

**Town of Round Hill
Planning Commission Meeting
March 19, 2013
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, March 19, 2013, 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
Christopher J. Prack
Elizabeth Welford

STAFF MEMBERS PRESENT

Robert Kinsley, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

No members of the public registered their attendance.

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 7:30 p.m. Roll Call was taken and, with all Commissioners present, it was determined that there was a quorum.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Prack led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: APPROVAL OF AGENDA

Chairperson Bird made a motion to approve the agenda as written; Commissioner Hoddinott seconded the motion. The agenda was approved by a vote of 4-0. The vote is recorded thus:

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

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: APPROVAL OF MINUTES – February 5, 2013

Commissioner Wolford made a motion to approve the minutes of the Round Hill Planning Commission Meeting held on February 5, 2013 as submitted; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 3-0, with Commission Member Prack abstaining. The vote is recorded as follows:

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

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Kinsley noted that there are two reports in each Commission Member's packet tonight, one from the February meeting, and one from the March meeting. Chairperson Bird noted that the Land Use Committee will further discuss the Franklin Park Trail Project at their April 9th meeting. Town Planner/Zoning Administrator Kinsley reported that the next thing that is supposed to happen is a meeting between and the County and the stakeholders, primarily regarding easements. Mr. Kinsley noted that some of the easements will be temporary, during construction, and a few will be permanent. Commissioner Prack asked when the original engineering drawings for this project were produced; Mr. Kinsley responded that they were produced in about the year 2006. It was reported that David Bowers highlighted items, present in the original engineering drawings, which were omitted in the current drawings. Commission Member Prack asked if power lines will be installed underground. Town Planner/Zoning Administrator Kinsley explained that this was in the earlier plan (underground lines to service street lights). Commission Member Prack reported that this issue had been discussed at the last Town Council meeting. Chairperson Bird noted that the Sheriff's Office Substation project has been delayed, and that the Sleeter Lake Park project probably will progress slowly. From the March meeting minutes, Chairperson Bird raised a question about the sidewalk improvements slated for Locust Street. Town Planner/Zoning Administrator Kinsley noted that there are some trees impinging on the work there, and that landowners are being contacted regarding removal of these trees. Mr. Kinsley also noted that some of those trees may be on the VDOT right-of-way. There was no further discussion.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Kinsley noted that his report is in each Commission Member's packet, and that he would be happy to answer any questions. Mr. Kinsley reported that he worked with the County regarding soil types, which were discussed at the previous Planning Commission meeting, and which is included in the update of the Comprehensive Plan. Mr. Kinsley reported that K. Hovnanian Homes may want to go through the process to change some of the proffers on the Lake Ridge Estates property. Mr. Kinsley explained to the K. Hovnanian representative what would be involved in doing so, in response to approximately three different plans they submitted. Mr. Kinsley noted that one of the main issues involves rear-loading garages versus side-loading garages (K. Hovnanian floor plans do not currently contain the rear-loading option), and issues involved with rights-of-way related to this. K. Hovnanian has already asked for an

extension of their purchase contract that would expire in April. There were no further questions.

IN RE: OLD BUSINESS

a) Comprehensive Plan Review and Update

Town Planner/Zoning Administrator Kinsley reported that a map with Sleeter Lake labeled as such has been provided to each Commission Member. He reported that other changes discussed at the last Planning Commission meeting, mostly dealing with the history section mapping, have been incorporated into the draft document. Numbers were used on the maps to denote historic buildings; the numbers refer back to the key. Commission Member Hoddinott noted a number shown in red, and stated that he was unsure what that number denoted. It was determined by the Commission that that number should be removed. A short discussion ensued regarding the meaning of various numbers on the Historic District Boundary Map. Chairperson Bird asked if everyone was okay with the maps as presented. Discussion of the Natural Resources maps, and meanings of the letter and number symbols, ensued; Town Planner/Zoning Administrator Kinsley noted that a lot of this deals with soils/soil types. Commissioner Hoddinott suggested adding headings to the table; Town Planner Kinsley noted that he would try to do that. It was suggested that Table 2.1 be eliminated, and that Table 2.2 be substituted. Commission Member Hoddinott suggested that they might want to define the term "Hydrologic Group." Mr. Kinsley will check with the County for standard language to use in this document. Commission Member Wolford noted that, on the Floodplain Map, she can't tell the difference between the two red lines, one of which denotes the floodplain elevation. Town Planner/Zoning Administrator Kinsley explained these lines; noting that this is the only place in the Town that has the elevation of the Floodplain listed. Commissioner Hoddinott suggested making the elevation line (AE Line) a different color; Mr. Kinsley noted that he would do so. Both Commissioners Wolford and Hoddinott noted that this "looks very good." There was no further discussion.

IN RE: NEW BUSINESS

a) Set Dates for Public Input Sessions

Commission Member Hoddinott asked if the public will be able to review the draft. Commission Member Wolford and Town Planner Kinsley noted that the document will be available on the Town's Website. Town Planner/Zoning Administrator Kinsley stated that there will be one or two paper copies at the Town Office available for review, as well. Chairperson Bird asked how long it will take to make the changes requested at this evening's meeting; Mr. Kinsley noted that they will be quick -- within the week. Town Planner Kinsley suggested holding one public meeting at the Planning Commission meeting in April, and one on a Saturday. Commissioner Wolford noted that people can come into the Town Office during business hours to make their suggestions, as well. Discussion ensued as to ways to advertize the input sessions to the public. Commission Member Wolford reported that the Sheriff's Department is using the Town Office on April 23rd. Chairperson Bird suggested moving the April Planning Commission meeting to April 9th, and having a Saturday input session on the 13th

or 20th. Commissioner Wolford suggested holding the regular Planning Commission meeting on April 2nd, and then having the public input session on April 9th. Mr. Kinsley asked at what time the Commission would like to hold the Saturday session. Chairperson Bird suggested holding the Saturday session on April 20th. It was decided to hold the Saturday session from 10:00 a.m. – 12:00 noon; the session on April 9th will begin at 7:30 p.m. Discussion ensued regarding how to set up the public input sessions. The consensus of the Commission was to sit around the table and have informal discussions with attendees. There was no further discussion.

IN RE: OTHER BUSINESS

a) 2012 Annual Report

Town Planner/Zoning Administrator Kinsley explained that, historically, the Annual Report has been the Town Planner's Report; however, it is supposed to be the Planning Commission's report. Mr. Kinsley compiled the Report in order to move the Town toward the Planning Commission submitting this report. Commission Member Wolford asked if a Zoning Permit is required to put in a driveway; Commission Member Hoddinott added that it is required for a fence. Commissioner Wolford noted that she was unaware this was a requirement. Required set-backs, as well as changes that have been made to zoning requirements, were discussed.

IN RE: DRAFT AGENDA FOR THE NEXT PLANNING COMMISSION MEETING

- Review of the minutes of the March Planning Commission Meeting
- Review of the Draft Comprehensive Plan for the April 9th and April 20th meetings

IN RE: ADJOURNMENT

Commission Member Hoddinott moved that the meeting be adjourned; Chairperson Bird seconded the motion. The motion carried by a vote of 4-0. The meeting was adjourned by Chairperson Bird at 8:26 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary