

**Town of Round Hill
Planning Commission Meeting
June 12, 2012
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, June 12, 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
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Jennifer Grafton Theodore

STAFF MEMBERS PRESENT

Robert E. Kinsley, Jr. AICP, Town Planner and Zoning Administrator

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 7:34 p.m. Roll Call was taken, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Town Planner Kinsley led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: APPROVAL OF AGENDA

Chairperson Bird moved to approve the Agenda as submitted; Commissioner Hoddinott seconded the motion. The Agenda was approved by a vote of 3-0.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: APPROVAL OF MINUTES – May 1, 2012

Commissioner Wolford made a motion that the minutes of the Planning Commission's regular meeting held on May 1, 2012 be approved as submitted; Commissioner Hoddinott seconded the motion. The motion carried with a vote of 3-0.

IN RE: LAND USE COMMITTEE REPORT – May 9, 2012

Town Planner/Zoning Administrator Kinsley reported that the Public Hearing on the proposed text amendments to the B-1 Business District was held on June 7, 2012. Chairperson Bird noted the Notice of Zoning Violation at 6 East Loudoun Street; Mr. Kinsley reported that it pertains to the lot behind the medical center, and that the Board of Zoning Appeals meeting regarding this is tentatively set for September 26, 2012. Commissioner Wolford asked for clarification of the notice Ms. Robey received – was it a Letter of Violation or just a notice. Mr. Kinsley noted that it was just a letter, and was the first one sent to her. She is trying to work on the issue so she doesn't get a formal Notice of Zoning Violation. Discussion of Chapter 15, Miscellaneous Offenses and Nuisances Ordinance, ensued with Commissioner Wolford asking if the Ordinance came from the Land Use Committee. It was noted that it did. Commissioner Wolford asked if the businesses affected by the Miscellaneous Offenses and Nuisances Ordinance had been notified; Mr. Kinsley noted that he was unsure. Chairperson Bird reported that Round Hill is on the tentative approval list for a second Transportation Enhancement grant for the Main Street project.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Kinsley reported that another draft of the proposed deed of easement for the section of the trail that will be located over Blue Ridge View land on the west side of Airmont Road has been sent to Town Attorney Gilmore, who is still reviewing it. Mr. Kinsley also reported that the County has been contacted regarding extensive grading occurring just west of the town limits off Walraven Way, as this had not been properly permitted. Commissioner Wolford asked about the Dulles Gateway Obedience Training Club, who inquired about leasing the Buhl Electric building at 6 Bridge Street, wondering if this is regarding dog training. Mr. Kinsley answered that yes, it is. Discussion ensued regarding a number of requests received recently for use of the former Buhl Electric site; as well as the zoning of that site. Chairperson Bird asked if Mr. Kinsley had spoken to Mr. Robert Dennis on several occasions regarding parking issues. Mr. Kinsley reported that he had; they discussed shared parking in B-1, and that there is confusion as to if the agreement on shared parking should be in written form. Town Planner Kinsley noted that it is difficult for the Town to know about shared parking arrangements if there is nothing in writing. Discussion of the June 7th Public Hearing and the shared parking issue ensued. Also, Chairperson Bird noted that a letter was sent to the United Methodist Church to inform them that the Special Exception and the Preliminary Site Plan for their planned expansion are still in force, but subject to the time limits contained in those approvals.

IN RE: OLD BUSINESS

a) Comprehensive Plan Update Process

Chairperson Bird noted the informal discussion held at the last Planning Commission Meeting with the Mayor and several members of the Town Council. Planned commercial development on the east side of town and the size of setbacks were discussed. Commissioner Hoddinott asked if the setbacks would hamper development of the land that much, to which Mr. Kinsley responded. It was noted that the area was rezoned to PDCC by the County several years ago

and may have to be rezoned again in order for anything practical to be located there.

Following this discussion, Chairperson Bird noted that he was trying to figure out the best way to go about updating the Comprehensive Plan. Commissioner Wolford suggested starting at the beginning of the current Comprehensive Plan and moving through the document in order. Commissioner Hoddinott asked if “Strategies” can be added to the “Goals and Objectives” section. Town Planner Kinsley responded that it can. Commissioner Hoddinott suggested completing the rest of the document, then updating the “Goals and Objectives” section as it will be the more difficult and time-consuming to do. Chairperson Bird suggested working on Section I, points A and C first, then working on Section II – Inventory and Analysis. He asked if the Commission will be getting re-drafts. Mr. Kinsley noted that he has already divided his copy of the Plan into “chapters” in a binder, and that he will do so for the rest of the Commission. Chairperson Bird noted the need for copies of the document that each Commissioner can mark-up. The Introduction was then discussed. Chairperson Bird noted that he feels it’s fine as currently written; Commissioner Hoddinott feels some of the wording should be changed, and volunteered to work on this. The Legal Basis was discussed next, with Mr. Kinsley noting that Section 15.2-2223 was referenced. Chairperson Bird asked if wording is needed in it regarding a deadline. Mr. Kinsley noted that it is not. Chairperson Bird asked if the quote regarding Section 15.2-2223 contained in this is still correct; Town Planner Kinsley said he would check. Chapter 11 of the Code of Virginia was discussed. The Commission decided to update the Components of the Comprehensive Plan later, as at this time the Commission really doesn’t know what the components will be. Commissioner Wolford stated that she feels the fourth line in the second paragraph in the Components of the Comprehensive Plan section should be removed; that the wording should be kept general. Commissioner Hoddinott suggested that, regarding the language in the document, the Commission should incorporate the “Plain Language Writing Act” in order to write the document in simpler form so it’s understandable. The Commissioners agree this should be done. Chairperson Bird noted that he agrees with the sentence that states that the maps are conceptual. It was the consensus of the Commission to keep this wording.

Regarding the Inventory and Analysis section (Section II of the existing Comprehensive Plan), Commissioner Hoddinott asked about the language, and suggested combining the Historical Perspective section with the Introduction section. Commissioner Hoddinott also noted that the first couple of pages of this section fail to state where Round Hill is, and he feels that information should be in the introduction. Also, Commissioner Hoddinott feels that from the first sentence to where it says “on the north side of the round hill” should be moved to the introduction. He also suggested adding distances from other towns. Discussion ensued suggesting showing where Round Hill is first, then providing the history. Chairperson Bird suggested “mining” Ann Thomas’ history of Round Hill for information on the history of the town. Commissioner Hoddinott noted that the

document could refer to the map and not list the names of the historic properties. Chairperson Bird noted that the intention seemed to be to list the inventory of what was here when the Town was incorporated in 1900.

Commissioner Wolford then suggested that each Commissioner take a section of the current Comprehensive Plan and come to the next meeting with suggestions to update that section. Town Planner Kinsley noted that the Historic Register District should be referenced in the document after the list of the historic structures. The consensus of the Commission is to place the maps where the information is throughout the document, rather than in just one place. Commissioner Hoddinott then volunteered to update Parts A and C, under “Basis for the Plan.”

Commissioner Wolford volunteered to work on Parts A and B of this section. The Commission felt that Mr. Kinsley should update Part C in the Inventory and Analysis section (Section II). Commissioner Wolford will update Sections B, D and E. Chairperson Bird will update Section A; Commissioner Hoddinott will update Section F. Town Planner Kinsley then discussed various ways comprehensive plans can be written. Chairperson Bird suggested that the Commission might want to consider incorporating pieces of the Main Street Plan into this document. Mr. Kinsley suggested other existing documents that could be used in updating this. Commissioner Hoddinott discussed “breaking this up” based on different elements; Chairperson Bird elaborated, noting it could be broken up based on functions such as land use, utilities, transportation, demographics and economic development. Mr. Kinsley alerted the Commissioners to the fact that anything having to do with transportation must go to VDOT for approval. Discussion ensued as to how to incorporate existing documents into the Comprehensive Plan. Commissioner Hoddinott suggested that it could be helpful to look into how the City of Richmond does this. Chairperson Bird noted that the Commission should keep this simple, straightforward and flexible; we want to describe how we see things moving, not be rigid in our goals. He also noted that the Comprehensive Plan is a guidance document. Chairperson Bird suggested that the Commission address how those plans come about (for example, the Main Street Plan), so the public understands how those plans fit into the Comprehensive Plan. Commissioner Hoddinott noted that we should show where public input is reflected, so people know their input is used/incorporated. Town Planner Kinsley discussed County vs. Town flood plain mapping and how they are treated by the County. It was decided to have each Commissioner send the information they’ve updated to Town Planner Kinsley for review prior to the next meeting.

b) Date of the Next Planning Commission Meeting

The date for the next meeting of the Planning Commission was discussed, as it falls the evening before a holiday. It was decided to keep the meeting on July 3, 2012.

IN RE: NEW BUSINESS

There was no New Business.

IN RE: OTHER BUSINESS

There was no Other Business.

IN RE: DRAFT AGENDA FOR THE JULY 3, 2012 MEETING

- Review the assigned Comprehensive Plan updates from each Commissioner

IN RE: ADJOURNMENT

Chairperson Bird made a motion to adjourn the meeting; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0-1. The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary