

(Minutes reflect both verbatim comments and a summary of discussions)

**Town of Round Hill  
Planning Commission Meeting  
October 4, 2011  
7:30 p.m.**

A regularly scheduled meeting of the Planning Commission took place Tuesday, October 4, 2011 at 7:30 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS IN ATTENDANCE**

Sarah Etro, Chair  
Betty Welford  
Douglas Bird

**PLANNING COMMISSIONERS ABSENT**

Jennifer Grafton-Theodore, Vice Chair  
George Hoddinott, IV

**STAFF MEMBERS PRESENT**

Rob Kinsley, Town Planner and Zoning Administrator  
Susanne Kahler, Recording Secretary

**MEMBERS OF THE PUBLIC PRESENT**

Jane Ford  
Mike Kadilak, R.E. Daffan, Inc. General Contractor for RHUMC  
Charles Yowell, Christopher Consultants  
Erik Spencer, Christopher Consultants  
Yolanda Reyes  
Scott Clarke  
Janet Heston  
Dan Whetsell, RHUMC Building Committee

**IN RE: CALL TO ORDER**

Chairperson Etro called the meeting to order at 7:43 p.m. A roll-call was taken and it was determined that there was a quorum.

**IN RE: PLEDGE OF ALLEGIANCE**

Commissioner Welford led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

There was none.

**IN RE: APPROVAL OF AGENDA**

Commissioner Welford moved to approve the agenda with one change. She suggested that the Commission move item 10a – review of the Round Hill United Methodist Church

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site plan to become item number 6 on the agenda. Commissioner Bird seconded her motion. **The motion passed, 3-0-0** with Commissioners Hoddinott and Theodore absent.

**IN RE: COMMISSIONER'S DISCLOSURES AND COMMENTS**

Commissioner Bird disclosed that he currently serves as a Trustee for the Round Hill United Methodist Church and has been in that position for the past two years, with a couple more months to go until his term expires.

Commissioner Wolford disclosed that her son works for Christopher Consultants.

**IN RE: ROUND HILL UNITED METHODIST CHURCH PRELIMINARY SITE PLAN REVIEW**

Rob Kinsley, Town Planner and Zoning Administrator, said he has been reviewing comments made from the various agencies to which the site plan was referred. The deadline given for the receipt of comments was September 30, 2011. He still has not heard back from Fire and Rescue and VDOT. The Planning Commission is not expected to take any sort of formal action regarding the site plan tonight, but it is expected that the applicant will seek formal approval at the next Planning Commission meeting in November.

Erik Spencer, a civil engineer employed by Christopher Consultants reviewed the preliminary site plan with the Commissioners. With some pre-engineering work done, it provides slightly more detail than shown on the SPEX plans. Mr. Spencer said that the main difference between the plans was in the area of storm water management. One of the SPEX conditions was that they try to reduce the flow onto southern properties. The SPEX proposed to put a pond underground, and tried to infiltrate it all, however, looking at the Town's ultimate storm water management plan, the preliminary site plan instead took a "larger view." It proposes to pipe water that would be southbound halfway down West Loudoun Street and then into a ditch, to provide adequate outfall to meet Loudoun County requirements and emptying into a creek along Mystic Lake. No on-site detention or underground stormwater management was necessary. Mr. Spencer did note that the pipe for the project would be sized to their (RHUMC's) needs, not necessarily the Town's ultimate requirements of everything that they will need. Mr. Spencer felt, however, that the due diligence meant recognizing that the two parties could work together in some mutually beneficial manner to address storm water management needs of both the Town and the Church.

BMP's (best management practices) will still be handled according to Mr. Spencer – water quality will be addressed per rain gardens or storm filters - but so far those designs have not been made. "Basically they will purify the water before it heads down Mystic Lane. Loudoun Street will remain the same size but according to the Town's plan it will be curbed, so the structures will be at the location so that when they build the curb the inlet will be right there and tie right into the top of where the manhole will be. We have to the best of our ability set things where you would ultimately need them. We haven't sized the pipes for what you would ultimately need. The pipe would continue all the way to a point about halfway between Locust Street and Mystic Lane and at that point we are proposing just to ditch it – because at that point we don't need to pipe it any further – we

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will create a manmade ditch all the way down to Mystic Lane. There is about a 40 foot right of way so our intent is to stay within the right of way. If we go to larger pipe, we might need some extra help with some of the homeowners along there because we might need to get in there to install some pipe. That is why we stayed to the bare minimums that we need understanding that you all might want something different and ask how we can all help each other out on this,” Mr. Spencer stated.

The original plan showed the pipe coming down through Mr. Barry’s property but he was not amenable to granting an easement so they avoided impacting his property. According to Mr. Spencer, that was the main reason for the changes. VDOT still has the original concept plans as does E&S (Erosion and Sediment control).

Assuming funding is in place, the final site plan of the Round Hill United Methodist Church will also be the construction plans. A rough timetable looks like:

November 1<sup>st</sup> Planning Commission meeting: comments from referral agencies and Commissioners reviewed with formal approval of the preliminary site plan anticipated.

November 4<sup>th</sup> – funding will hopefully be in place with the first submission of the final site plan expected in the middle of January and work to commence 30-45 days from that date.

Mike Kadilak, of R.E. Daffan, Inc., the general contractor for the project, said that quite a bit of work had been done already. Ultimately, construction of the second wing between the existing sanctuary and the new facility would take place. The Church is well aware of the adjustment made by the BZA modifying Mr. Kinsley’s determination concerning the five year time limit on placed on construction. The modification refers back to Virginia State code requirements. Any new construction beginning after that time period would require the Church to come back to the Town for a new or modified special exception permit. The original SPEX was approved in July of 2010.

Commissioner Bird asked when the comments made from the various referral agencies would be addressed.

Mr. Spencer said that those comments would be addressed at the final site plan stage. “A lot of those comments will get ultimately addressed, Mr. Spencer said, “just not on the preliminary site plan.”

Chairperson Etro asked Mr. Kinsley to divide out the comments regarding the preliminary site plan which should be addressed at the November meeting of the Planning Commission.

## **IN RE: APPROVAL OF MINUTES - September 6, 2011**

Commissioner Wolford moved to approve the minutes as presented.

Commissioner Bird seconded her motion.

**The motion passed 2-0-1** with Chairperson Etro abstaining from the vote as she was not present at the September meeting and Commissioners Theodore and Hoddinott absent from tonight’s meeting.

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

Commissioner Wolford asked if the committee discussed the Church. Mr. Kinsley said no; but they did hold a public meeting last night with the Main Street residents

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concerning the Main Street enhancement project and he will write up a report. Dave Bowers from Stantec will work on incorporating and integrating their comments into his design proposal.

Yolanda Reyes, resident of 35 Main Street, said she was unable to attend the meeting but will email her comments.

**IN RE: TOWN PLANNER AND ZONING ADMINISTRATOR'S REPORT**

Commissioner Wolford noted that it seemed that the Lake Ridge subdivision project was on hold. Mr. Kinsley said they were thinking of selling and were also working on the deed with the easement for the trail project.

**IN RE: OLD BUSINESS – REVIEW OF ARTICLE 7 B1 BUSINESS DISTRICT**

Commissioner Wolford stated that she felt something should be added to Section 7.11 that addressed childcare, similar to the language that Lovettsville had. She also liked adding “farm markets” to the list of accessory uses.

Chairperson Etro wished to add the term “flat lense” to describe lighting fixtures. Rob Kinsley was tasked to research height standards for light poles. It was also decided that lights should be turned inward away from the property line.

The complete revisions are highlighted in **ATTACHMENT 1**.

It was decided to take the review back to the B-1 committee for further review/comments. Commissioner Wolford will present the draft to the Round Hill Business Association at an upcoming meeting.

**IN RE: LI – 1 LIGHT INDUSTRIAL DISTRICT REVIEW**

The consensus of the Planning Commissioners was that they recommend to the Town Council that they talk to the neighborhood and other property owners and obtain their input and comments as to the types of businesses they would like to see included in permitted uses. Currently the old Buhl Electric property is the only LI-1 zoned property in the Town.

**IN RE: DEFENSIBLE DECISION MAKING WORKSHOP**

Commissioner Wolford said she felt bad that other communities did not take advantage of such a fantastic workshop but that Loudoun County and Round Hill were well-represented.

**IN RE: COMMISSIONERS DISCLOSURES AND COMMENTS**

Chairperson Etro said that her term expired at the end of 2011 but due to work related burdens, she would be resigning her position effective immediately.

**IN RE: DRAFT AGENDA FOR NOVEMBER MEETING**

RHUMC preliminary site plan formal review

Updates on Article 7 B-1/committee comments (Commissioner Wolford will get the draft to the RH Business Association and also email a draft to Margaret O'Brien).

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Rob Kinsley will also email Commissioner Bird the Town's storm water management plans.

**IN RE: ADJOURNMENT**

With no further questions or comments, Chairperson Etro adjourned the meeting at 9:25 p.m.

Respectfully submitted,

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Sarah Etro, Planning Commission Chairperson

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Susanne Kahler, Recording Secretary