

**Town of Round Hill
Joint Public Hearing Draft Minutes
SPEX-2013-01
November 12, 2013**

The Joint Public Hearing of the Round Hill Town Council and Planning Commission was held Tuesday, November 12, 2013, at 7:30 p.m. at the Town Office □ 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Douglas Bird, Chairman (arrived @ 7:40 p.m.)
George Hoddinott, IV
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Christopher Prack

TOWN COUNCIL MEMBERS PRESENT

Scott Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet Heston
Clarkson Klipple
Frederick Lyne
Daniel Botsch

TOWN COUNCIL MEMBERS ABSENT

Christopher Prack

STAFF MEMBERS PRESENT

Mickey Rhoades, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Hilda Preece
Duncan Preece
Betty Dodge
Jack Frear
Jeremy Monnet
Allison Monnet
Alicia Z. Kline
Arlene McGinnis

IN RE: CALL TO ORDER

Chairman Bird called the Planning Commission to order at 7:44 p.m. Roll Call was held, and it was determined that a quorum was present.

Mayor Ramsey called the Town Council to order at 7:45 p.m. Roll Call was held, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Chairman Bird led those present in the Pledge of Allegiance.

IN RE: APPROVAL OF AGENDA

Commissioner George Hoddinott made the motion to approve the Agenda as submitted; Commissioner Betty Wolford seconded the motion. The motion to approve the agenda was approved by a vote of 3-0-1, with Commissioner Prack absent for the vote. The vote is recorded as follows:

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

IN RE: PUBLIC HEARING □ JOINT PLANNING COMMISSION AND TOWN COUNCIL PUBLIC HEARING

Planning Commission Chairman Bird announced a Joint Public Hearing, to hear comments concerning the request of the Round Hill Volunteer Fire Department to renew Special Exception SPEX-2008-02 as SPEX-2013-01 for the continued use of the property, located at 3 Main Street, as a Bunkhouse for its on duty members. The SPEX-2013-01 proposes amending the conditions of the original Special Exception to **eliminate Condition 9: Any food service or other deliveries shall occur between 7:00 a.m. and 9:00 p.m.** Chairman Bird explained the procedure of holding a Public Hearing:

- (1) the Applicant will make the presentation;
- (2) questions will be taken from the Planning Commission and Town Council;
- (3) and then public comments will be taken.

It was also announced that the regular Planning Commission meeting will commence five minutes after the adjournment of the Public Hearing.

Representatives of the Fire Department explained the history of and the reasons for use of the bunkhouse for volunteers, and what necessitates using the property for this purpose. Chairman Bird asked for clarification of the amendment of the original Special Exception, which Commissioner Hoddinott provided.

An attendee at the Hearing asked for the location of the bunkhouse, which a Fire Department representative provided.

Mayor Ramsey asked for Town Council comments; Councilperson Botsch explained the delivery issue, noting that delivery times are addressed by the Town Code.

There was no further Council comment. Chairman Bird and Mayor Ramsey adjourned the Public Hearing at 7:55 p.m. Chairman Bird called for a recess, in order that those who want to leave may do so.

Scott Ramsey, Mayor

Douglas Bird, Chairman

Debra McDonald, Recording Secretary

**Town of Round Hill
Planning Commission Meeting
Draft Minutes
November 12, 2013**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, November 12, 2013, at 8:02 p.m. following the Joint Public Hearing at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Douglas Bird, Chairman
George Hoddinott, IV
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Christopher Prack

IN RE: SPEX-2013-01

Chairman Bird clarified the issue of the Special Exception for the Fire Department bunkhouse, and asked if there is any further discussion of this item. Commission Member Wolford asked Councilperson Botsch for clarification of the hours included in Condition 9. It was noted that the decision to strike Condition 9 was made because this issue is covered by the Town Code. Following this discussion, Commission Member Wolford moved **that the Planning Commission recommend that the Town Council approve Special Exception SPEX-2013-01, for public facility uses at 3 Main Street, with the original conditions, including elimination of Condition 9 which addressed hours of food deliveries to the residence;** Chairman Bird seconded the motion. The motion 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
George Hoddinott, IV	Aye
Christopher Prack	Absent
Elizabeth Wolford	Aye

IN RE: PUBLIC COMMENT

Jeremy Monnet, of 17713 Lakefield Road, Round Hill, addressed the Planning Commission regarding the proposed Sleeter Lake Park. Mr. Monnet expressed his concern regarding the use of Lakefield Road for access to the park, due to ongoing maintenance issues with the road. He wanted to ensure that thought is being given to what will be done with the road.

Alicia Kline, of 17707 Lakefield Road, Round Hill, also spoke regarding this issue, noting that school busses use the end of the road as a turn around area three times a day, and the road is not maintained properly even for this use.

Arlene McGinnis, of 17686 Lakefield Road, Round Hill, asked about the Franklin Park Trail, which will cross Lakefield Road, and go along the Lerner property. Commission Member Wolford advised Ms. McGinnis that the Town Council is working with the County on this project. Ms. McGinnis stated that this area is not developed, and noted that the Franklin Park Trail has already been surveyed.

Town Planner/Zoning Administrator Rhoades explained that the goal is to connect Franklin Park to Round Hill. Councilperson Botsch asked Ms. McGinnis if her concern is regarding the Franklin Park Trail or Sleeter Lake Park; she noted that she is concerned about the Franklin Park Trail. Councilperson Botsch, Councilperson Klipple and Chairman Bird explained that the Franklin Park Trail project is a County project. Town Planner/Zoning Administrator Rhoades noted that she would be happy to contact the County regarding this. Councilperson Botsch stated that the Sleeter Lake Park project is at the Land Use Committee level at this point, and that anyone is free to attend the Land Use Committee meetings regarding this. Mr. Botsch provided a brief description of the plans for the park. Mr. and Mrs. Monnet told of a map they found which was linked to the Town's website; Commissioner Wolford explained that the map was from the 1990's. The Monnet's were assured that some of the elements included in the 1990's map would not be included in the park; it was noted that that map was a sort of "wish list" for a possible park. Following this discussion, Ms. McGinnis and the Monnet's thanked the Planning Commission. There was no further Public Comment.

IN RE: WALRAVEN SUBDIVISION APPROVAL – DISCUSSION ON THE STREET NAME

Chairman Bird referenced the June Staff Report regarding this issue, asking if it reflected the current status of this development. Town Planner/Zoning Administrator Rhoades stated that it does. It was noted that Mayor Ramsey asked that this issue be addressed; Town Planner/Zoning Administrator Rhoades explained why this request was made. Ms. Rhoades noted that there is no policy for naming streets. Commissioner Wolford explained that, originally, streets could be named for a resident of the street or a landmark on the street. Walraven Way was originally named "Rail Way;" however, the property owner at the time disliked that name. Discussion ensued regarding the naming of roads/lanes earlier in the Town's history, as well as how streets were named in later developments. Chairman Bird and Commissioner Hoddinott both stated that they would not want to impose a naming convention. Commissioner Wolford stated that she has no opinion on the matter. The consensus of the Planning Commission is to allow the Town Council to suggest their preference for naming streets.

IN RE: APPROVAL OF MINUTES – October 1, 2013

Chairman Bird moved that **the minutes of the regular meeting of the Planning Commission, held on October 1, 2013, be approved as submitted;** Commissioner Hoddinott seconded the motion. The minutes were 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
George Hoddinott, IV	Aye
Christopher Prack	Absent
Elizabeth Wolford	Aye

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Rhoades provided this report. Commission Member Wolford asked if the report was submitted in written form; Ms. Rhoades noted that it was, combined with the Town Planner/Zoning Administrator's Report. Commission Member Wolford noted that, at the last Planning Commission meeting, it was requested that the two reports be submitted separately; Town Planner/Zoning Administrator Rhoades stated that she would do so with future reports. Ms. Rhoades reported that the Land Use Committee discussed the following: the Franklin Park Trail Project, Sleeter Lake Park, and allowing alcohol to be served at the Town Park for special occasions. The issue of serving alcohol at the Town Park will be taken up by the Town Council.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Commission Member Wolford asked about the item regarding discussion of 17 Bridge Street; town Planner/Zoning Administrator Rhoades clarified what will be discussed, and at which meeting. Town Planner/Zoning Administrator Rhoades reported that a developer wants to build a house on the lot at the bottom of Chamblin Way, on which there had previously been a house but where no house now exists. This issue will need to go before the Board of Zoning Appeals in order for the builder to request variances, necessitated by the way in which the house will be sited on the lot. Chairman Bird asked about the house at 7 Main Street. Town Planner/Zoning Administrator Rhoades noted that the amended proffers are in-house, and that the Town Council will probably ask the Planning Commission to address this issue. Commissioner Hoddinott asked for a copy of the existing proffers. There was no further discussion.

IN RE: OLD BUSINESS

a) Comprehensive Plan Goals and Objectives Work Session

Chairman Bird reported that the Planning Commission held a Goals and Objectives work session on November 2, 2013; however, Mr. Bird noted, the task was not completed at this session. Commission Member Wolford noted that the Planning Commission had agreed in the spring of this year to keep the existing vision statement, and that she was unsure why this issue was revisited. Mrs. Wolford asked if the Planning Commission wants to "step back" regarding this. Chairman Bird stated that he did not; he feels the Commission should keep the current vision statement and develop where the plan is going. Commission Member Wolford stated that she agrees with this. Chairman Bird stated that he feels the Commission needs to decide where they want to go, and that there is a need to address funding to be used to apply toward various problems the Town faces. Commission Member Hoddinott described the way in which he feels this should go forward, emphasizing using tables rather than text in the document.

Mr. Hoddinott also stated that the Commission needs to be careful in putting time limits on things, especially when dealing with other entities (e.g., VDOT). Town Planner/Zoning Administrator Rhoades noted that she had given the Planning Commission a copy of the existing Goals and Objectives, but noted that she could provide those in written form again, if the Planning Commission feels they could use this in the updating of the Goals and Objectives. Chairman Bird explained how he feels the writing of the Goals and Objectives should be done, and issues that should be addressed in doing so. Commission Member Wolford noted that the goals should not be written in detail, and that the objectives should explain how the Commission will attain the goals. Commission Member Hoddinott explained that any goals and objectives existing now are from the old Comprehensive Plan. He also discussed areas of the Comprehensive Plan update that have not been addressed yet. Commissioners Wolford and Hoddinott noted that they need to see the updated draft the former Town Planner/Zoning Administrator Kinsley had assembled. Town Planner/Zoning Administrator Rhoades explained how goals and objectives are usually handled in these plans. Commissioner Hoddinott explained that he feels the goals and objectives should be included for each section, at the end. Following this discussion, Chairman Bird asked Town Planner/Zoning Administrator Rhoades to send the present updated plan to each Commission member within the coming week, to ensure that each Commissioner is working from the most recent copy of the document. Chairman Bird suggested that, at the next Planning Commission meeting, an outline be developed. Commission Member Hoddinott stated that the existing conditions need to be completed first. Discussion of the sections completed, and those not completed, ensued. Chairman Bird and Town Planner/Zoning Administrator Rhoades discussed the CIP and the Comprehensive Plan, and what should next be the focus of attention of the Planning Commission. Commissioner Wolford stated that she feels the document needs an index. Commissioner Hoddinott suggested leaving blank in the print-out the sections which have not yet been completed. Discussion of how to move forward with this task ensued.

c. Joint Public Meeting on the Volunteer Fire Department Potential Relocation

Town Planner/Zoning Administrator Rhoades noted that this was included on the agenda by accident. Ms. Rhoades also noted that the Town Council may vote on this issue at their next meeting, but that the Planning Commission has no responsibility in decisions regarding this item.

IN RE: NEW BUSINESS

There was no New Business to discuss.

IN RE: OTHER BUSINESS

There was no discussion under Other Business.

**IN RE: DRAFT AGENDA FOR THE NEXT PLANNING COMMISSION
MEETING**

- Comprehensive Plan Update

IN RE: ADJOURNMENT

Chairman Bird adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary