

**Town of Round Hill
Planning Commission Meeting
May 1, 2012
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, May 1, 2012, at 7:30 p.m. at the Town Office □ 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Douglas Bird, Chairman
Jennifer Grafton Theodore
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

George Hoddinott, IV

STAFF MEMBERS PRESENT

Robert Kinsley, Town Planner and Zoning Administrator
John Barkley, Town Administrator

MEMBERS OF THE PUBLIC PRESENT

Scott Ramsey
Clark Klipple
Margaret O'Brien
Dan Botsch

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 8:24 p.m. Roll Call was taken, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Chairperson Bird led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

Council Member Klipple addressed the Commission, noting that he didn't like the East Main Street Concept Plan being referenced twice in the Comprehensive Plan. Chairperson Bird noted that there will be a good deal of input into the Comprehensive Plan that will help to address such issues.

Council Member Dan Botsch, of 8 East Loudoun Street, addressed the Planning Commission next. He asked about the Commission's thinking on the process of the Comprehensive Plan revision. Chairperson Bird noted that the reason he invited Council members to this meeting was to obtain their input. Chairperson Bird also noted that some sections of the Comprehensive Plan will be a straight update; in some areas they will be modifying the current language so the Town can work with the County regarding the

Joint Land Management Area; also, there will be a lot of public comment (possibly over a three to five month period) to consider in the update. Council Member Botsch noted that economics and business realities will impact how the Comprehensive Plan is updated. Council Member Klipple and Chairperson Bird discussed updating the Plan so the Town has more control and so that less desirable uses will not occur. Chairperson Bird noted that we need to consider the impact technology will have on our town; for example, how more people will use technology for work purposes and may want small office spaces in town. Mayor Ramsey noted that the Town will want to encourage businesses that will cater to the residents of the town. The consensus of those present is that home-based businesses will increase. Mayor Ramsey noted that there will be a need for professional office space; that those types of businesses will be more likely in a town of our size than retail businesses. Council Member Klipple noted that professional businesses work well in older homes.

IN RE: APPROVAL OF AGENDA

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

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Chairperson Bird asked if there were any Disclosures and Commissioners' Comments. There were none.

IN RE: APPROVAL OF MINUTES □ April 3, 2012

Commissioner Wolford moved that the April 3, 2012 Planning Commission Minutes be approved as submitted; Chairperson Bird seconded the motion. The motion carried with a vote of 2-1, with Commissioner Theodore abstaining.

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Kinsley noted that the report for the meeting of April 18, 2012 is in each Commission Member's packet. Mr. Kinsley reported on the request of Dave Ferguson that the Town put forth a formal policy regarding landscaping in the Town Park. The Committee discussed the Pavilion and decided to allow the Pavilion Committee to choose between a poured or a stamped pad for the Pavilion. The Committee discussed various zoning violations in the Town; it was reported that, on April 20th, a Notice of Zoning Violation was sent to the owner of 6 East Loudoun Street, asking him to bring the property into compliance within ten days or to inform the Town what he intends to do. A property owner has thirty days to appeal to the Board of Zoning Appeals. There is a similar situation at 4 East Loudoun Street; a letter was sent regarding this. Mr. Kinsley reported that final changes to the B-1 Business District Text Amendments were reviewed by the Committee, and that a public hearing is scheduled for June 7, 2012. The Committee deferred discussion of the LI-1 Light Industrial Text Amendments and Proposed Article 22 □ □Outdoor Lighting Standards□ until the next meeting. Chairperson Bird questioned the 20,000 square foot size of lots in the Business District, which Mr. Kinsley explained.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Kinsley noted that the report is included in each Commission Members' packet, and noted that he would be happy to answer any questions. Chairperson Bird reported that the Round Hill United Methodist Church will not pursue their expansion, as they were unable to obtain funding. Commissioner Wolford asked a question regarding test wells at the Town Park that she thought SCS Engineers had closed; Mr. Kinsley noted that they had closed five or six of the seven or eight wells there.

IN RE: OLD BUSINESS

a. Comprehensive Plan Update Process

Chairperson Bird noted that the updated demographics and statute references are in each Commissioner's packet. He reported that the Section I-A will be quickly updated, but that the Goals and Objectives section (Section I-B) will be more difficult to update. Chairperson Bird noted that he feels it is important to remain engaged with the County regarding the Joint Land Management Area during this process; and that he feels the Commission should include language that assumes the Town will expand. Commissioner Theodore noted that she feels the Commission should not focus on future growth that may not happen, but rather should focus on the areas that already exist. Chairperson Bird noted that growth will occur not by annexation, but by boundary adjustments in the JLMA. Mayor Ramsey stated that the Town Council directed the Land Use Committee to look at studying possibilities for the BLA, and feels that discussions with the County about the Sheriff's Office Substation has opened the door to the discussion of the BLA. He feels there is definitely diversity of opinion in the Town Council with regard to expansion of the Town's limits, and feels attempting to expand to include the entire Urban Growth Area in a set number of years is unrealistic. Mayor Ramsey feels that continuing expansion of the Town is a positive thing. He discussed recent boundary adjustments/town growth and feels continuing expansion of the Town boundaries should occur. Council Member Botsch reported that his perception is that the Town Council hasn't taken a position on expansion. Discussion ensued noting that development of the Comprehensive Plan is a role of the Planning Commission, to be followed-up by Town Council review. Council Member Botsch questioned why the Town is expanding in some areas, and asked if the expansion is good for the people affected and not just good for the Town's tax base. Chairperson Bird noted that the existing document assumes the Town will expand; and that, if the Town does expand, the tools contained in the Comprehensive Plan need to be in place. Mayor Ramsey noted that the Round Hill community currently has a reach beyond the legal limits of the Town. He also feels expansion of the Town would provide town area residents more of a voice and that more people would be able to participate in Town government. Commissioner Theodore and Council Member Klipple noted that they both feel most people in the non-annexed areas would like to be part of the Town; Council Member Botsch feels that a majority of people don't feel this way; and asked if the Round Hill community would go away if it were not an

incorporated town. Mayor Ramsey feels those in the Town would have less of a voice if we had no Town government. Council Member Botsch feels we should start from scratch and not buy into assumptions of expansion. Commissioner Theodore agrees, and feels we should have public input. Chairperson Bird noted that's why we will have months of public input meetings. Commissioner Theodore reported on a web site that allows for surveys to be done, and suggested that we could use that service to gain public input without the necessity of residents actually attending the meetings. Mayor Ramsey noted that issue-based topics bring people out to public meetings; when things are quiet, people don't think about attending those meetings. He feels the Town government helps to facilitate the feeling of community. Council Member Botsch feels we should test the assumptions and talk to the people who would be affected by expansion. Discussion ensued regarding expansion encompassing The Villages and issues surrounding their Home Owners' Association. Mayor Ramsey noted that people from adjoining areas, not presently in the Town limits, who want to be involved in Town government aren't allowed to do so at this time. Chairperson Bird noted that those affected by town expansion need to be invited and encouraged to attend the public input meetings. Mayor Ramsey noted that those living in Planning Area "A" on the Round Hill JLMA "BLA Study Areas Map should be encouraged to attend, as those areas are the most likely to be brought into the Town limits first. Chairperson Bird noted that a mechanism should be left in place in the Comprehensive Plan to allow the Town Council to have oversight on future expansion. A question was then raised regarding a Board of Architectural Review. Discussion ensued regarding what circumstances would require this entity; it was noted that the Town would need to have a Historic Overlay District to necessitate a Board of Architectural Review. Mayor Ramsey feels there is not much possibility of such a district in the Town's future. Mayor Ramsey noted that, in the public meetings, the Commission needs to hear the diversity of opinion and not let the loudest voices rule the discussion. Chairperson Bird recommended that something be done at the upcoming Hometown Festival to advertise the public input sessions and begin the public thinking about the process. Mayor Ramsey noted that joint Town Council and Planning Commission meetings could be held regarding this. It was felt this would be a good idea. He also noted that telling citizens that there is a Comprehensive Plan revision under way will generate little interest; there will need to be explanations of what the Comprehensive Plan review is and that citizen input is wanted. Mayor Ramsey noted that he is willing to make an announcement regarding this at the Hometown Festival. Chairperson Bird noted that the Planning Commission will work on ideas of how to publicize the public input sessions and will forward them to the Mayor. Also, Mayor Ramsey requested dates to present to the Town Council for joint meetings. Chairperson Bird recommended concentrating on Part 1 of the Comprehensive Plan first, and that Part 3 would be a good section to take up in a joint meeting of the Town Council and Planning Commission. Mayor Ramsey noted the advantage to having broader citizen input into the update of the plan. There was no further discussion.

IN RE: NEW BUSINESS

There was no New Business.

IN RE: OTHER BUSINESS

There was no Other Business.

IN RE: DRAFT AGENDA FOR THE JUNE 12, 2012 MEETING

- Set a date for the first Public Comment Session for the Comprehensive Plan Update

IN RE: ADJOURNMENT

Chairperson Bird made a motion to adjourn the meeting; Commissioner Theodore seconded the motion. The motion carried by a vote of 3-0. The meeting was adjourned at 9:38 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary

**Town of Round Hill
Planning Commission Discussion
With
Members of the Town Council
May 1, 2012**

While awaiting the arrival of a Planning Commission member who would enable a quorum to be present for the official meeting, Commissioners and Council Members present held an informal discussion of the update of the Comprehensive Plan for the Town of Round Hill.

Commission Chairperson Bird asked if the Commission should continue to consider the Joint Land Management Area in devising the Comprehensive Plan. Mayor Ramsey feels they should, both from a planning and a practical standpoint. Also, Mayor Ramsey discussed how Round Hill adjusts boundaries, as opposed to annexing property. Mayor Ramsey also reported that a new fire station is in the County's Capital Improvement Plan, with the assumption that it will be built in the next couple of years. Mayor Ramsey would like to use the 14 acre Sheriff's Substation site for this.

Mayor Ramsey noted that there needs to be an urgent reason to expand the Town's boundaries, or else "inertia rules."

It was reported that the State portion of Round Hill's budget has decreased; expanding the Town's boundaries would help with Town finances.

Chairperson Bird noted that the Planning Commission will hold public outreach sessions, and asked for specific suggestions to present to the public.

Mayor Ramsey remarked about the tension between those who want expanded business opportunities in the Town limits, and those who want the Town to remain residential.

There was discussion of the Light Industrial District, noting that it may be wise to re-zone that area to residential, if an opportunity to do so arises.

Commission Chairperson Bird noted that he feels the central business district may gain more acceptance over time, and that parking for that district is a definite problem.

Mayor Ramsey noted that the Post Office lease will expire in the next couple of years, and there's a good chance that site will be closed by the U.S.P.S. Also, the fire department may be moved to another site. That could open up the possibility that several sites could be combined.

It was noted that the east side of town will need to undergo re-zoning in order to deal with setbacks.

There was discussion regarding water rates and equalization of the same when various areas are annexed into the Town. It was reported that a water rate study will be done soon.

Finally, it was reported that, as we grow our Town boundaries, we will garner more state money. This is due to the increase of school-age children in the Town limits.