

**Town of Round Hill
Planning Commission Meeting
May 5, 2015
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, April 7, 2015, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Christopher Prack, Chairman pro tem
Stephan Evers
Michael Hummel
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Manuel Mirabal, Chairman

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Clinton Chapman

IN RE: CALL TO ORDER

Chairman pro tem Prack called the meeting to order at 7:05 p.m. and determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Commission Member Wolford led those present in the Pledge of Allegiance.

IN RE: APPROVAL OF AGENDA

As Chairman Mirabal was not present, it was decided to strike Agenda Item #7 – Action Item, Planning Commission Chair, Vice-Chair and Secretary. Commission Member Wolford moved **that the Agenda be accepted as submitted, minus Item #7, Planning Commission Chair, Vice-Chair and Secretary Appointment**; Commission Member Evers seconded the motion. There was no discussion. The Agenda was approved by a vote of 4-0, with Chairman Mirabal absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Absent
Stephan Evers	Aye
Michael Hummel	Aye
Christopher Prack	Aye
Elizabeth Wolford	Aye

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and Commissioners' Comments.

IN RE: APPROVAL OF MINUTES

A. Minutes of the April 7, 2015 Meeting

Commission Member Hummel moved **that the minutes of the April 7, 2015 meeting of the Round Hill Planning Commission be approved**; Chairman pro tem Prack seconded the motion. A vote was held; the motion was approved 3-1, with Commission Member Wolford abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Absent
Stephan Evers	Aye
Michael Hummel	Aye
Christopher Prack	Aye
Elizabeth Wolford	Abstain

Commission Member Evers asked about the reference in the April 7th minutes to Blue Ridge Realty and their plans, from the 2009-2010 time frame, for the 12 acre commercial parcel; it was noted that that information will be forthcoming.

IN RE: BUSINESS ITEMS

A. Review of Draft Comprehensive Plan Recommended Action Items

Town Planner/Zoning Administrator Hynes led this discussion, noting that one additional draft chapter has been included for discussion at this evening's meeting. Ms. Hynes explained that the Planning Commission will "walk through" the draft at this evening's meeting, making changes and/or corrections during the discussion. Ms. Hynes also explained, in response to a question from Commission Member Hummel, that some of the information for discussion this evening is new, and some has previously been reviewed by the Commissioners; she further explained that the Housing section found in the existing Comprehensive Plan, with her additions, is included for discussion. Town Planner/Zoning Administrator Hynes asked how the Planning Commission would like to proceed with the discussion; it was decided that they would work off of notes provided by Commission Member Hummel, except, of course, for information new at this evening's meeting. The following sections were discussed:

- 1) Housing & Community Development** – A grammatical error (a missing word) was corrected. Town Planner/Zoning Administrator Hynes explained that the item regarding *Accessory Dwellings* is very much in draft form, with questions still

remaining regarding this use for non-family. There was discussion of the best way to word this reference, with the question being if the reference should only be to *family members* or if the descriptor *aging* should be included. Chairman pro tem Prack suggested that this could be tied to a special exception process, on a case-by-case basis. Commission Member Wolford noted that this would be taken up in more detail in the Zoning Ordinance. Commission Member Hummel stated that he liked the idea, but has concerns about enforcement. Town Planner/Zoning Administrator Hynes briefly reviewed previous discussions regarding accessory dwellings. Chairman pro tem Prack discussed an existing home in Town where a guest cottage already exists, noting that he believed this required a special exception; there was discussion among Commission Members regarding this issue. Town Planner/Zoning Administrator Hynes asked if the furtherance of non-conformance is a hard rule or could be changed; Commission Members Wolford and Hummel noted that this is addressed in the Zoning Ordinance, with Commissioner Wolford elaborating upon the particulars. It was explained that the Zoning Ordinance governing this was changed several years ago. Discussion ensued regarding possible corrections covering non-conforming home issues. It was noted that there is only one sentence in the Zoning Ordinance which controls this. Commission Member Hummel suggested that perhaps a percentage formula could be employed in determinations of this sort. Commission Member Wolford asked, if accessory dwellings were to be allowed in the future, the zoning of any property involved would need to be changed, in addition to meeting the special exception requirement. Town Planner/Zoning Administrator Hynes explained an existing policy in effect in Fairfax County which governs this; discussion of this ensued. Commission Member Evers raised the issue of “pods” in relation to the accessory dwelling discussion; Ms. Hynes explained State Code governance of such dwellings, and noted that Town ordinances regarding these may not be more restrictive than State Code. The Commission decided to revisit the issue of *Accessory Dwellings* at a later date. Commission Member Hummel stated that he does not understand where the phasing percentage came from of 10% or 25 homes per year, Ms. Hynes explained that she was estimating that growth is controlled at 10% a year. Ms. Hynes explained that the wording *newly rezoned* should be stricken from this item. Commissioners Hummel and Wolford noted that there is no land in Round Hill which would support this level of use. It was decided to strike the entire item from the draft. Commission Member Hummel asked if R-06 and R-12 zoning exists in Round Hill. Town Planner/Zoning Administrator Hynes explained that the seven homes along New Cut Road are R-6. Ms. Hynes asked Commissioners if they would ever want to have an apartment building in Town. Discussion ensued regarding this use, with consideration to how Round Hill is zoned, how growth would occur in light of current zoning, and how to make such buildings blend and match. There was discussion of the Lake Ridge development, and how it came to be developed as it is today. Town Planner/Zoning Administrator Hynes stated that the Planning Commission needs to state at this time what type(s) of development they want for the Town, and that they need to think what they want in the area of affordable housing. Ms. Hynes also stated that current zoning is R-2, but technically should be R-4. Ms. Hynes spoke to affordable housing discussions held at Land Use Committee meetings, with it being noted that this seems to bring with it connotations of Section 8 housing, which most members of the committee do not favor. She noted

that the Commission can spell out its desire for affordable housing in the Comprehensive Plan. Ms. Hynes then asked to clarify that the Planning Commission's advice to the Town Council is not to allow any more townhouses or apartments in Town. Commission Member Hummel stated that his personal opinion is that no more housing of that type is needed. Town Planner/Zoning Administrator Hynes asked if duplexes would work better for Round Hill; Commission Member Hummel stated that duplexes may work. There was a question regarding the use of the word *clearance* in the item dealing with new housing developments and infill structures; a suggestion was made that the word *demolition* be used instead. Commission Member Wolford noted that the goal "*maintain and enhance the historic architectural integrity of the town,*" is good, but that care should be exercised in regards to the four strategies provided for reaching that goal. Town Planner/Zoning Administrator Hynes noted that effective ways to word this section need to be devised, pointing to what occurred at the Hammerly house. The Town does not have a maintenance code, therefore the County must step in when demolition of a property is required; the County is reticent to correct a problem which occurred due to the Town's lack of any maintenance code. Ms. Hynes stated that Strategy #2 in this section deals with the adoption of a maintenance code. Strategy #3 is in regards to such things as providing improvement grants. Town Planner/Zoning Administrator Hynes discussed the loss of older homes in Town, noting that these homes are assets to the Town. Commission Member Wolford suggested using a word other than *enforcement* in the strategies. Town Planner/Zoning Administrator Hynes stated that she would strike Strategy #2 altogether. Ms. Hynes also discussed issues such as junk left in yards and grass which is not kept cut. All the Commission Members noted that there is an ordinance which deals with the height of grass. Town Planner/Zoning Administrator Hynes noted that junk build-up becomes a safety hazard. Commission Member Wolford stated her belief that Strategy #2 does not need to be stricken, but should be reworded. Chairman pro tem Prack suggested that this should go before the Town Council for their input. Mr. Prack also noted that the Town does need to have a mechanism by which it can intervene in bad situations. There was no further discussion of the Housing section.

- 2) **Public Services and Community Facilities** – In the second sentence of the first paragraph of this section, Commission Member Hummel questioned the use of the word *urban*; Town Planner/Zoning Administrator Hynes noted that *JLMA* or *service area* could be used instead. Commissioner Hummel stated that he is uncertain of the implication of Objective A, regarding noise abatement, in particular questioning the scope of circumferential roads; in response, Ms. Hynes provided some of the history of the issue of noise abatement. It was decided that this would apply to the area of Route 7 only. Town Planner/Zoning Administrator Hynes explained that Round Hill will partner with either the Northern Virginia Parks Authority or Loudoun County in the operation of this park (Objective D, Item #2); also, a grammatical error in this item was corrected. Town Planner/Zoning Administrator Hynes stated that, at some point, there will be a shopping center in Round Hill, in regards to wording in the Goal dealing with provision of pedestrian circulation systems. In regards to the objective encouraging the development of commuter gathering areas, it was determined that the term *parking* or *lot* should be used, in order to maintain consistency. Commission Member Evers asked

about the item which deals with the possibility of a ramp from Route 719 to the Route 7 Bypass; it was decided to keep this in the update, and that VDOT should be contacted regarding the possibility of this project occurring. Commission Member Hummel explained that the topography in this area would not support the building of a ramp; the consensus of the Commission is that that assumption is correct. Discussion ensued regarding the intersection of Loudoun Street and Main Street, with it being noted that there is not a good solution for this area, and that, to-date, a possible re-design has not been sketched out. Chairman pro tem Prack noted that making the area a four-way stop could be a solution. There was no further discussion of this section.

3) Historic Preservation & Town Heritage Chapter

Town Planner/Zoning Administrator Hynes explained that this section consists of information which was reviewed previously, mixed in with sections of the current Comprehensive Plan. Ms. Hynes provided the specific information included from the current Comprehensive Plan, in response to a question from a Commissioner. Town Planner/Zoning Administrator asked that Commission Members e-mail their suggestions to her for this chapter, for presentation to the Land Use Committee. Ms. Hynes briefly reviewed the chapter, discussing its purposes and explaining related items. It was noted that Item #5, under Objective A, regarding a Conservation Overlay District, is from the current Comprehensive Plan; Town Planner/Zoning Administrator Hynes stated that she is unsure of the meaning of this. Ms. Hynes noted that Objective B, regarding the adaptive reuse of historic properties, includes strategies which would utilize the Town's Zoning Ordinances to support businesses in these properties; she also noted that obstacles should be removed from the Zoning Ordinance, in order to protect historic properties. Ms. Hynes explained that there should be an effort to protect historic sites, as well as to make owners aware of funding resources. There was discussion regarding where the line would be drawn by the Town in imposing guidelines on refurbishing historic homes; Town Planner/Zoning Administrator Hynes stated that she prefers that some guidelines be considered, for future use. Ms. Hynes noted that she is retaining the strategy regarding the establishment of a Historic Overlay District, and that she retained the establishment of a Historic Preservation Committee. Town Planner/Zoning Administrator Hynes noted that Objective B is found in the original Comprehensive Plan, and briefly discussed the use of historic properties other than as homes. Ms. Hynes also discussed Objective C, which deals with the demolition of historic buildings; it was noted that the preferred term is *dismantling* – the goal being to provide an avenue for documentation and photographs of the building prior to its dismantling, involving the issuing of a permit by the Town. Discussion of a property in Town which was dismantled without proper permission, and the Town's and the County's rules regarding this, ensued. There was no further discussion of this chapter.

IN RE: LAND USE COMMITTEE REPORT & TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Hynes reported that the staking has been done for the Main Street Enhancement Project, and that the acquisition company is currently assembling packages to be provided to each affected property owner. Ms. Hynes explained the steps involved in the compilation of the packages, noting that this is time-consuming. Ms. Hynes reported that the

staking will be done only once, and that home-owners may remove the stakes. Town Planner/Zoning Administrator Hynes reported that the Creekside developers have begun staking for their preliminary work. Ms. Hynes also reported that she has been contacted regarding a storm water retention pond located across the street from the 12 acre commercial parcel; this pond is where the storm water from Creekside will drain. Ms. Hynes has been informed that the Town is responsible for repairing the “blown” storm water pond; she explained the problems with the pond. Ms. Hynes stated that this is the Town’s responsibility, and that a mechanism must be found to provide for enforcement of the developer’s (RHI) correction of this problem. Discussion of this issue ensued, with it being noted that the title for the parcel must be located, and that the Town is not responsible for the actual work at the retention pond, but is responsible for ensuring that the work is done. Town Planner/Zoning Administrator Hynes stated that she will write a letter to the responsible party stating that this problem must be corrected. It was noted that this is RHI Homeowners’ Association property located within the Town limits. Town Planner/Zoning Administrator Hynes reported that she recently did a walk-through in Town, and discovered several culverts which are not working properly. She will meet with a VDOT representative next week, in order to point out all the culverts which are not functioning and to devise a plan for correction of this problem. It was reported that VDOT filled potholes in Town, and installed striping on Evening Star Drive today. Town Planner/Zoning Administrator Hynes reported that the Public Hearing for the Creekside development will be held tomorrow (May 6). Ms. Hynes also reported that there are five residents willing to serve on the Appalachian Trail Committee. Finally, Town Planner/Zoning Administrator Hynes reported that she is trying to hone down the Comprehensive Plan, and hopes to hold another Joint Work Session in the next two months.

IN RE: NEXT MEETING

The next meeting of the Planning Commission will be held on June 2, 2015.

IN RE: ADJOURNMENT

Chairman pro tem Prack adjourned the meeting at 8:27 p.m.

Respectfully submitted,

Christopher Prack, Chairman pro tem

Debra McDonald, Recording Secretary