

**Town of Round Hill
Planning Commission Meeting
November 4, 2014
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, November 4, 2014, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Manuel Mirabal, Chairman
Douglas Bird
Stephan Evers
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Christopher Prack

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Clinton Good

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:04 p.m. Roll Call was held, and it was 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

Commission Member Evers made a motion **that the Agenda for the November 4, 2014 regular meeting of the Planning Commission be approved as presented;** Commission Member Bird seconded the motion. The Agenda was approved 4-0, with Commission Member Prack absent; the vote is recorded as follows:

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

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

This item was not discussed.

IN RE: APPROVAL OF MINUTES

A. Regular Meeting of October 7, 2014

Commission Member Wolford made a motion to **approve the Planning Commission's regular meeting of October 7, 2014 minutes, as submitted**; Commission Member Bird seconded the motion. Chairman Mirabal raised the issue of the notation of time of arrival, in the list of Commission Members Present, when a Commissioner is late, and asked if this is customary. Discussion of this issue ensued; it was noted that this has been the customary form of notation, and it was decided that no change was necessary. A vote was then held; the minutes were approved by a vote of 4-0, with Commission Member Prack absent. The vote is recorded as follows:

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

IN RE: DISCUSSION ITEMS

A. Annual Community Survey

Town Planner/Zoning Administrator Hynes presented this item, explaining that she wanted the survey to be reviewed by the Planning Commission once more before it goes live tomorrow. Ms. Hynes stated that signs have been ordered, the survey has been advertised on the Town's website and Facebook page as well as in the newsletter, and flyers will be posted at the Post Office. It was noted that the copy of the survey contained in Commission Members' packets depict how the survey will look on-line. The due date for submission of the survey is December 5, 2014. Town Planner/Zoning Administrator Hynes provided a list of future uses of the information gathered by the survey. Items added to the survey by the Town Planner/Zoning Administrator were briefly discussed. It was also noted that surveys for larger jurisdictions contain more questions regarding services; however, some of those issues are not applicable to Round Hill due to the Town's size. Ms. Hynes also explained that she hopes to receive feedback via the survey on the issue of senior-friendly housing. Commission Member Evers noted that, in Question 5, the implication is that the only type of housing discussed is smaller, more affordable homes, not larger, upper-end homes. Town Planner/Zoning Administrator Hynes explained why she posed the question the way she did, noting that a majority of the homes built in Round Hill are larger homes. Discussion ensued of how to include the option of larger homes, and how best to word the question. Chairman Mirabal suggested that the question be worded thus: "what types of housing do you feel is needed?" Commission Member Wolford asked where in town the proposed new homes would be built; Town Planner/Zoning Administrator Hynes explained various options for this. The subject of allowing for comments from respondents ensued,

with it being noted that a comment section is included at the end of the survey. Town Planner/Zoning Administrator Hynes explained that the Town Council requested that a large number of these comment sections be included. Ms. Hynes explained the three types of housing she included in the survey. Chairman Mirabal noted that the first seven questions, especially questions 6 and 7, seem specific to the submitter, and asked if the family size question should be included here instead of at the end of the survey. Town Planner/Zoning Administrator Hynes explained that demographic information is usually included at the end of a survey. Chairman Mirabal also asked about the shopping center noted in the Economic Development section; Ms. Hynes explained that the purpose of a survey is to provide feedback, including to potential developers; it was also noted that the parcel in question is zoned commercial and that the survey will help determine what may be built there. Discussion ensued of how best to word this section, in order not to alarm residents; Commissioner Wolford provided the wording to use for this question. There was brief discussion of the size of any grocery store which may be built in this commercial area. It was noted that the Comprehensive Plan does not allow for big box stores. It was decided to use the phrase "small grocery store" in this question. The suggestion was made that every question should have "other" as a choice; brief discussion of this ensued. Chairman Mirabal asked if the development of Sleeter Lake Park will be moving forward; Town Planner/Zoning Administrator Hynes stated that it will be, but that the park has not been included in the survey. Discussion ensued of if this should be added, and if so, where and how; Commission Member Wolford noted that there are some restrictions at Sleeter Lake Park due to proffers. Town Planner/Zoning Administrator Hynes explained that the Town's "hands are tied" right now regarding Sleeter Lake Park, due to grant funding issues. Commission Member Bird suggested a way to add this item to the survey; it was decided to add it as question 22. Commission Member Wolford noted again that there will be restrictions imposed by the County, but that she feels the park should be included as question 22. Commissioner Evers suggested a question to add regarding how often residents think they may use Sleeter Lake Park, and where it could be added; Commissioner Wolford suggested that it be included in question 20. Commission Member Wolford again raised the issue of restrictions placed on the development of Sleeter Lake Park by the proffers, as well as access road issues there. There was further discussion of how to word a question regarding the park; the wording was finalized, and it was decided to add this to question 22. Chairman Mirabal asked where the cover and instructions are; Town Planner/Zoning Administrator Hynes stated that she is working on those now. It was noted that paper copies of the survey will be available at the Town Office, and may be mailed upon request. There was no further discussion of this topic.

B. Creekside of Round Hill Update

Town Planner/Zoning Administrator Hynes presented this item, pointing out revisions which were presented to the County yesterday. It was noted that the ADU's are again being included in the development, as are alternate facades. Commission Member Wolford noted that she found the proffer regarding single-level living confusing. Town Planner/Zoning Administrator Hynes explained that Wormald (the developer) has proposed building homes with a main floor master suite, which also include an

upper level, as their single-level living option. Town Planner/Zoning Administrator Hynes explained that the developer is keeping the courtyard concept, and that the village green is now slated to become a park. The land south of Greenwood Drive will go to the Town. The Homeowner's Association will manage the retention pond. Ms. Hynes also explained open space proffers which have been put forth. There was brief discussion of the ½ acre park parcel, the parcel south of Greenwood Drive which is to be deeded to the Town, and the exercise equipment. It was explained that the equipment will be maintained and insured by the Town. Town Planner/Zoning Administrator Hynes discussed the two acre civic lot and the proposal that it be used as a commuter lot; she also explained other possible uses of the lot. The developer is required to grade the lot, regardless of the use the Town ultimately decides upon. There was discussion of the possible inclusion of a dog park. Town Planner/Zoning Administrator Hynes explained that the \$2,000.00 fee per house has been reinstated, and will be used for Capital Improvement Projects or the Streetscape Plan; the Fire Department will receive \$120.00 per house. The Capital Facilities contribution is \$14,000.00 per house, which goes to the County for use for capital improvements for the Round Hill area. The construction hours have been set for 7:00 a.m. to 7:00 p.m. The Commissioners discussed the expansion of Evening Star Drive and why Wormald will be constructing this. It was reiterated that patio homes will now be constructed as courtyard homes. It was also noted that the buffer between the new development and existing homes has been reinstated. Commissioner Wolford asked if the driveways of the existing homes will still connect into Main Street; it was noted that they will. Town Planner/Zoning Administrator Hynes asked that Commission Members provide any comments they have regarding this within the next month for presentation to the Town Council. Chairman Mirabal asked about storm drains; it was noted that they will drain into the yards of the properties. Commission Member Wolford noted that they are not allowed to drain into the roadway. There was no further discussion of this topic.

C. Family Day Homes State Code Amendment

Town Planner/Zoning Administrator Hynes explained that this is the State's name for daycare centers. Ms. Hynes explained changes which have been made to the State Code regarding these centers, as well as Round Hill's ordinances regarding them. Ms. Hynes stated that she has looked at the ordinances Leesburg has adopted in order to be in compliance with the new State Code, and that Round Hill's ordinances require updating. Additionally, this use may no longer require a special exception for centers handling one to five children. Town Planner/Zoning Administrator Hynes explained that she will discuss this with the Town Attorney, following which it will go before the Town Council. The reason for the update is that our ordinances are not allowed to be more restrictive than State Code. Ms. Hynes noted that she has presented this for informational purposes.

D. Comprehensive Plan Presentation About Population & Housing

Town Planner/Zoning Administrator Hynes presented this topic, noting that there will be future presentations on each section of the Plan. Ms. Hynes also explained that this is the first draft, and that it will also be presented to the Land Use Committee and

the Town Council. The most recent census numbers show 176 households, comprising 539 people, inside the town limits. A detailed breakdown of the demographics was presented, with it being noted that 29% of households consist of senior citizens. It was noted that these statistics bring up issues regarding the providing of services to various groups. There are 17 vacant houses; this helps to explain the difference between the 1970 census figures and those from 2010. The 2014 estimate shows a population of 599. Town Planner/Zoning Administrator Hynes stated that growth outside the town limits has boomed; however, houses are being built “here and there” inside the town limits, as that growth is limited by the town’s boundaries and the fact that there is no large tract of land inside the town limits. It was explained that the Walraven development currently under construction was not included in this discussion. Commission Member Bird noted that data exists for the zip code, but not for the Joint Land Management Area. Town Planner/Zoning Administrator Hynes stated that Lovettsville is in a similar situation; however, they require annexation of new developments in order for those developments to hook up to utilities. Ms. Hynes noted that Walraven and Lake Ridge are in the pipeline, and explained the number of new residences this will bring into the town. The possibilities for the currently vacant homes were explained, as well as how many more residents would be added to the town if the available lots are built upon. Town Planner/Zoning Administrator Hynes explained the difference between “build out” and “built out.” It was noted that it is hard to apply growth projections to Round Hill. In addition, Town Planner/Zoning Administrator Hynes explained the number of total houses/residents which could be added, and how that could be accomplished. Ms. Hynes discussed the pros and cons of boundary line adjustments. It was explained that the Comprehensive Plan will govern the growth of the Town, both in-town and in the JLMA. This section of the Comprehensive Plan deals with where growth will be added and what services will be required, as well as how the Town wants to grow, if at all. There are 168 acres of land adjacent to the Town which could be developed; possible uses of this land were discussed. Ms. Hynes explained that the capacity of the water/sewer system ultimately dictates how much growth may occur. Other issues explained by the Town Planner/Zoning Administrator were: 1) after a town reaches a population of 3,000 to 3,500, VDOT will no longer maintain the roads and that becomes the town’s responsibility; 2) the difficulty of pinpointing population growth; 3) that historic houses must be at least 50 years old, and that 60% of the houses in Round Hill qualify as historic; 4) non-conforming lots – over 2/3 of Round Hill was built before there were any zoning ordinances, thus many of the lots are non-conforming and the zoning ordinances will need to be updated; 5) issues regarding rental units, including that Round Hill’s rental market is small, and the question of whether to maintain this number of rental units or add more; 6) trying to support the County’s general plan by including a variety of housing; and, 7) that the Comprehensive Plan must reflect the Town’s vision for its future. Commission Member Bird stated his belief that the Town is not looking to add attached homes and apartments. Possible uses for the 40 acres on the west side of Town were also discussed. There was discussion of possible changes to be made to the zoning ordinances regarding non-conforming lots which are presently in existence, with Ms. Hynes noting that the Lake Ridge development is the only place within the Town that

exactly follows the Town's present zoning. Town Planner/Zoning Administrator Hynes explained that all building permits are issued by the County, as Round Hill cannot afford to provide the services required in order to issue those permits; however, zoning permits are issued by the Town. There was discussion of current zoning, which is largely R-2, as it applies to in-town and non-conforming lots – with it being noted that the only way to build on a non-conforming lot, at present, would be to build on the footprint of the original residence. Commission Member Bird stated his belief that, at this point, the Town needn't worry about bringing non-conforming lots into conformance. Commission Member Wolford further explained difficulties with the current zoning as it relates to non-conforming lots, noting that those houses may not be expanded. Town Planner/Zoning Administrator Hynes asked Commission Members to consider how new housing should be zoned in order to mimic the feel of Round Hill. Chairman Mirabal asked if housing is planned for the possible commercial development on the east entrance to the Town, which Town Planner/Zoning Administrator Hynes noted she will be discussing. Ms. Hynes discussed possibilities for future building and uses of existing properties, and discussed architectural guidelines for new construction among existing homes. Chairman Mirabal asked what tools Round Hill would need to encourage this type of building for in-fill housing; Town Planner/Zoning Administrator Hynes stated that she feels it would be best not to provide incentives to developers; rather, it would be preferable for the Town to regulate in-fill building. Ms. Hynes also noted that care needs to be taken when using historic guidelines, so as not to infringe upon property rights; however, guidelines should be provided for styles of in-fill housing. It was explained that conversion, in-fill and rehabilitation will constitute most of the building done inside the Town limits. Town Planner/Zoning Administrator Hynes asked that Commission Members forward their comments regarding this section of the plan to her. In closing, Ms. Hynes stated that a meeting of the newly constituted Historic Resources Committee will be held at the Town Office on December 16, 2014, at 7:00 p.m.; a list of topics to be discussed at the meeting was provided.

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Hynes noted that there is no written report in the Commission Members' packets, and explained that the Main Street Enhancement Project and the Franklin Park Trail Project were discussed at the meeting. It was also noted that there is no news yet on the Sleeter Lake Park Project; however, if the Town receives the grant money applied for it cannot restrict the use of the park to Round Hill residents only. Town Attorney Gilmore is researching the proffers on this property. The next Main Street Enhancement Project public input meeting is scheduled for Saturday, November 15, 2014.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Hynes reported that next month's Comprehensive Plan presentation will be on historic homes, and that this ties into the Historic Resources Committee presently being developed. Ms. Hynes also reported that Habitat for Humanity has requested permission to build a house on Hayman Lane, that the Walraven

development has had its bond reduction inspection, and that houses are being built in the Lake Ridge subdivision in spite of there being no water lines installed as yet.

IN RE: ADJOURNMENT

Chairman Mirabal adjourned the meeting at 9:48 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary