

**Town of Round Hill
Planning Commission Meeting
November 6, 2012
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, November 6, 2012, 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 Wolford

STAFF MEMBERS PRESENT

Robert Kinsley, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

None

IN RE: CALL TO ORDER

Chairperson Bird called the meeting to order at 7:58 p.m. Roll Call was taken, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Wolford led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: APPROVAL OF AGENDA

Chairperson Bird made a motion to approve the Agenda as submitted; Commissioner Hoddinott seconded the motion. The Agenda was approved by a vote of 3-0. The vote is recorded as follows:

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

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no disclosures and/or commissioners' comments.

IN RE: APPROVAL OF MINUTES – October 2, 2012

Commissioner Wolford made a motion that the minutes of the October 2, 2102 meeting of the Round Hill Planning Commission be approved as submitted; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 3-0. The vote is recorded as follows:

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

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Kinsley reported that the Land Use Committee dealt mainly with two projects -- the Main Street Enhancement Project and Sleeter Lake Park. Mr. Kinsley reported that the Main Street Enhancement project received another grant, and that the engineers have submitted the 50% Design for review by VDOT. Comments should be returned to the Town after January 1, 2013. Mr. Kinsley also reported that plans are underway for the development of Sleeter Lake Park. It was noted that buffers will need to be preserved between the park and the adjacent wastewater treatment plant. Mr. David Bowers presented a Task Order Authorization for this project, with the Committee concluding that the Town Council should obtain feedback from the Town Attorney regarding subdividing the lot and buffer zone requirements before taking action on this proposal. There is no allocated funding at this point; the committee is looking at obtaining funding from the Town budget and from grants. Mr. Kinsley also reported that the Land Use Committee discussed the recently completed parking survey, but that little progress has been made on this in the past month due to the Board of Zoning Appeals re-hearing. Finally, Mr. Kinsley reported that the proposed Loudoun County ordinances presented to the Town Council by Deputy Cooper at their October meeting were distributed to the members of the Land Use Committee.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Kinsley reported that there was no further action on Development Applications, but that proposed boundary adjustments at the Hummel and Thomas properties may be discussed at the Land Use Committee meeting in November. Mr. Kinsley reported on various contacts he made with County Staff; and he also reported that he spent a large amount of his time getting ready for the Board of Zoning Appeals re-hearing to be held on November 7, 2012. Finally, Mr. Kinsley reported that he spent time fulfilling a Freedom of Information Act request. Commissioner Wolford asked if the Land Use Committee will address the B-1 Zoning; Mr. Kinsley noted that they will, at either their November or December meeting.

IN RE: OLD BUSINESS

a) Comprehensive Plan Review and Update

Town Planner/Zoning Administrator Kinsley provided Planning Commission members with a copy of the Code of Virginia Comprehensive Plan Requirements; the Commission discussed items required in a Comprehensive Plan. Mr. Kinsley reported that a housing study and a transportation plan are required, and that the transportation plan must be coordinated with VDOT. Mr. Kinsley noted that he

presented these items so the Planning Commission will be aware of required items/studies needed for the Comprehensive Plan. Mr. Kinsley reported that he contacted Sarah Etro, who is with the Loudoun County government, as there are items required by the Virginia Code that the County also covers in their policies and plans. It was noted that we could reference the County's housing policies in our Comprehensive Plan, since they apply through the County, including in the corporate limits of all the towns. Commissioner Hoddinott asked if we need a coastal management plan; Mr. Kinsley affirmed that one is not needed here. The Planning Commission reviewed the Lovettsville Comprehensive Plan's housing section, which Ms. Etro said may be helpful for use in Round Hill's update. Mr. Kinsley noted that he wants to be sure of which elements the Planning Commission has already decided to include, and which remain to be done. Commissioner Hoddinott provided an outline of that information. He also noted that the Commission has talked about doing goals and objectives for each section, and also at the end of the document. It was the consensus of the Planning Commission to provide goals and objectives for each chapter. Commissioner Hoddinott also suggested combining the Economic Development and Housing elements, and entitling it "Socioeconomic Development." Commissioner Wolford reminded the Commission members that they liked the table of contents in the Lovettsville Comprehensive Plan. Chairperson Bird noted that, in reference to the transportation plan, he's not sure how much of a plan for that topic will be needed in Round Hill. However, Chairperson Bird and Town Planner Kinsley noted that transportation plans would be needed for any future growth. Commissioner Wolford asked if the goals and objectives would be listed under each section title. Commissioner Hoddinott answered yes, and noted that a spreadsheet could be used to present that information. The subject of Urban Development Areas was briefly discussed, with Mr. Kinsley reporting that counties deal with this subject area. Commissioner Hoddinott asked if a boundary line adjustment would create the need for an Urban Development Area. The consensus of the Commission was that it would not, as Round Hill still would not have a large enough population for that responsibility to fall to Town government. Discussion ensued of trails and sidewalks that will be built, and the need to include them in the Comprehensive Plan. Commissioner Wolford asked if the draft Transportation Plan would be sent to VDOT for their approval; Town Planner Kinsley stated that it would be. Commissioner Wolford asked if VDOT will provide cost estimates; Mr. Kinsley responded that he didn't believe they would. Discussion ensued regarding cost estimates, with Chairperson Bird reading that cost estimates are provided by VDOT, *as available*. Chairperson Bird also noted that he agrees with Commissioner Hoddinott, that comments on the Transportation Plan would be included under the Infrastructure section. Commissioner Wolford reported that the survey discussed at the last Planning Commission meeting was included in tax bills which were mailed yesterday. Chairperson Bird asked if there was information about the survey on the Town website. Town Planner/Zoning Administrator Kinsley stated that there was not, but that he would see to it that the information is posted. It was reported that the survey will be included in the Town newsletter when it's mailed. Commissioner Hoddinott asked if the general layout and existing conditions are completed for the public meetings. It was noted that they are. Discussion ensued regarding using example goals and objectives during

the public meetings, ensuring that citizens know they are a starting point – not “etched in stone.” How to use/present goals and objectives/information to the public for the public meetings was also discussed; it was the consensus of the Commission that it’s important to get citizens’ ideas and feelings about how the Town should proceed in its development. Commissioner Hoddinott asked what is lacking that would prevent completing a draft document; Mr. Kinsley discussed what is still needed. Commissioner Hoddinott noted that he will work with Mr. Kinsley on the maps for the document. Commissioner Hoddinott and Chairperson Bird briefly discussed work requirements that will impact their schedules for the coming weeks. Commissioner Hoddinott asked Town Planner/Zoning Administrator Kinsley to let them know what the Comprehensive Plan is still missing that will be needed to put out an initial draft. There was no further discussion of the Comprehensive Plan.

IN RE: NEW BUSINESS

There was no New Business.

IN RE: OTHER BUSINESS

a) Certified Planning Commissioners Course – Leesburg, Jan. 11/12 & Mar. 22/ 23

Town Planner/Zoning Administrator Kinsley reported that he included this again, as he is unsure when the sign-up will occur. Commissioner Hoddinott noted that he may not be able to attend (as he had previously thought he would), due to work requirements in his new position that he will start after Thanksgiving.

IN RE: DRAFT AGENDA FOR THE DECEMBER 4, 2012 MEETING

Chairperson Bird noted that the present Agenda will be applicable for use for the next Planning Commission meeting.

IN RE: ADJOURNMENT

Chairperson Bird made a motion to adjourn the meeting; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0. The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary