

**Town of Round Hill  
Planning Commission Meeting  
October 2, 2012  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, October 2, 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  
Jennifer Grafton Theodore (arrived at 8:00 p.m.)  
Elizabeth Wolford

**STAFF MEMBERS PRESENT**

Robert Kinsley

**MEMBERS OF THE PUBLIC PRESENT**

Christopher Prack

**IN RE: CALL TO ORDER**

Chairperson Bird called the meeting to order at 7:32 p.m. Roll Call was taken, and it was determined that a quorum was present.

**IN RE: PLEDGE OF ALLEGIANCE**

Commissioner Hoddinott 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, with Commissioner Grafton Theodore absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Douglas Bird	Aye
George Hoddinott, IV	Aye
Jennifer Grafton Theodore	Absent
Elizabeth Wolford	Aye

**IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS**

There were no Disclosures and/or Commissioners' Comments.

### **IN RE: APPROVAL OF MINUTES – September 5, 2012**

Commissioner Wolford commented that, on page 2, the tenth line down, in the Land Use Committee Report, the line “*Mr. Kinsley also reported that the engineering costs come from the 20% the Town has paid,*” needs clarification. Discussion ensued among Commissioner Wolford, Chairperson Bird, and Town Planner/Zoning Administrator Kinsley as to how this line should be worded. It was decided to change the line to read: “*Mr. Kinsley also reported that engineering costs would be paid out of the Town’s 20% match.*” Following this discussion, Commissioner Wolford moved that the minutes of the September 5, 2012 Planning Commission regular meeting be approved with the one change noted; Commissioner Hoddinott seconded the motion. The minutes were approved by a vote of 3-0, with Commissioner Grafton Theodore absent for the vote. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Douglas Bird	Aye
George Hoddinott, IV	Aye
Jennifer Grafton Theodore	Absent
Elizabeth Wolford	Aye

### **IN RE: LAND USE COMMITTEE REPORT**

Town Planner/Zoning Administrator Kinsley reported that the Land Use Committee met on September 28, 2012, and discussed the following topics: 1) proposed boundary line adjustment and rezoning of Thomas and Round Hill West properties, and a possible change to the Zoning Ordinance that would allow cluster development; 2) the High Street sidewalk project; 3) the preliminary results of the parking survey, which counted approximately 190 parking spaces in B-1 zoned properties; and 4) the Board of Zoning Appeals’ reversal of the Zoning Violation at the 6 East Loudoun Street site issued in April, 2012. It was noted that there will be a special Town Council meeting on October 4, 2012 regarding the BZA’s ruling. Discussion of the parking survey ensued, with Mr. Kinsley explaining where the spaces are and how many are in each area. Commissioner Wolford asked about the issue of grandfathering noted in the report, and asked for clarification of this issue, which Mr. Kinsley provided.

### **IN RE: TOWN PLANNER/ZONING ADMINISTRATOR’S REPORT**

Town Planner/Zoning Administrator Kinsley noted that his report is included in each Commission Member’s packet, and that he would be happy to answer any questions. Chairperson Bird asked for clarification on the Route 719 Lift Station, which Mr. Kinsley and Commissioner Wolford provided.

### **IN RE: OLD BUSINESS**

#### **a) Comprehensive Plan Review and Update**

Chairperson Bird noted that we now have a draft of the Comprehensive Plan. Town Planner/Zoning Administrator Kinsley reported that he used revisions provided by the Commissioners to create the draft. Mr. Kinsley also reported that he updated the existing land use figures. Commissioner Wolford reported that she has a section she has been unable to complete as of this evening’s meeting. Commissioner Hoddinott asked if *Meteorological Conditions* were still to be included, as he thought that section had been removed. Chairperson Bird reported

that that section will be flagged, in case the Commission decides to remove it at a later date. Then Chairperson Bird asked if the Commission wants to hold public meetings for review of the Comprehensive Plan in January; Commissioner Wolford stated that she thought that time frame would be best. Town Planner Kinsley asked if the Commissioners want to conduct a survey, and distributed copies of a survey recently done by Middleburg. The Commission members discussed ways a survey could be done, such as on the Town's website or as an insert in the water bills. The Commissioners also discussed what items from the Middleburg survey should and should not be included. Chairperson Bird asked if the Town's website is set up to conduct a poll; Commissioner Wolford stated that a survey could be included on the website for users to download, following which each respondent could mail or fax the form to the Town Office. Commissioner Hoddinott suggested using a site named "Survey Monkey" to conduct the survey. Chairperson Bird asked who maintains the Town's website; Mr. Kinsley reported that Town Administrator Barkley does at this time. Discussion ensued as to how to best conduct a survey, with the suggestions noted above discussed, as well as the possibility of including the survey in the town newsletter. Chairperson Bird said that he would contact Kim Ramsey (the person in charge of the town newsletter) to find out when the next newsletter will go out. Following this, Chairperson Bird noted that the Commissioners need to "nail down" a date for a January public meeting. He also asked if this could be held during a regular Planning Commission meeting. Commissioner Wolford asked if there is anything specific the Planning Commission needs to do in January; Town Planner Kinsley noted that there is not, as of now. Commissioner Wolford then suggested using the regular January Planning Commission meeting to hold the public meeting, with which Chairperson Bird agreed. Commissioner Wolford also asked if the Planning Commission should hold a short business meeting after the public meeting; Chairperson Bird felt they should. It was the consensus of the Commissioners to try to use both the newsletter and the website to send out the survey. Commissioners again discussed which questions on the Middleburg survey should be omitted, as well as how other questions might be better worded/changed to gather the most useful information for Round Hill. Chairperson Bird asked Commissioner Hoddinott if he would edit the Middleburg survey, which he said he will do. Chairperson Bird will contact Ms. Ramsey to find out if the survey could be included in the next newsletter. Discussion ensued as to how the public meeting should be conducted. The decision was to start with the existing plan and ask for citizen input. The Commissioners discussed how to advertize the public meeting, with the consensus being to include the date on the survey. There was no further discussion.

#### **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 there is one training budget for everyone; that the Commissioners should let Town Administrator Barkley know who might want to attend this training. Chairperson Bird,

Commissioner Hoddinott and Commissioner Wolford stated that they are interested in attending; Commissioner Grafton Theodore noted that, due to work responsibilities, she cannot attend. Mr. Kinsley will check with Mr. Barkley regarding the three Commissioners attending.

**IN RE: DRAFT AGENDA FOR THE NOVEMBER 6, 2012 MEETING**

- Comprehensive Plan update

It was also noted that the Land Use Committee may take some proposed ordinance amendments to the Town Council, which then may be tasked back to the Planning Commission. Chairperson Bird asked for clarification of “cluster development” in relation to this.

**IN RE: ADJOURNMENT**

Chairperson Bird made a motion to adjourn the meeting; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 4-0. The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

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Douglas Bird, Chairperson

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Debra McDonald, Recording Secretary