

**Town of Round Hill  
Planning Commission Meeting  
September 2, 2015  
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Tuesday, September 2, 2015, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Manuel Mirabal, Chairman  
Stephan Evers  
Michael Hummel  
Christopher Prack  
Elizabeth Wolford

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Clinton Chapman  
Mary Anne Graham

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:15 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: PUBLIC COMMENT**

Mr. Clinton Chapman, representing the group working on the Eastern Commercial District, spoke, noting that Town Planner/Zoning Administrator Hynes had sent the group an e-mail on August 19th, requesting information. Mr. Chapman explained that the group did hold discussions regarding gathering the information requested, however, absences by some members of the group delayed actually providing the information to Ms. Hynes. Mr. Chapman explained that this was not done out of disrespect toward Ms. Hynes, and that the group is currently working on gathering the information. Mr. Chapman further noted that Mr. Silverman, the attorney for the family who owns the parcel, is presently reviewing the letter to be presented to the Town. Mr. Chapman thanked the Commission.

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

Chairman Mirabal stated that he did have a phone conversation with the twelve acre eastern district parcel owners' representative, which had been arranged by Mr. Chapman, regarding the request made by Town Planner/Zoning Administrator Hynes. Chairman Mirabal explained that the Commission felt it appropriate to understand exactly who the partnership, who is proposing to develop the Eastern Commercial District, is, and what is entailed. Chairman Mirabal thanked Mr. Chapman for providing an explanation as to why the information had not yet been received, and noted his expectation that it will be received shortly.

## **IN RE: APPROVAL OF AGENDA**

Town Planner/Zoning Administrator Hynes explained an amendment to be made to the Agenda: under *Business Items, Section C, Economic Development Goals for Comprehensive Plan* will be replaced by *Review Work Plan*. Commission Member Hummel then made a motion **to amend and approve the Agenda**; Commission Member Evers seconded the motion. The motion was approved 5-0; the vote is recorded as follows:

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

Chairman Mirabal noted that, at the last Planning Commission Meeting, several sections of the Comprehensive Plan were reviewed in detail; additionally, in an effort to move the process forward, the Planning Commission has since held two work sessions. At this point, Commission Member Hummel asked about the Approval of the Minutes, as noted on the Agenda. It was explained that there were no minutes for review/approval at this evening's meeting. Chairman Mirabal then continued, explaining that three members of the Planning Commission, and the Chairman of the Land Use Committee, attended the work session held last evening. The Land Use Committee Chair spoke to the Commissioners about coordination; that topic will be discussed further during the Business Items Section C, Review Work Plan portion of the meeting. Chairman Mirabal explained that, at this evening's meeting, the Transportation Goals and Public Services chapters will be reviewed. These two chapters were reviewed in detail at last evening's work session; comments from Commission Members will be sought, but these chapters will not be voted on this evening.

## **IN RE: BUSINESS ITEMS**

### **A. Transportation Goals for Comprehensive Plan**

Town Planner/Zoning Administrator Hynes explained that she added the dates of review to this document, in order to provide more clarity regarding previous discussion of each topic. It was also noted that, previously, Transportation and Public Services were contained in one chapter, but have been split into two chapters for this update. The Commissioners briefly scanned the chapter under discussion. Commission Member Hummel noted that Goal 1(a) has had an item added since last evening's review; Ms. Hynes stated that that is a definition requested by Commissioners at the work session. A typographical error was also noted. Discussion of Strategy A-2 ensued, with it being noted

that this deals with improvements to sidewalks, but does not cover intersections. Town Planner/Zoning Administrator Hynes briefly explained how the Streetscape Plan governs work on these improvements. Commission Member Wolford asked that the term “Main Street Bend” be explained; Ms. Hynes explained that it covers the section of Main Street from the old train station to the intersection with Evening Star Drive, and that she can add this information to the document. A misspelled word was noted. Town Planner/Zoning Administrator Hynes then led the Planning Commission through a review of changes to this chapter. The first item discussed was the two underpasses at the Route 7 bypass; the underpass on the east side of Town was moved to a different section of the document. Ms. Hynes explained that the wording regarding bike racks was changed from “*purchase Town-owned bike racks*” to “*provide bike racks,*” in order that the Town not be obligated to buy those items; additionally, wording was included which will encourage business owners to provide bike racks anywhere on each business owner’s site. It was noted that wording regarding “pedestrian accessibility” was included to cover both sidewalks and trails. Town Planner/Zoning Administrator Hynes discussed “noise abatement,” noting that the Commission decided to cover this topic under one strategy, which will “engage residents to pursue noise abatement programs.” The item dealing with walking to *Round Hill Elementary School* was changed to simply “*school.*” Ms. Hynes explained that language under Goal 2(a) and 2(b) was included in order to help pursue future grant funding from VDOT. Ms. Hynes noted that Goal 2(c) comes from the 2004 Streetscape Plan. The issue of installation of curb and gutter throughout Town was also addressed, with it being noted that this may not be a requirement throughout all of the Town. Town Planner/Zoning Administrator Hynes explained that the Transportation Chapter is a new chapter, required by State Code, and that is the reason it was included as a separate chapter in the Comprehensive Plan update. Transportation, as defined by State Code, includes not just cars, but commuters, pedestrians, bicyclists, and wheeled operators. There were no questions from the members of the Planning Commission. Following discussion among Commission Members, it was decided to proceed with a vote on this chapter. Commission Member Hummel then made a motion **to approve the Transportation Goals Chapter, subject to the changes pointed out at this evening’s meeting;** Town Planner/Zoning Administrator Hynes reviewed the changes made by the Planning Commission. Commission Member Evers then seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Christopher Prack	Aye
Elizabeth Wolford	Aye

## **B. Public Services & Community Facilities Goals for Comprehensive Plan**

Town Planner/Zoning Administrator Hynes explained the difference between the Capital Improvement Program (referred to throughout the document as the CIP) versus a capital improvement project, in order to provide for consistency. Ms. Hynes noted that, following discussion regarding Strategy 5, under Goal “c,” it was decided to move this item to the Land Use Chapter; a determining factor in this regards who is providing services – the

Town or the developer. Town Planner/Zoning Administrator Hynes explained changes made to Goal “d,” so that it reads “...provide cost-effective, quality community facilities and services.” Ms. Hynes explained that, at last evening’s work session, there was discussion of removing the “water/sewer” section from this chapter, in order that she may work more closely with the Utility Staff and Committee to ensure that their goals and objectives are included in the document. It was also noted that a strategy for waste water treatment was included, per a Commission Member’s request. A meeting between Ms. Hynes and Utility Staff and Committee will be held in the next two weeks. Other minor changes were reviewed by Town Planner/Zoning Administrator Hynes and Commission Members. Ms. Hynes explained that Goal 4 was a notable point of discussion at last evening’s work session, and that she tried to correct it as requested. Ms. Hynes read the new objective, which states, “Integrate best practices for resource conservation and ecology, the expansion or development of Town utilities and community facilities.” It was explained that this means that, when new utility or community facilities are built, the following three environmentally-friendly strategies are taken into consideration: Leadership in Energy & Environment Design (LEED), Low Impact Development Design (LID), and Smart Growth. It was noted that the definition of “smart growth,” will be included in the chapter. Town Planner/Zoning Administrator Hynes explained that maintenance has been included as a second goal, and explained the strategies to be included under this goal. Single-word and minor changes to the document were reviewed. Town Planner/Zoning Administrator Hynes noted that a point of discussion at last evening’s work session was the issue of naming parks after people or families who have served the Town of Round Hill; Ms. Hynes added the phrase “in an exceptional manner” to this section. Ms. Hynes explained that Strategy 3, on page nine, will be deleted, as this has already been proffered and will have occurred by the time the Comprehensive Plan update is completed. There was brief discussion of the issue of dog parks, with it being noted that that topic would be covered under other park references. Commission Member Wolford noted that, on the meeting Agenda, the chapter is noted as “Public Utilities.” Ms. Wolford asked if that is correct; it was noted that it should be noted as “Public Services.” Changes made thus far were briefly reviewed. The topic of decorative banners was discussed, with it being noted that this item was provided for in the Town’s budget. The question was raised of if these are appropriate for the Town. Chairman Mirabal noted that the issue can be revisited; Town Planner/Zoning Administrator Hynes stated that she will add the word “consider” to all these references. Chairman Mirabal explained that the fifth draft of this section will be reviewed at the Planning Commission’s next work session.

### **C. Review Work Plan**

Town Planner/Zoning Administrator Hynes briefly reviewed changes to the Work Plan, and presented the schedule going forward. Chairman Mirabal stated that there are reasons to review the Work Plan and make changes to it, keeping in mind that the Planning Commission does not want to prolong the timetable for completion of its work and then forwarding the revised Comprehensive Plan to the Town Council. Two of the reasons for review of the Work Plan are: the receipt of the Economic Development draft, which will be reviewed at the next work session; and, the attendance of the Land Use Committee Chair at the last work session, during which issues were discussed regarding the coordination of work on the update as well as the providing of feedback. The suggestion was made that a joint work session be held by the Planning Commission and the Land Use Committee, to

be held when work on the update is nearly complete. Town Planner/Zoning Administrator Hynes noted that the Town Council would need to approve of the Land Use Committee's participation in this work session, and that the last two weeks of October would be the target date to hold this meeting. It was noted that this request is slated to be addressed at the next Town Council meeting. Town Planner/Zoning Administrator Hynes also noted that the Planning Commission is scheduled to complete their work on the Comprehensive Plan update at their November meeting, and its Public Hearing is slated for December. Chairman Mirabal presented issues discussed at the work session, with the Chair of the Land Use Committee, for the information of the Planning Commission Members. Commission Member Wolford reviewed the process used thus far in the update of the Comprehensive Plan, noting that the Land Use Committee has reviewed all sections reviewed by the Planning Commission, and that the Committee's suggestions have been incorporated prior to a vote being held on any section; therefore, Ms. Wolford asked, why is there a question regarding this process at this point? Town Planner/Zoning Administrator Hynes answered that the Economic Development and Land Use Chapters, which remain to be discussed, will likely be the most controversial; thus the request for the joint work session. Chairman Mirabal noted that he explained to the Land Use Committee Chair that all comments were reviewed prior to a vote being held on each section, and that the goal is to keep to the timetable for completion of the Comprehensive Plan update. Chairman Mirabal explained that the request for the joint work session is the only change to the Work Plan; Town Planner/Zoning Administrator Hynes noted that the work session will need to be held the week of September 21<sup>st</sup>. Following discussion by members of the Planning Commission, it was decided to hold the next work session on Wednesday, September 23, at 5:30 p.m. Discussion ensued regarding the possibility of scheduling the October work session at this time. It was also reported that the next Public Input Meeting will be held on September 15<sup>th</sup>. The Planning Commission decided to hold their next work session on October 21<sup>st</sup>. The next Public Input Meeting will be scheduled for October 13<sup>th</sup> at 6:30 p.m. It was decided to "pencil in" a joint work session for the Planning Commission and the Land Use Committee for the last week of October, pursuant to a decision authorizing this from the Town Council. Town Planner/Zoning Administrator Hynes will add these meetings/dates to the revised Work Plan, and will advise the Mayor and the Land Use Committee Chair of their addition.

## **IN RE: ACTION ITEMS**

### **A. Vote on Final Draft Sections of the Comprehensive Plan**

#### **1. Housing & Community Development Goals for Comprehensive Plan**

Town Planner/Zoning Administrator Hynes presented the new version of the Housing and Community Development Goals Chapter, which includes track changes; the Planning Commission reviewed the three changes to be made to the document. Following this review, Commission Member Evers made a motion **to adopt the Housing and Community Development Goals, with the corrections made;** Commission Member Prack seconded the motion. Commission Member Hummel explained that he will vote "no," due to the fact that the Planning Commission has not yet reviewed the Land Use Map in conjunction with this document. Mr. Hummel noted his two main concerns: the promotion of lots smaller than 10,000 square feet, and the promotion of R-4 and R-6 re-zonings, which are new concepts for the Town. Town Planner/Zoning Administrator Hynes explained that these chapters will always be

open, as the other chapters can impact these chapters. It was then noted that the motion on the floor may be amended, or voted upon as it stands. The motion was amended to include the following language: *subject to possible changes after reviewing the Land Use Chapter*. Commission Member Evers restated his motion thus: I make a motion **to adopt this with the possibility of amending it after further review of the Land Use Section**. It was clarified that this is the Housing and Community Development Section. Commission Member Prack, the second on the motion, accepted the change. A vote was then held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Christopher Prack	Aye
Elizabeth Wolford	Aye

**B. Elect Planning Commission Chair, Vice-Chair and Secretary**

Commission Member Hummel made a motion **to re-elect Manuel Mirabal as Chairman of the Planning Commission**; Commission Member Prack seconded the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Christopher Prack	Aye
Elizabeth Wolford	Aye

Commission Member Hummel made a motion **to elect Commission Member Wolford as Vice-Chair**; Ms. Wolford noted that she would prefer not to serve in this capacity. Commission Member Prack then made a motion **to elect Commission Member Hummel as Vice-Chair**; Mr. Hummel noted his feeling that Commission Member Evers has more seniority on the Planning Commission. Commission Member Evers then seconded Mr. Prack's motion. A vote was held; the motion was approved 4-1, with Commission Member Hummel abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Abstain
Christopher Prack	Aye
Elizabeth Wolford	Aye

It was noted that the position of Secretary is appointed, and that the Zoning Administrator serves as Secretary.

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

Town Planner/Zoning Administrator Hynes provided feedback on the Public Input Meeting held in August, noting that that was the first of three such meeting to be held. Ms. Hynes reported that two exercises were conducted; a Visual Preference Survey and a SWOT Analysis. A comparison of the results of the Visual Preference Survey from the Public Input Session and a previous meeting of the Planning Commission was provided; a summary of the results of the Visual Preference Survey from the Public Input Meeting was presented, as well. Town Planner/Zoning Administrator Hynes stated that she will prepare a written report on these results for distribution at the next Planning Commission work session. Additionally, results from the first meeting will be available for attendees at the next Public Input Meeting. Ms. Hynes distributed the results of the SWOT Analysis, which were reviewed by the Planning Commission. Chairman Mirabal asked if attendees at the Public Input Meeting also participated in last fall's survey; Town Planner/Zoning Administrator Hynes stated that she is unsure of a specific number, but that many of the names and e-mail addresses of attendees were gleaned from the survey.

**IN RE: NEXT MEETINGS**

The next meeting of the Planning Commission will be held on October 6, 2015

**IN RE: ADJOURNMENT**

The meeting was adjourned by Chairman Mirabal at 9:10 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary