

**ROUND HILL PLANNING COMMISSION
REGULAR MEETING MINUTES
March 3, 2009**

The regular meeting of the Round Hill Planning Commission was held on Tuesday, March 3, 2009 in the Town Office, 23 Main Street, Round Hill, VA.

Present

Craig Fredericks, Chairman
Sarah Etro, Vice-Chair
Mike Hummel
Kathleen Luckard
Betty Wolford

Staff Present

Robert Kinsley, Town Planner/Zoning Administrator

Others Present

Phil Bzdyk
David Sheckler
Jenn Maulfair

Attachments

- A. Agenda
- B. Minutes of February 3, 2009 Regular Meeting
- C. Notes from February 12, 2009 Workshop
- D. Land Use Committee Notes dated February 11, 2009
- E. Town Planner/Zoning Administrator's Report , February 27
- F. Proposed Text Amendments – Article 14 “Landscaping and Screening” of the Zoning Ordinance
- G. Proposed Text Amendments - Section 5.7 “Landscaping” of the SLDO
- H. Loudoun Tree List; Comments by Don Zimar; Fairfax County Tree List
- I. Proposed Text Amendments to Section 4-200 (PD-CC District)
- J. B-1 Business – Town Business District Regulations
- K. Round Hill Community Garden Proposal Documents

IN RE: CALL TO ORDER

Chairman Fredericks called the meeting to order at 7:32 p.m., noting that with all members of the Commission present, there was a quorum.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Luckard led those present in the Pledge of Allegiance to the American Flag.

IN RE: PUBLIC COMMENTS

Phil Bzdyk, 9 Church Street, expressed his concerns on the following issues discussed at the work session pertaining to the proposed addition of the Round Hill United Methodist Church:

- Parking – the proposed “head in” parking shown on the plat (shown at the east side of the existing building; currently used for parking); VDOT comments; discussion of diagonal

parking in the area. Mr. Bzdyk felt there was a safety issue with cars pulling out onto Church Street from this area and suggested that parking on Church Street be eliminated.

- Widening of Church Street – VDOT had submitted comments on the widening of this roadway, but did indicate that they may go with town recommendations if town did not wish to increase the width. Mr. Bzdyk felt, that in the past, the church would remain small and if expansion was needed, another church would be built in another location. He noted that two cars presently cannot pass on this roadway; that with a church of this proposed size, bigger affairs will occur with more traffic in contrast to what was anticipated “historically”. The proposal estimates six funerals a year; presently when a funeral occurs, the roadway is blocked and there is no way for Church Street residents to get in or get out. This is a safety issue and is another reason for the town to recommend the widening of the road.
- Parking Lot Material – He favored the town recommending a pervious material be used (such as grass or gravel pavers) rather than asphalt.

Mr. Bzdyk asked the Planning Commission, Zoning Administrator to keep him informed on this issue.

IN RE: APPROVAL OF AGENDA

Chairman Craig Fredericks motioned approval of the agenda with one change – move Item #8-a, Community Garden Proposal, after Agenda approval. Commissioner Kathleen Luckard seconded the motion. Motion to approve amended agenda was passed unanimously by voice vote of the commissioners, 5-0-0.

IN RE: OLD BUSINESS

A. Round Hill Community Garden Proposal

New information was submitted to the Planning Commission this evening. Included was a plan identifying different proponents (garden plots, shed, fencing, parking area, etc.) of the three lots; plan outline for project, proposed rules and regulation, funding sources, needs from Town, proposed Budget; Rules/Regulations and Rental Agreement document. Mr. Kinsley has determined, per the town’s Zoning Ordinance (public facilities), that a site plan is required. Chairman Fredericks stated to Ms. Maulfair and Mr. Sheckler that the Commission would review and approve the required site plan; the other issues pertaining to rules and needs must go before the Town Council. The committee will meet with the Zoning Administrator to identify what elements are needed on site plan submission such as parking area and materials used for parking lot. Short discussion followed on site plan requirements, parking location, suggested materials for parking lot.

Commissioner Hummel offered to help the committee with their process for approval.

Mr. Sheckler reported that the Committee would be meeting on Friday, March 7, 2009 at 5 pm in the Town Office.

IN RE: APPROVAL OF FEBRUARY 3, 2009 MINUTES

Chairman Craig Fredericks motioned the minutes of the February 3, 2009 Regular Meeting be approved as presented with Commissioner Sarah Etro seconding. Motion to approve said minutes as presented passed by voice vote of the Commissioners, 5-0-0.

IN RE: LAND USE COMMITTEE REPORT

A written report had been submitted in the Commissioners' packets. Commissioner Luckard asked the status of the Franklin Park Trail. Mr. Kinsley responded that the Mayor and Town Administrator are meeting with Loudoun County staff next week to discuss this issue; indication at this time is that this project will go to bid in the spring.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

The Commission had received Mr. Kinsley's February 27, 2009 Report. Discussion followed on the Amoco SPEX/easement issue. Commissioner Etro felt the town needed to hold firm on protecting the process, that this easement dedication was a part of the Special Exception. Mr. Kinsley noted that putting this easement in as a condition of the SPEX was a recommendation by the town attorney. Commissioner Etro stated that if the SPEX is revised, the applicant and the Planning Commission must start the Special Exception process over again. Commissioner Luckard asked if the Town had received word on the National Register. Mr. Kinsley responded that the Town has heard nothing.

IN RE: OLD BUSINESS

B. Proposed Text Amendments to Article 14 "Landscaping and Screening" of the Zoning Ordinance and Section 5.7 "Landscaping" of the SLDO

After discussion, the following changes were made to Article 14:

- Section 14.6a second sentence – switch phrase in middle of sentence “for every 40 feet of street frontage” to end of sentence;
- Section 14.6a– second sentence, change the word “lease” (prior to 12 inches) to least;
- Section 14.7 – in first sentence, add word institutional or after commercial and delete the word “and” before industrial;
- Section 14.8b (5) – add the sentence, Plans shall indicate how existing trees are to be protected and how soil aeration, drainage and moisture are to be preserved. (from last sentence in Section 5.7.1 of the SLDO);
- Section 14.9 – delete first sentence; The section will begin with “The Planting of trees - add and shrubs after the word trees.

Discussion followed on the Subdivision Land Development Ordinance, Section 5.7 and the following changes were made:

- Section 5.7.2 – second sentence, second word, change “specifications” to plans; same change in third sentence, second word; in the third sentence, delete “take into account” and replace with identify in detail all and end sentence after the word *materials*; fourth sentence should begin with the Town shall restrict, deleting “and shall provide restrictions on”;
- Section 5.7.6 – last sentence after the word replaced, add with equivalent total caliper of the damaged tree(s). Commissioners also discussed inserting language requiring that tree(s) shall be replaced at the site of the damaged tree(s) or an alternative location at the discretion of the Planning Commission;

- Section 5.7.5 – discussed whether to remove entire section; no conclusion reached;
- Section 5.7.13 – delete last sentence and replace with All plants shall be certified as such by the nursery where purchased.
- Section 5.7.16 – delete “Where applicable” in first sentence; in first sentence, add required after the word *all*; at end of first sentence add with any necessary maintenance and grooming; delete a-d;
- Section 5.7.18 – in third sentence, delete the word Engineer.

Commissioners then reviewed the lists used by Loudoun and Fairfax Counties and comments on same by Don Zimar. Commissioners felt it was important to include such a list to Section 19.9 of the Zoning Ordinance and, after discussion, decided to use the list from Loudoun County with the following changes/deletions:

- Change first category to Canopy Tree/Street Tree;
- Delete Bradford Pear, Norway Maple, Sweet Gum, Thornless Honey Locust from Canopy and Street Tree list; add Loblolly and Pitch Pine;
- In the Evergreen Tree list, delete Austrian Pine and White Pine;
- Change the fourth category to Hedge/Shrub.

After discussion about forwarding recommendations onto the council, it was agreed to wait until Commission can review the final versions of Article 14 of the Zoning Ordinance and Section 5.7 of the SLDO at the April meeting before recommending a public hearing be held.

C. Proposed Text Amendments to Section 4-200 (PD-CC) of the Zoning Ordinance

Brief discussion followed on Section 4-203, B-2; location of parking; setbacks; architectural design requirements, if any; entrance locations; sidewalks; traffic. Vice Chair Etro will submit her comments for review prior to April meeting at which time the Commission must make a recommendation to the Council.

D. B-1 Business – Town Business District – Review of B-1 District Regulations

Commissioners were directed to further review these regulations and direct any comments to the Zoning Administrator prior to the Planning Commission’s April meeting.

IN RE: NEW BUSINESS

No new business was presented

IN RE: OTHER BUSINESS

A. Round Hill United Methodist Church

Commissioner Etro asked if the town had received anything from the church. Mr. Kinsley replied that there has been no response since the workshop except for the email which the Commissioners had received. Brief discussion followed on number of parking spaces – 81 spaces for 321 people; building size.

IN RE: DRAFT AGENDA FOR NEXT MEETING

Items to be placed on the March agenda include:

- 1) Article 14 "Landscaping and Screening" and Section 5.7 "Landscaping;
- 2) PD-CC;
- 3) B-1.

IN RE: ADJOURNMENT

No further business appearing, the meeting was adjourned at 10:22 p.m.

Craig Fredericks, Chairman

Elizabeth Wolford, Secretary