

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

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, October 7, 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 (arrived @ 7:04 p.m.)  
Stephan Evers  
Christopher Prack  
Elizabeth Wolford

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Sylvia Aguilera

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:02 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 Wolford made a motion **that the Agenda for the October 7, 2014 regular meeting of the Planning Commission be approved as presented;** Commission Member Prack seconded the motion. The Agenda was approved 5-0; the vote is recorded as follows:

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

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

Chairman Mirabal raised the subject of the proposed Crossroads development in Purcellville, stating that Commission Member Prack may want to raise this topic for further exploration by the Land Use Committee. Chairman Mirabal pointed out that the proposed development will require a zoning variance, and suggested that Town Planner/Zoning Administrator Hynes look into this further. Commission Member Wolford noted that this was the second time this proposal was presented, and that there was much public outcry against this at a previous hearing. Commission Member Prack noted that this development would be situated in Purcellville's Joint Land Management Area; Mr. Prack also summarized an article regarding the project published in The Blue Ridge Leader. Chairman Mirabal noted that this development seems much more extensive than the Salamander Resort in Middleburg. Town Planner/Zoning Administrator Hynes will ascertain the status of the project.

## **IN RE: APPROVAL OF MINUTES**

### **1) Regular Meeting of September 9, 2014**

Commission Member Wolford noted that, on page three, in the second line, the second sentence, *it was explained that proffers are always in existence* should read *it was explained that proffers are always tied to the land, regardless of who owns the land*, in order to provide a better understanding of the issue. Also, on page seven, in the Land Use Committee report, the first sentence seemed confusing; Town Planner/Zoning Administrator Hynes explained that two reports (Land Use and Town Planner/Zoning Administrator's Report) were presented together. Chairman Mirabal suggested a clearer way to word this sentence. Following this discussion, Commission Member Wolford made a motion **to approve the minutes of the Planning Commission's regular meeting, held on September 9, 2014, with the two noted revisions**; Commission Member Evers seconded the motion. The motion was approved by a vote of 5-0; the vote is recorded as follows:

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

## **IN RE: DISCUSSION ITEMS**

### **A. Annual Community Survey**

Town Planner/Zoning Administrator Hynes presented this topic. Ms. Hynes recapped this project thus far, noting that the Planning Commission conducted a survey in 2012, and reported the results in January 2013; approximately 37 people responded. This was done in order to provide feedback for the Comprehensive Plan update. Town Planner/Zoning Administrator Hynes stated that she would like to conduct another survey, and explained the types of questions she would like to include. Ms. Hynes explained that she used two surveys she had done previously to compile the

questions to include in this new survey, and that she would like to use the website “Survey Monkey” to conduct this, with a print copy of the survey available when needed. The results of this will also be presented to the County. Chairman Mirabal asked when this would go out to residents; Town Planner/Zoning Administrator Hynes stated that she would like to do this in November, and that a note concerning it would be included in water bills. Ms. Hynes stated that she would like to present a draft of the survey to the Town Council this month, in order to receive their feedback. Discussion ensued regarding the way in which the previous survey was conducted, as well as who could respond to this new survey. Chairman Mirabal asked if anonymous responses will be included; Town Planner/Zoning Administrator Hynes explained how this will be handled. Discussion of how this is handled via “Survey Monkey” ensued; there was also discussion of how to promote the new survey. Town Planner/Zoning Administrator Hynes discussed how requests by residents for various businesses/uses can be answered. Commission Member Prack reported that Clint Good and his group previously conducted a survey (in relation to the commercial parcel on the east side of Town) and asked if it would be possible to obtain a copy of their results; Town Planner/Zoning Administrator Hynes will check on this. Discussion ensued of how this information could be utilized in formulating the Town’s new survey. Town Planner/Zoning Administrator Hynes reviewed possible questions for use in the survey, which the Commissioners discussed. Commission Member Bird noted that a pertinent question is if residents want Round Hill to remain a “bedroom community,” or if a mix of uses would be preferred. Chairman Mirabal noted that provisions should be made for respondents to write in suggestions; Commission Member Evers noted that Survey Monkey provides for this. Town Planner/Zoning Administrator Hynes asked how to refer to the commercial district; the Commission discussed questions to be included in the section regarding the commercial district. Town Planner/Zoning Administrator Hynes also asked if the topic “Expand the Town Boundaries” should be added; Commission Member Bird discussed the history of this topic. Town Planner/Zoning Administrator Hynes highlighted other areas of the current Comprehensive Plan, and asked if they should be included in the survey; she also briefly discussed the last few questions to be included on the survey. It was noted that this draft will be edited and presented to the Town Council. Commission Member Prack explained the type of development Mr. Good hopes to build at the PDCC (eastern gateway). It was noted that Mr. Good has spoken to the Land Use Committee regarding this, but has not yet presented a formal proposal. The stone house opposite of the site was discussed, with it being noted that the loss of that structure would not be approved by the citizens of the Town. It was explained that the property owners will retain ownership of the parcels, and that their desire is to help control the type of development there. Town Planner/Zoning Administrator Hynes stated that the goal is to create a new “downtown” area in the development of the eastern commercial parcel. Town Planner/Zoning Administrator Hynes stated that this will be presented to the Town Council, and then will be returned to the Planning Commission for their final review; the survey is to go out to residents in November.

## **B. R-2 Zoning District**

Town Planner/Zoning Administrator Hynes presented this topic, using a map to show the zoning now in use in Round Hill (mostly R-2); she explained that R-2 refers to suburban properties, as R-2 equals two lots per acre. Zoning requirements now in use, and how existing lots meet or do not meet those requirements, were discussed, with Ms. Hynes noting that the zoning Round Hill employs now does not reflect most of the houses here. It was noted that Lake Ridge is the only development that conforms to R-2 zoning. Town Planner/Zoning Administrator Hynes stated that she would like to conduct this study for the whole Town, obtaining feedback from the Planning Commission and then presenting the information to the Town Council. Ms. Hynes explained non-conforming uses, the dates when the current zoning ordinances were adopted, the subject of grandfathering, and variances. Commission Member Prack clarified that one may not make a non-conforming structure more non-conforming. Town Planner/Zoning Administrator Hynes stated that her goal is to clean up the Town's zoning ordinances; she also explained the historic categories she would use for older homes located in the Town. Commission Member Bird asked how the possible creation of more zoning districts would affect new developments. Chairman Mirabal noted the concern regarding the affect this could have on property values, and how that impacts the Town. It was noted that this should be done very carefully, so it doesn't raise alarms for residents. Town Planner/Zoning Administrator Hynes noted that zoning ordinances provides assurance that new development matches existing homes; the goal is not to change the character of the Town, but to allow for residents to add to their homes. Discussion of how to accomplish this goal ensued. It was reiterated that the owner of a non-conforming property may not make it more non-conforming. In closing, Town Planner/Zoning Administrator Hynes stated that she will obtain the Town Council's approval before going forward with this project.

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

Town Planner/Zoning Administrator Hynes explained that she will present the Land Use Committee report and the Town Planner/Zoning Administrator's Report together. Ms. Hynes reported on a follow-up meeting regarding the Franklin Park Trail Project, which was held last week, noting that the goal is to ensure that the Main Street Enhancement Project and the Franklin Park Trail Project coincide. The next step will be to hire a company to handle needed acquisitions. Commission Member Prack explained why Round Hill would want to hire someone separately from the County to complete this work. Chairman Mirabal asked if Round Hill's acquisition company will work on the Franklin Park Trail Project as well; it was noted that it will not. Town Planner/Zoning Administrator Hynes reported that she applied for a grant from the Virginia Department of Game and Inland Fisheries, for use in developing Sleeter Lake Park; the results of that grant application will be received in January 2015. There was discussion of funding earmarked in the existing budget for Sleeter Lake Park, with it being noted that that funding will cover Phase I of the project. The grant discussed at this evening's meeting is in the amount of \$75,000.00. Town Planner/Zoning Administrator Hynes reported that the developer of the Creekside project is placing twelve ADU's back into the project. Ms. Hynes and Chairman Mirabal explained Capital Facilities contributions and how the

amount required has increased since 2004. Town Planner/Zoning Administrator Hynes explained that the ADU's must be interspersed throughout the development. Commission Member Wolford asked how residents who purchase an ADU will be able to afford HOA fees; Ms. Hynes noted that that is uncertain. Town Planner/Zoning Administrator Hynes explained changes to this project, discussing the following: playgrounds provided in-lieu of soccer fields; the Town having control of the land south of Greenwood Drive; access for fire trucks; the raw water line/a possible well; assurance that the houses will not all look alike; and when the developer will make their final presentation, noting that it will be this month, either at the Land Use Committee meeting or at the Town Council meeting. Town Planner/Zoning Administrator Hynes reported that she will present the work she has completed on the Comprehensive Plan at the next Planning Commission meeting. Town Planner/Zoning Administrator Hynes presented information regarding a discussion she had with a resident whose house is built on the property line, noting that she suggested the property owner obtain an easement in order to access that side of the house. Commission Member Prack asked about the 100 acre parcel. Town Planner/Zoning Administrator Hynes explained that that parcel is split by Airmont Road, and that the owner would like for it to be brought into the Town; however, boundary line adjustments are not possible, and it is uncertain if the Town will extend utilities to the parcel. Chairman Mirabal asked Commission Member Prack about attendees at the last Town Council meeting who were there in reference to water rates, and why realtors showing those properties did not discuss that information with prospective buyers; Mr. Prack provided an overview of the discussion held at that Town Council meeting regarding this subject. Discussion ensued of ways to ensure that potential buyers are aware of the water/sewer rates, and if that is the responsibility of Town government.

#### **IN RE: ADJOURNMENT**

Commission Member Prack made a motion **that the meeting of the Planning Commission be adjourned**; Commission Member Evers seconded the motion. The meeting was adjourned by Chairman Mirabal at 8:45 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary