

**Town of Round Hill
Planning Commission Meeting
October 1, 2013
Minutes
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, October 1, 2013, 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

PLANNING COMMISSION MEMBERS ABSENT

Christopher Prack

STAFF MEMBERS PRESENT

Mickey Rhoades, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Mr. Mike Hummel

IN RE: CALL TO ORDER

Chairman Bird called the meeting to order at 7:37 p.m. Roll Call was held, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Town Planner/Zoning Administrator Rhoades led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: APPROVAL OF AGENDA

Commission Member Wolford recommended that Item #9b be moved to after the Approval of Minutes. Chairman Bird recommended that Item #9b be moved to directly after Item #5 (Disclosures and Commissioners' Comments). Chairman Bird made a motion **to approve the Agenda with the following change: move Item #9b – Old Business: Walraven Subdivision Approval of Preliminary Plat dated June 11, 2013, to Item #6 on the Agenda;** Commissioner Hoddinott seconded the motion. The amended Agenda was approved by a vote of 3-0, 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: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: OLD BUSINESS

b. Walraven Subdivision Approval of Preliminary Plat dated June 11, 2013

It was noted that this Preliminary Plat had been previously approved; however, another vote is necessary due to an error in the date cited in that approval (April rather than June). Commissioner Hoddinott made reference to the private driveway included in the plat; it was noted that there is no change to that item. Town Planner/Zoning Administrator Rhoades clarified that the date to be listed for approval of this Preliminary Plat is June 11, 2013. There was a brief discussion of how the error in the date occurred, as well as a review of documents pertaining to this. Commission Member Hoddinott asked if the Planning Commission received clarification regarding the waiver for the private drive; Commission Member Wolford noted that the motion explains this issue. Commission Member Wolford asked to review a copy of the June Planning Commission minutes. The Commission Members reviewed the minutes/motion and discussed, along with Mr. Hummel, the waiver in question relating to the private access easement. Following this discussion/review Commission Member Wolford **moved that the Planning Commission amend the motion made on June 27, 2013, to reflect the correct date of the revised plat; the Planning Commission approves SBPL 2013-01, Walraven – Section 1 Preliminary Plat, as shown in the plat dated March 10, 2013, and revised through June 11, 2013, and that the Planning Commission acknowledges that two of the lots have frontage on West Loudoun Street, and two of the lots have frontage on a private access easement;** Commission Member Hoddinott seconded the motion. There was no further discussion. The motion carried 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

Mr. Hummel thanked the Commission.

IN RE: APPROVAL OF MINUTES – August 6, 2013

Commissioner Wolford moved that **the minutes of the regular meeting of the Planning Commission, held on August 6, 2013, be approved as submitted;** Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 2-0-1, with Commission Member Prack absent for the vote and Chairman Bird abstaining. The vote is recorded as follows:

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

IN RE: LAND USE COMMITTEE REPORT

Town Planner/Zoning Administrator Rhoades noted that she incorporated this report in her Town Planner/Zoning Administrator's report. There was a brief discussion regarding the reasons for dividing the two reports.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Town Planner/Zoning Administrator Rhoades discussed the scheduling of the public meeting regarding the possible location of the Round Hill Volunteer Fire Department that will be held at the October 17, 2013 Town Council meeting.

Town Planner/Zoning Administrator Rhoades mentioned that the Creekside Subdivision may be back on the table. She stated that the Creekside developers attended the Land Use Committee meeting and introduced the project to the Committee. They discussed the Creekside existing proffers, changes in the concept plan, and a discussion of sidewalk issues, as they relate to this project in conjunction with the Main Street Enhancement Project. Commission Member Wolford asked if the Creekside developers are going to be requesting a public hearing. Town Planner/Zoning Administrator Rhoades stated that they are, and handed out brochures from the developers of Creekside; she also explained modifications they have made to their original 2004/2005 plan. Ms. Rhoades reported that the final plat will be approved by the County. Ms. Rhoades also explained proposed modifications to the original plan. Chairperson Bird noted that the lot sizes have been reduced. Commissioner Wolford asked for the original number of homes planned for the subdivision; Town Planner/Zoning Administrator Rhoades stated that it was originally 95, and is still 95. It was noted that the meeting to be held will be a public information meeting (not a public hearing). It was also reported that no time table for submittal of this plan to the County has been provided as yet – the developers want to meet with Round Hill residents prior to submittal of the final plat. It was reported that there is not yet a set date for the public input session. Discussion ensued regarding the change of ownership of the property. Commission Member Wolford asked why the maintenance of the open space falls to the Town, as this property is not in the Town limits. Town Planner/Zoning Administrator Rhoades noted that there is “nothing cast in stone” about this project. The Planning Commission reviewed a general outline of the proffers connected to this project.

Town Planner/Zoning Administrator Rhoades reported that she is working on past violations.

Ms. Rhoades spoke with Ms. Jenkins, of 7 Main Street; Ms. Jenkins wants to retain the property as a residential structure; there were questions as to whether this option was originally retained as a by-right use. Commission Member Wolford explained some of the history of this property, and the restrictions placed on it by Ms. Jenkins, in order to move the project there forward.

Town Planner/Zoning Administrator Rhoades discussed the possibility of creating a special residential/office area on Main Street and Loudoun Street. The Commission discussed how this could be accomplished while still keeping the residential “feel” to this area. The Commission discussed the use for this type of zoning in addition to the “B-1” zoning. Commissioner Wolford explained the Streetscape Plan and its relation to this property. It was noted that the Streetscape Plan is different from the Main Street Enhancement Project. Commissioner Wolford explained the rationale for, and the history of, the Streetscape Plan. Commission Member Hoddinott discussed the possibility of re-zoning this area, and of using the update of the Comprehensive Plan to facilitate this. There was no further discussion of the Town Planner/Zoning Administrator’s Report.

IN RE: OLD BUSINESS

a) Comprehensive Plan Goals and Objectives Work Session

Town Planner/Zoning Administrator Rhoades listed the sections of this document which already have Goals and Objectives written. Commission Member Hoddinott noted that the Goals and Objectives have not been completed yet, as it has been difficult through the summer months for all the Commissioners to attend all the meetings. The Commission Members discussed whether to have a Saturday meeting to write these Goals and Objectives, or to work on them prior to a regularly scheduled Planning Commission meeting (beginning earlier in the evening). Chairman Bird and Commission Member Hoddinott discussed the history of the Planning Commission discussions regarding this item, and how they felt the Commission could move forward on this. Town Planner/Zoning Administrator Rhoades stated that she could develop a draft document in order to facilitate discussion. Commission Member Wolford asked where in the Comprehensive Plan the Goals and Objectives would be located. Town Planner/Zoning Administrator Rhoades stated that they typically are located at the beginning of the section, and are expounded upon in the rest of the sections; however, this could be done differently. Ms. Rhoades stated that a Comprehensive Plan should be more of a guide, not specific. Commission Member Hoddinott pointed out sections that the Planning Commission has worked on, and which ones have not been done yet, and why. Commission Member Wolford and Chairman Bird elaborated on this. Commissioners Hoddinott and Wolford explained some of the history of the Planning Commissions’ work on this. Chairman Bird explained the Town Council’s input regarding this document. Town Planner/Zoning Administrator Rhoades asked how the Planning Commission would change the existing Vision Statement; discussion of the statement ensued. Commission Member Hoddinott read the Vision Statement from the existing plan. Ms. Rhoades suggested ways to use this

Vision Statement in the new Comprehensive Plan; noting also that a Vision Statement should be a concise statement. Chairman Bird stated that the Commission is at the point where a work session is needed to complete this; noting that the Planning Commission has received input from the Town Council, and that no members of the public attended the public input sessions. The surveys that were sent out nearly a year ago, and the responses obtained from citizens regarding how they want the Town to be going forward, were discussed. Discussion ensued regarding potential business areas on the outskirts of town. Town Planner/Zoning Administrator Rhoades discussed the state “push” to encourage tourism that began in 2004. The Commissioners then reviewed the responses to the surveys, with Commission Member Hoddinott noting that a number of those responses could be turned into Goals and Objectives. Town Planner/Zoning Administrator Rhoades stated that this “kind of gives you an outline for your Comprehensive Plan.” Ms. Rhoades also discussed other areas that the Planning Commission might include in the plan. There was discussion of how many responses were received to the surveys, and how they were received. Commission Member Hoddinott and Chairman Bird both noted that they feel the work session should be conducted in October. Discussion of when to schedule this ensued. Following this discussion, it was decided to hold the work session on the first Saturday in November (November 2, 2013), from 9:00 a.m. to 12:00 noon. It was decided that the Commission Members would review the surveys and then discuss their own thoughts, in order to create a draft Vision Statement, and possibly work on draft objectives. There was no further discussion of the Comprehensive Plan.

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

Chairman Bird asked if the Planning Commission members agree with joining with the Town Council at their October 17, 2013 meeting to discuss this topic. There was no objection by the Commission Members present. Commission Member Welford asked if this will return to the Planning Commission. It was noted that the Planning Commission has already made their recommendation regarding this issue, thus it would go to the Town Council.

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

This item was not discussed.

IN RE: ADJOURNMENT

Chairman Bird adjourned the meeting at 8:58 p.m.

Respectfully submitted,

Douglas Bird, Chairperson

Debra McDonald, Recording Secretary