

**Town of Round Hill
Planning Commission Meeting
November 1, 2011**

A regularly scheduled meeting of the Town of Round Hill Planning Commission took place Tuesday, November 1, 2011 at 7:30 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Jennifer Grafton Theodore, Vice Chair
Betty Wolford
George Hoddinott, IV

PLANNING COMMISSION MEMBERS ABSENT

Douglas Bird

STAFF MEMBERS PRESENT

Rob Kinsley, Town Planner and Zoning Administrator
Susanne Kahler, Recording Secretary

MEMBERS OF THE PUBLIC PRESENT

Erik Spencer, Christopher Consultants
Charles Yowell, Christopher Consultants
Jeff Browning, RHUMC Building Committee
Mike Kadilak, General Contractor for RHUMC, R.E. Daffan, Inc.

IN RE: CALL TO ORDER

Commissioner Wolford called the meeting to order at 7:33 p.m. It was determined that there was a quorum present.

IN RE: PLEDGE OF ALLEGIANCE

Vice Chair Grafton Theodore led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was none.

IN RE: APPROVAL OF AGENDA

Commissioner Wolford moved that the agenda be approved as presented with one change – to move the review and discussion of the Round Hill United Methodist Church's Preliminary Site Plan forward as the first item of business. Commissioner Grafton Theodore seconded her motion. The motion passed 3-0-0 with Commissioner Bird absent from the meeting.

IN RE: COMMISSIONERS DISCLOSURES AND COMMENTS

Commissioner Wolford made the same disclosure that she had made at the October meeting of the Planning Commission that her son currently is employed by Christopher Consultants but is not involved with this project and there is no conflict of interest.

IN RE: ROUND HILL UNITED METHODIST CHURCH PRELIMINARY SITE PLAN

Town Planner and Zoning Administrator Mr. Rob Kinsley stated that he went over his checklist again and everything that was requested had been included on the site plan. The Planning Commission is the approval agency for the site plan; it does not go before the Town Council. Charles Yowell of Christopher Consultants pointed out that the drainage will be done within the right of way and that will capture the storm water flow from the parking lot. There will be a bioretention tank for underground detention and filtration to the soil according the best management practices in the final site plan with the possibility of a soil permeability survey being done. He also noted that there will be an additional dedication of right of way along Locust Street and the lots will be consolidated before final site plan approval.

Councilperson Hoddinott asked about the landscaping being native to Virginia and why 101 parking spaces were required.

The landscaping question could not be fully addressed as there was no one present who was an expert in that field; however, Erik Spencer of Christopher Consultants responded to the parking space question by pointing out that the number of parking spaces was a condition required under the Church's Special Exception approval.

The current design of the Church on the preliminary site plan also takes into consideration the funding issue with two scenarios; whether the church obtains full funding to also construct the additional two-tier building or whether it must be built at a later date. The Church is fully aware of the SPEX time limitation on additional construction.

Vice Chair Jennifer Grafton Theodore moved that the Planning Commission approve STPL-2011-01, Round Hill United Methodist Church Preliminary Site Plan, as shown on the site plan dated July, 2011 and revised through October 11, 2011.

Commissioner Hoddinott seconded her motion. **The motion passed 3-0-0 with Commissioner Bird absent for the vote.**

IN RE: APPROVAL OF MINUTES: OCTOBER 4, 2011 MEETING

Commissioner Wolford moved that the Planning Commission meeting minutes from October 4, 2011 be approved as submitted. Commissioner Hoddinott seconded her motion. The motion passed 1-0-2 with Vice Chair Jennifer Grafton Theodore and Commissioner George Hoddinott IV abstaining from the vote as they were not present at October's meeting.

IN RE: LAND USE COMMITTEE REPORT

An Enhancement Grant application for Phase 1A of the Main Street Enhancement Project, which included a list of comments received from residents who attended the public meeting held on October 13, 2011 on this project was submitted today, November 1, 2011.

IN RE: REVIEW OF ARTICLE 7-B-1 BUSINESS DISTRICT

Commissioner Wolford reported that she did attend the October meeting of the Round Hill Business Association and that they were also having their board meeting tonight. There were no comments received from Association members or from Margaret O'Brien, to whom she also forwarded a copy of the changes made.

Commissioner Wolford moved that the Planning Commission forward their revised B-1 document to the Land Use Committee for their review and recommendation to Town Council. Commissioner Hoddinott seconded her motion. **The motion passed 3-0-0 with Commissioner Bird absent for the vote.**

IN RE: LI-1 LIGHT INDUSTRIAL DISTRICT

The Commission agreed to invite both property owners and citizens/local residents that reside adjacent to this property to the Planning Commission meeting next month to obtain their viewpoint on the types of industries that should be covered under the Light Industrial District zoning as well as any other revisions and requirements. Copies of this very preliminary draft ordinance will be sent to the adjacent residents, and Mr. Kinsley will contact Buhl Electric by telephone.

IN RE: ELECTION OF CHAIRPERSON

Vice Chair Jennifer Grafton Theodore nominated Commissioner Douglas Bird to be Chairperson of the Planning Commission given the resignation of Sarah Etro. Commissioner Wolford seconded her motion. **The motion passed 3-0-0 with Commissioner Bird absent from the vote.**

IN RE: APPOINTMENT OF A PLANNING COMMISSIONER TO THE BOARD OF ZONING APPEALS

Commissioner George Hoddinott IV volunteered to serve as liaison to the BZA. Vice Chair Jennifer Grafton Theodore moved to recommend that Commissioner Hoddinott be appointed to serve as the Planning Commission's liaison to the Board of Zoning Appeals. Commissioner Wolford seconded her motion. **The motion passed 3-0-0 with Commissioner Bird absent for the vote.**

IN RE: DRAFT AGENDA FOR DECEMBER MEETING

- Issues to be discussed at the meeting on December 6th include:
- LI-1 "Light Industrial District" public input session.
- Discuss the upcoming year goals and objectives.
- Filling vacant positions on the Planning Commission – additional vacancy expected year-end 2011. (Town Council member Janet Heston has indicated that she will contact people.)

IN RE: ADJOURNMENT

With no further comments or questions, Commissioner Wolford adjourned the meeting at 8:33 p.m.

Respectfully submitted,

Jennifer Grafton Theodore, Vice Chair

Susanne Kahler, Recording Secretary