

**Town of Round Hill
Public Input Session
and
Planning Commission Meeting
May 7, 2013
7:30 p.m.**

A Public Input Session regarding the update of the Comprehensive Plan, and a regularly scheduled meeting of the Town of Round Hill Planning Commission, were held Tuesday, May 7, 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
Elizabeth Welford

PLANNING COMMISSION MEMBERS ABSENT

Christopher Prack

STAFF MEMBERS PRESENT

Robert Kinsley, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

None

IN RE: PUBLIC INPUT WORK SESSION

Due to no members of the public being in attendance, the Public Input Work Session was not held.

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 7:33 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

There was no public comment.

IN RE: APPROVAL OF AGENDA

Commission Member Welford moved to approve the agenda for the May 7, 2013 regular Planning Commission meeting, as submitted; Commissioner Hoddinott seconded the motion. The agenda was approved by a vote of 3-0, with Commission Member Prack absent for the vote. The vote is recorded as follows:

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

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: APPROVAL OF MINUTES – April 2, 2013

Commissioner Wolford moved that the minutes of the April 2, 2013 Planning Commission regular meeting be approved as submitted; Chairperson Bird seconded the motion. The minutes were approved by a vote of 3-0, with Commission Member Prack absent. The vote is recorded as follows:

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

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Kinsley noted that the draft minutes of the Land Use Committee meeting are before each Planning Commission member. Mr. Kinsley reported that the meeting dealt mainly with the Main Street Enhancement Project, Sleeter Lake Park and the nature areas associated with the Town. It was noted that David Ferguson will head a committee and provide advice on the nature areas. The Land Use Committee discussed the Creekside subdivision proffers; it was noted that they are "still up in the air." Commission Members discussed where the subdivision is located and how the proffers would benefit the Town. Commission Member Wolford asked, in regards to the Main Street Enhancement Project, if sidewalks are to be located on both sides of the street. Town Planner/Zoning Administrator Kinsley reported that, as it stands now, sidewalks are proposed to be on both sides of the street north of High Street if additional rights-of-way can be obtained. Mr. Kinsley reported that Town Administrator Barkley and David Bowers are contacting the adjoining property owners regarding needed rights-of-way. Mr. Kinsley also noted that a possible difficulty could arise in obtaining waivers from VDOT regarding lane widths; those waivers may be required in order to place sidewalks on both sides of the street. Commission Member Wolford asked if the Town was required to obtain waivers from VDOT for the replacement of the sidewalk on North Locust Street. Town Planner/Zoning Administrator Kinsley stated that the Town was not, as that project did not involve federal funding. Mr. Kinsley and Commission Member Hoddinott discussed how funding is being provided for the Main Street Enhancement Project, and noted that this funding is federal but is being provided through the state; therefore, federal regulations apply. Mr. Kinsley reported that the requirement is 12 feet per lane on the roadway, and that Round Hill is attempting to obtain an exception to allow 10 feet per lane. Sidewalks generally will have to be five feet in width, but they may be reduced to four feet in areas where there are power poles. It was noted that, in

some areas, that would consume a large amount of residents' yards. It was reported that one resident wants a sidewalk on his side of the street, but wants compensation for the land he would provide. There was further discussion of the Creekside development, and amenities they will provide that the Town will be obligated to maintain. Commission Member Wolford asked if, as the original plat was submitted two to three years ago, the developers will need to begin the approval process again. Town Planner/Zoning Administrator Kinsley stated that they would not; due to the economic downturn, the amount of time allotted to obtain final approvals was extended. This project became inactive, but wasn't withdrawn. The Town will be obligated to provide maintenance due to there being no homeowners' association; the same will apply in the Lake Ridge Estates development. These maintenance responsibilities could eventually require the creation of a Public Works Department by the Town. The Commission also discussed possible liabilities in these areas, such as sediment ponds. Commission Member Hoddinott asked if the damaged house on Bridge Street will be demolished. Town Planner/Zoning Administrator Kinsley reported that the County has posted the property as being unsafe to enter, but that the County has been unable to contact the property owner, who lives in Ohio. Mr. Kinsley also reported that the property owner had previously asked what would be required in order for him to demolish the property. Commission Member Wolford reported that the property owner is unable to afford the demolition of the property; that the insurance proceeds went to the mortgage company.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

There were no questions or comments.

IN RE: OLD BUSINESS

a) Comprehensive Plan Review and Update

Chairperson Bird noted the absence of any members of the public to provide input. Commission Member Wolford suggested that each Commissioner review the vision and goals sections of the Comprehensive Plan and draft some goals and e-mail them to Town Planner/Zoning Administrator Kinsley. The Commission discussed the vision statement for the document, and decided that there would be one statement for the document overall, not a vision statement for each section. However, the goals provided will be for each section. It was decided that the goals should be forwarded to Mr. Kinsley by May 28th. Commission Member Wolford stated that, as a side note, the next Planning Commission meeting will be Mr. Kinsley's last meeting with the Commission. A brief discussion of the process for hiring Mr. Kinsley's replacement was held.

IN RE: NEW BUSINESS

There was no discussion under New Business.

IN RE: OTHER BUSINESS

There was no discussion under Other Business.

IN RE: DRAFT AGENDA FOR THE NEXT PLANNING COMMISSION MEETING

- Discussion of the four lot development proposed for Walraven Way
- Comprehensive Plan Update

IN RE: ADJOURNMENT

Chairperson Bird noted that he will be unable to attend the Hometown Festival to be held on May 25th. Chairperson Bird moved that the meeting be adjourned; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0, with Commission Member Prack absent for the vote. The meeting was adjourned by Chairperson Bird at 8:08 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary