

**Town of Round Hill  
Planning Commission Meeting  
July 9, 2013  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, July 9, 2013, at 7:30 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

George Hoddinott, IV  
Christopher Prack  
Elizabeth Wolford

**PLANNING COMMISSION MEMBERS ABSENT**

Douglas Bird, Chairman

**STAFF MEMBERS PRESENT**

There were no Staff Members present.

**MEMBERS OF THE PUBLIC PRESENT**

Mr. Mike Hummel

**IN RE: CALL TO ORDER**

Commission Member Hoddinott called the meeting to order at 7:45 p.m. Roll Call was taken, 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: PUBLIC COMMENT**

There was no public comment.

**IN RE: APPROVAL OF AGENDA**

Commission Member Hoddinott moved that the Agenda be approved with the following amendment: **move Item #10 – New Business: Walraven-Section 1 Preliminary Plat, to directly after Item #6;** Commissioner Wolford seconded the motion. The amended Agenda was approved by a vote of 3-0-1, with Chairperson Bird absent for the vote. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Douglas Bird	Absent
George Hoddinott, IV	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 – May 7, 2013**

Commissioner Wolford moved that the minutes of the May 7, 2013 Planning Commission Regular Meeting be approved as submitted; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 2-0-2, with Commissioner Prack abstaining and Chairperson Bird absent for the vote. The vote is recorded as follows:

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

#### **IN RE: NEW BUSINESS**

##### **a) Walraven-Section 1 Preliminary Plat**

Mr. Hummel provided background information on this project, noting that the proposed development consists of two Town parcels and one County parcel. The parcel measurements are 3.2 acres and 1 acre. In 2005 Mr. Hummel received approval to develop five lots, then the recession occurred and curtailed any further work on this project. Since that time two parties who were originally involved in the project have dropped out. Mr. Hummel now wants to move forward with the preliminary plan, which has been under review by the Town for a couple of months. He reported that he would like to build out five lots, then will wait to develop the County parcel. His desire is to build within the Town's private access easement rules. Mr. Hummel explained earlier interpretations of the access plan, and his hope to work with the Town in this development. The Planning Commission and Mr. Hummel discussed Staff Report and issues raised by Town Attorney Gilmore. Mr. Hummel commented that he is not required to show the prospective house locations on the Preliminary Plat. The Preliminary Plat was displayed for Commissioners review. Discussion of lots fronting Loudoun Street and the private access easement followed. Commission Member Wolford noted that Zoning Administrator Kinsley had stated that the Planning Commission may grant conditional approval on this Preliminary Plan if the Commission feels any issues/concerns on the waiver and width of the private access easements need to be resolved. The Commission and Mr. Hummel then reviewed the list of requirements, in order to determine which have been met; it was noted that the

final plat will contain much more detail. Commission Member Hoddinott noted that Mr. Hummel's proposal meets or exceeds all requirements. Commissions further discussed the comments received from town staff, town engineers and various county and state departments. Commission Member Hoddinott asked about stormwater management; Mr. Hummel stated that he has not yet hired a Civil Engineer in order to address this issue, and noted that he would like to avoid the use of a sediment pond. Commissioner Wolford noted that sidewalks will be installed as part of this plan with Commissioner Hoddinott asking if they will be to VDOT standards. Mr. Hummel stated that they will. Discussion of VDOT standards and waivers required, in relation to space limitations and the width of current sidewalks, ensued. Commissioner Wolford noted that the fire department had made no comment regarding access. Commission Member Hoddinott asked who will handle maintenance (e.g. – snow removal); Mr. Hummel noted that this will be done privately. Commissioner Hoddinott asked if there are any archeological sites contained within these parcels; Mr. Hummel reported that a full Phase I study was done, and only a small amount of shards were found. Mr. Hummel discussed permits required before the County will issue a grading permit. Commissioner Wolford asked to clarify that street lights are not being proposed; Mr. Hummel stated that they are not. Mr. Hummel discussed a review done by Alan Wolverton, Town Utility Supervisor, regarding utilities. Commission Member Wolford asked how many lots were covered by the earlier access waiver; Mr. Hummel explained the lot configuration in relation to this. Commission Member Prack asked if the need for a waiver has been eliminated by removing the third lot on the private access; Mr. Hummel explained this in relation to one lot being an already existing legal lot. Discussion of the period of time a waiver is in force ensued. Commission Member Hoddinott read a passage from the Staff Report which may address this issue. Commission Members Wolford and Hoddinott discussed their belief that all requirements have been met, with no need for a waiver. Commission Member Prack referenced the minutes which record the approval of the original plat, in regard to the waiver. Commission Member Prack noted that he could find no reference to the expiration of a waiver in the minutes he reviewed. Discussion ensued as to whether to approve this Preliminary Plat conditionally, or defer the decision to the August meeting, with the Commission being unsure of Town Attorney Gilmore's opinion regarding access issues and the need for another waiver. Commission Members Prack and Hoddinott stated that they feel a new waiver is unnecessary, as four lots total are being developed – two with frontage and two with access. Commission Member Prack stated that it looks as though Mr. Hummel has provided redundant coverage in order to comply with the Zoning Ordinance. The Commission Members noted that the Zoning Administrator is the only person who can approve or deny the plat. Following this discussion Commission Member Wolford moved that the Planning Commission **approve SBDPL 2013-01, Walraven-Section 1 Preliminary Plat, as shown in the plat dated March 10, 2013 and revised April 11, 2013, and that the Planning Commission acknowledges that it is their belief that two of the lots have frontage on West Loudoun Street, and the two interior lots have frontage on a private access easement**; Commission Member Hoddinott seconded the motion. There was no further discussion.

Following this a vote was held, with the motion approved by a vote of 3-0-1, Chairman Bird absent for the vote. The vote is recorded as follows:

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

Mr. Hummel thanked the Commission.

**IN RE: LAND USE COMMITTEE REPORT**

The Land Use Committee Report was included in each member's packet. Commission Member Hoddinott noted that the Environmental Document for the Main Street Enhancement Project may no longer be valid, as it has been more than three years since the origin of the document. There was no further discussion.

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

There were no questions or comments.

**IN RE: OLD BUSINESS**

**a) Comprehensive Plan Review and Update**

Commissioner Hoddinott stated that he feels the Goals and Objectives section should be written by the Planning Commission as a group, in a work session; the other Commissioners agreed with this. Commissioner Prack also reported that the Planning Commission needs to discuss the location of a future fire station, when all members of the Commission are present. Discussion ensued regarding how the County is interpreting the Town's present Comprehensive Plan in relation to possible expansion of the fire department, as well as the County's desires for the fire department versus the desires of the volunteer members of the department. There was also discussion of future requirements by the County for the fire department. Commission Member Hoddinott noted that this was discussed at the Land Use Committee meeting. Commission Member Prack explained the requirements that need to be met in order to keep the station at its present location. Commission Member Prack stated that the Town wants to ensure that the Comprehensive Plan upholds the fire department's wishes. The Commission Members decided to hold a work session at the August 6, 2013 regularly scheduled meeting.

**IN RE: OTHER BUSINESS**

There was no discussion under Other Business.

**IN RE: DRAFT AGENDA FOR THE NEXT PLANNING COMMISSION  
MEETING – AUGUST 6, 2013**

- Work Session to write the Goals and Objectives for the updated Comprehensive Plan

**IN RE: ADJOURNMENT**

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

---

Douglas Bird, Chairperson

---

Debra McDonald, Recording Secretary