

**ROUND HILL PLANNING COMMISSION
REGULAR MEETING MINUTES
November 10, 2009**

The regular meeting of the Round Hill Planning Commission was held on Tuesday, November 10, 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

John McBride, RHUMC Attorney
Amber Scharn, RHUMC Attorney
Pastor Jeffery Witt, RHUMC
4 citizens

Attachments

- A. Agenda, November 10, 2009
- B. Minutes of October 6, 2009 Regular Meeting
- C. Land Use Committee Meeting Notes, October 14, 2009
- D. Town Planner/Zoning Administrator's Report , November 2, 2009
- E. RHUMC SPEX Application Information
 - 1. Applicant's response to Commission's suggestions and concerns
 - 2. Staff Report dated September 30, 2009
 - 3. Applicant's Statement of Justification dated September 28, 2009
 - 4. Applicant's Proposed Development Conditions
 - 5. Revised RHUMC SPEX Application (received February 9, 2009)
 - 6. Revised RHUMC SPEX Plat, September 1, 2009
- F. Proposed Virginia Byway Designation for Route 7 Business
 - 1. Leesburg Today Article on Scenic Designation of Route 7 (Oct 23, 2009)
 - 2. Erica Jeter, VDOT, email regarding Byway Designation and Widening
 - 3. Draft Council Resolution of Support for Route 7 Business
 - 4. Draft Council Resolution of Support for Route 719

IN RE: CALL TO ORDER

Chairman Fredericks called the meeting to order at 9:29 p.m., noting the meeting had a quorum since all members of the Commission present.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENTS

Kim Ramsey, resident on West Loudoun Street, addressed the Round Hill United Methodist Church Special Exception Application by expressing her concern on the increase of storm drainage runoff (particularly to the properties south of the church property) due to the proposed large addition and expansive roof mass and decrease of grassy area. She asked that the Commission consider attaching a condition that the parking lot surface consist of a pervious material.

Phil Bzdyk, resident on Church Street, noted that Mr. Genaille's breakfast analogy comment during the public hearing was very good.

Jeffrey Witt, Pastor of the RHUMC, stated that he wished that Mr. McBride had been allowed more time to address the full application after receipt of the public comments, noting this may have helped address residents' concerns.

John McBride, RHUMC Attorney, added that allowance of a "rebuttal time" may have helped. He spoke of the application process and how a community meeting was appropriate to address concerns.

IN RE: APPROVAL OF AGENDA

Chairman Craig Fredericks motioned approval of the agenda as presented with one change - allow discussion of #9-a "Round Hill United Methodist Church Special Exception" under Old Business to be placed after item #4, Approval of the Agenda and before item #5, Disclosures. Commissioner Kathleen Luckard seconded the motion.

Motion to approve the agenda with one change was approved unanimously by voice vote of the commissioners, 5-0-0.

IN RE: OLD BUSINESS

a. Round Hill United Methodist Church Special Exception

Mr. Kinsley had submitted, this evening, an updated Staff Report on this SPEX, dated Nov. 10th.

A short discussion followed on Commission's list of conditions and applicant's list and the need to consolidate both lists once public comments were received. Mr. Kinsley will present the Planning Commission and applicant with a combined set of conditions prior to the December meeting. The Commission can then review, comment, amend said conditions prior to any action on this application. Vice Chair Etro noted that the town (both Planning Commission and Town Council) is in the position to set conditions to mitigate any impacts.

The Commission members then identified the issues of concern raised at the hearing and during their own review of the application.

Commissioner Hummel commented that:

- (1) Under Zoning Modifications on the Plat, would like an explanation of #3 which has changed – applicant is requesting modification of buffer yard regulations;
- (2) Number of parking spaces shown – questions adequacy of the total number and whether this number meets the zoning regulations;
- (3) On Sheet #4 of the Plat, it reads “proposed sidewalk” on North Locust Street – needs an explanation as there is already a sidewalk located there;
- (4) On Sheet #4 regarding the parsonage and the main building, it refers to Note 3, but cannot find Note 3;
- (5) Still concerned on the drip line of the tree over the parking space near the parsonage;
- (6) On Sheet #5 of the Plat, it shows two side yard buffer options – why and when do each apply;
- (7) Would like to see a detailed drawing of the proposed fence;
- (8) Concerned with the size/mass of the building;
- (9) Questioned why it had been originally reported that Tom Barry supported this application, but spoke in opposition at the hearing;
- (10) Felt the need for the Commission to fully review the proposed conditions, noting that he could not agree with #16 of the applicant’s conditions which addresses street improvements and method for obtaining the easement for these improvements.

Commissioner Luckard stated:

- (1) concern on the building size and mass in relation to increased stormwater runoff;
- (2) apprehension on issues pertaining to traffic;
- (3) that there were architectural tricks that could be done for visual effect of a large two story building;
- (4) that reference had been made that the construction of a basement depended on rock, water and cost; Commissioners felt the need to know if this additional space is to be included in the application;
- (5) that the applicant’s Condition #2 states that vacation bible school is limited to one week per year – asked what was done now (reply was one week a year);
- (6) the condition on coordination of large events; Vice Chair Etro said that the churches and town would need to formalize a plan for large events and emergency conditions;
- (7) that she had some wording and grammar recommendations for the applicant’s conditions which included, but not limited to: #11 “from” town rather than by; #16- A Town of “Round Hill”, not Council; #17, change Planning Director to “Town Planner/Zoning Administrator; and on page 2 of the applicant’s Statement of Justification, first paragraph, the word chair concerts should be changed to “choir” concerts;
- (8) that Stormwater Management should be addressed with showing compliance to the Town’s Stormwater Management Plan; Commissioners discussed the reference made to two underground systems that should perhaps be shown on a separate sheet (Mr. McBride noted that if the application cannot meet the Stormwater Management regulations, the project would die);

Commissioner Wolford noted:

- (1) the comments and concerns made by the residents south of this project on the stormwater runoff and the large size of the building;
- (2) that the applicant's condition #5 currently states the number of maximum adults allowed on site at any one time would be 324 and thought the original figure was shown as 384; wondered who would be enforcing this 324 number;
- (3) that the applicant's proposed condition #6 refers to "Large Group Activities" as those being 180 persons or more with a limit of no more than 10 events a year – felt that 100 or 150 could be considered "large groups"; discussed number of wedding and funeral events (discouraged by church).

Commissioner Etro said:

- (1) she was not clear on the request for buffer yard modifications (#3);
- (2) that the applicant's condition #5 address use of the parsonage building as a rectory or single family residence but states the occupancy shall not exceed 25 persons; then states it will be used as such if all required building, occupancy and fire code permits are obtained – asked for an explanation of the current condition of the building;
- (3) the Planning Commission needs to be positive that this SPEX and conditions placed upon it do not conflict with previously approved SPEX and conditions; Commissioner Fredericks suggested that Mr. Kinsley and the town attorney review the previous conditions, comparing them with the new conditions;
- (4) that the applicant's condition #8 refers to coordination between other churches of Large Group Activities – this needs to be adhered to with the town receiving some type of notification;
- (5) in reference to condition #10 on tree preservation, the SPEX Plat needs to say the site plan is approved by the Planning Commission, not the Town Council;
- (6) the applicant needs to clarify the area for fencing and buffer in condition #11; and also needs to specify in this condition that the area will be protected during the construction phase;
- (7) in reference to condition #17 on architectural design and building material – would like to see a drawing with details and that it be a part of the SPEX;
- (8) the basement is a possibility and was shown as 6000 sq. ft; applicant needs to submit what this area will be used for if built; also the commission will need to take this area into consideration when considering parking spaces;
- (9) she would like to see the concept of the widening of the intersection of North Locust and West Loudoun;
- (10) there is a parking concern including the total number, that no parking be allowed on the yards and identification of all off street parking;
- (11) the size and character of the addition is a big issue – spoke of growth of church, the visual impact of a building of this size and the square footage in comparison to other buildings within the town and area.

Chairman Fredericks addressed

- (1) possible problems with phased construction (meeting ordinance regulations, completion of project, planning and funding);
- (2) potential for "sunset" with 2 phases of construction

The following will be distributed to Commission members for review prior to their regular December meeting: new set of proposed development conditions; Staff Report; transcript of public hearing (if possible); applicant's response to concerns and issues raised this evening, and plans showing details of fencing, of architect/materials of building and perhaps the underground stormwater system.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Chairman Fredericks reported that Mike Hummel had submitted his resignation from the Planning Commission. Commissioners expressed their unhappiness on this action, but thanked Mr. Hummel for his expertise and hard work.

Commissioner Luckard reported that she had contacted Erica Jeter of VDOT concerning the Byway Designation issues discussed at the October Planning Commission meeting.

IN RE: APPROVAL OF OCTOBER 6, 2009 MINUTES

Vice Chair Sarah Etro motioned adoption of the minutes of the October 6, 2009 regular meeting, including corrections. Commissioner Kathleen Luckard seconded.

After a short discussion, Vice Chair Etro tabled the motion until the December meeting with Commissioner Luckard agreeing.

IN RE: LAND USE COMMITTEE REPORT

The Committee's notes on their October meeting were included in the Planning Commission's packet.

Discussion followed on Oak Hill wells (to be located in the West Lake area), their possible impact on existing wells, and process for completing utility facilities in this area.

The LUC will discuss the requests received from the Community Garden Group at their next meeting.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

The Commission had received Mr. Kinsley's November 2nd written report in their Packets.

Mr. Kinsley reported that the canopy for the BP station is almost complete; work on the landscaping and monument sign has started. It was noted that Mr. Kinsley does a daily inspection of this site.

Chairman Fredericks expressed his concern on the “floating signs” placed on the East Loudoun sidewalk of this property.

IN RE: OLD BUSINESS

b. Byway Designation for Route 7 Business.

Chairman Craig Fredericks asked that the motion made at the Commission’s October 6, 2009 Regular Meeting pertaining to the Planning Commission’s recommendation to the Town Council to approve the Resolutions of Support for the Designation of State Route Business 7 and Route 719 within the Town as a Virginia Byway be brought back to the table for consideration. Kathleen Luckard seconded.

Commissioners gave the Resolutions a final review and amended the Route 7 Resolution – fifth paragraph, second line, changing the word considered to the word “**supported**”. Chairman Fredericks and Commissioner Luckard agreed to this change.

Motion to recommend to the Town Council adoption of the Resolutions of Support for the Designation of State Route 7 (Business) and Route 719 as a Virginia Byway as amended was approved by voice vote of the Commissioners present, 4-0-1 (Mike Hummel absent for the vote), the ayes being recorded as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Mike Hummel	Absent
Kathleen Luckard	Aye
Betty Wolford	Aye
Sarah Etro	Aye
Craig Fredericks	Aye

IN RE: NEW BUSINESS

Nothing was presented.

IN RE: OTHER BUSINESS

No other business was discussed.

IN RE: DRAFT AGENDA FOR NEXT MEETING

Items to be placed on the Commissions’ December Meeting agenda include:

- 1) RHUMC

Chairman Fredericks reminded members of the 30 day limit from the public hearing date for the Commission to take action; if no action is taken, the SPEX would go forward to the Town Council for consideration. He noted that the Planning Commission could make a request to the applicant for an extension of this timeframe.

IN RE: ADJOURNMENT

No further business appearing, Chairman Craig Fredericks adjourned the meeting at 11:26 p.m.

Craig Fredericks, Chairman

Elizabeth Wolford, Secretary