hoddinott will assist with this.

IN RE: NEW BUSINESS

There was no New Business.

IN RE: OTHER BUSINESS

a) “Being an Effective Planning Commissioner” – July 14, 2012

This training will be led by a gentleman from the State, who is based in Culpeper. Chairperson Bird noted that he will attend this; Commissioner Wolford will be unable to attend as she will be out of town; Commissioner Hoddinott noted that he needs to check his schedule regarding attending this; Commissioner Grafton Theodore will attend contingent upon business responsibilities. Commissioner Wolford stated that those attending need to let Town Staff know by July 6th, so payment can be made.

IN RE: DRAFT AGENDA FOR THE AUGUST 7, 2012 MEETING

- Review the assigned Comprehensive Plan updates from each Commissioner

IN RE: ADJOURNMENT

Chairperson Bird made a motion to adjourn the meeting; Commissioner Grafton Theodore seconded the motion. The motion carried by a vote of 4-0. The meeting was adjourned at 8:23 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary