

**Town of Round Hill  
Planning Commission Meeting  
September 5, 2012  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Wednesday, September 5, 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  
Elizabeth Wolford

**PLANNING COMMISSION MEMBERS ABSENT**

Jennifer Grafton Theodore

**STAFF MEMBERS PRESENT**

Robert Kinsley

**MEMBERS OF THE PUBLIC PRESENT**

None

**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**

Chairperson Douglas Bird led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

There was no public comment.

**IN RE: APPROVAL OF AGENDA**

Commissioner Wolford made a motion to approve the Agenda as submitted; Commissioner Hoddinott seconded the motion. The Agenda was approved by a vote of 3-0-1. The vote is recorded as follows:

<u><b>MEMBER</b></u>	<u><b>VOTE</b></u>
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 – July 3, 2012**

Commissioner Wolford made a motion that the minutes of the July 3, 2012 regular meeting of the Planning Commission be approved as submitted; Commissioner Hoddinott seconded the motion. The motion carried with a vote of 3-0-1. 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**

Two Land Use Committee Reports were included in each Commission Members' packet; one from July 17, 2012 and one from August 13, 2012. Town Planner/Zoning Administrator Kinsley reported that both meetings concentrated on the Main Street Enhancement Project. Commissioner Wolford asked if the \$371,000.00 Phase 1 figure for the Main Street Enhancement Project in the July 17<sup>th</sup> report represented both the first and second grants. Mr. Kinsley noted that it represented just the second grant; the first grant was in the amount of approximately \$400,000.00, and the Town's share of the first grant was approximately \$90,000.00. Commissioner Wolford then noted that the Town will receive over \$700,000.00 for Phase 1 of the project; which Mr. Kinsley stated is correct. Mr. Kinsley also reported that the engineering costs will be paid out of the 20% Town match. Chairperson Bird noted that the Committee tabled discussion on the B-1 Zoning District Proposed Text Amendments. The information in the August 13<sup>th</sup> report was then discussed. Commissioner Wolford asked if the Utility Department had provided the depth of the water and sewer lines; Mr. Kinsley responded that they had. Commissioner Wolford also asked why the Committee postponed discussion of the LI-1 Light Industrial District amendments. Town Planner Kinsley reported that it was due to time constraints. Commissioner Hoddinott asked if S&S Heating and Cooling will be exempt from the standards put forth in the LI-1 document, as it has not yet been approved. Town Planner/Zoning Administrator Kinsley noted that the property is being leased by S&S, with the option to purchase at the end of the five year lease, so there is not a rigid time frame for approval of LI-1. Commissioner Wolford also asked about deliveries between 11:00 p.m. and 6:00 a.m. by non-commercial vehicles as noted in the Proposed Amendments to Chapter 15 of the Town Code, and what constitutes a commercial vehicle; relating specifically to newspaper deliveries. Commissioner Hoddinott asked if S&S Heating and Cooling, which now occupies the Buhl Electric site, is just repair, or if the nature of their work is larger in scope. It was noted that they will provide installation and repair. Commissioner Wolford asked if the delivery by non-commercial vehicles issue was on the last Town Council Agenda. It was determined that it was.

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

Town Planner/Zoning Administrator Kinsley's reports for July 26, 2012 and August 31, 2012 were included in each Commission Member's packet. Commissioner Hoddinott asked about the nature of the zoning permit for S&S Heating and Cooling; Town Planner/Zoning Administrator Kinsley reported that the permit is for occupancy of the

building. Chairperson Bird asked if Mr. Kinsley had completed a check of buffers that the Town Council requested in relation to B-1 zoning. Mr. Kinsley reported that he has started, but has not yet completed that project. Commissioner Wolford asked how churches are zoned; Mr. Kinsley noted that they are zoned as residential properties. Town Planner Kinsley also reported that he is working to obtain the dates when buildings were built and began to be used as businesses. If any date is prior to the Towns zoning regulations, and no changes have been made, those businesses are grandfathered in. It was also noted that the Town Council asked Mr. Kinsley to determine the number of parking spaces available.

## **IN RE: OLD BUSINESS**

### **a) Comprehensive Plan Update Process**

It was noted that the sections updated thus far are included in the packet for today's meeting. Commissioner Hoddinott noted that he can add information about what the zoning classifications are to the Natural Resources section, in order to make that issue easier for the public to understand. Commissioner Hoddinott also noted that he will include a 100-year floodplain on the floodplain map he has prepared for the updated Comprehensive Plan. Mr. Kinsley noted that the July Planning Commission Meeting minutes seemed to direct him to do a re-write of the first section, and asked if that was correct. Commissioners Hoddinott and Wolford clarified this for Mr. Kinsley. Chairperson Bird noted that most of the Comprehensive Plan has now been re-written. Town Planner/Zoning Administrator Kinsley stated that there should be some basic goals and objectives to use as a guideline for public hearings, to help guide the process. Commissioner Hoddinott noted that the Commission should ensure the public understands what a goal, an objective, a strategy, etc. are, to facilitate discussion. Chairperson Bird noted that we need to ensure the goals and objectives are not too specific. Discussion ensued regarding topics for the Goals and Objectives section, such as boundary expansion. Commissioner Hoddinott suggested including goals and objectives for each chapter/element. Discussion also ensued on how best to elicit goals and objectives from the public. Chairperson Bird noted that much of what we are discussing now is "where do we want the Town to go, and how do we go about deciding this?" It was the consensus of the Commission that the existing land use map be provided to the public to elicit their input. Chairperson Bird noted that the Commission will have to facilitate public discussion in order to keep the discussions on-track and moving along. Mr. Bird also feels that initial public turnout will be small, and that, depending on the topics discussed, the attendance could increase. Town Planner/Zoning Administrator Kinsley suggested holding at least two public input sessions – one in the evening and one during the day. Commissioner Wolford noted that the Commissioners had agreed they like the Lovettsville plan's table of contents, and asked where that information is now. Commissioner Wolford also stated that she will work on the Historic Section/Section A and the section regarding Recreation/Community Facilities prior to the next Planning Commission meeting. Commissioner Hoddinott and Town Planner Kinsley will work on the Existing Land Use section. Discussion ensued as to the order in which the elements of the plan will be presented at the public hearings. The Commissioners also discussed the scope of the information to be provided for the public hearings. Discussion of the

language to be used for headings in the document ensued. A short discussion ensued regarding the C.I.P. Also, Chairperson Bird noted that we should discuss the Round Hill Area Management Plan. Chairperson Bird asked if the Commission should aim for November public input sessions. Discussion ensued regarding preparing the draft and advertising the Public Hearing. Chairperson Bird suggested that, as sections are completed, they be sent to Mr. Kinsley so the Commissioners can coordinate their work. Commissioner Hoddinott suggested completing the draft at the next Commission meeting, then scheduling the public input sessions for November. It will be noted on the Town website that the draft of the Comprehensive Plan is available and will be reviewed in November. Chairperson Bird then reaffirmed that the goal for the October Commission meeting is to complete the draft document, and then aim for a hearing before Thanksgiving or for the first week in December. He noted that, after those dates, people will be busy and the Commission will probably have to move the hearings into January of 2013. There was then a discussion regarding the types of symbols to be used on the maps that will make them easier to read.

**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 noted that he added this to the Agenda to make the Commissioners aware that this training is being held locally. Commissioner Hoddinott reported that he had already attended a BZA course, which is similar. He noted that the course is helpful, but requires a lot of work on outside assignments. Commissioner Wolford asked what days of the week these fall on; Commissioner Hoddinott noted that they are Friday and Saturday. Mr. Kinsley noted that both the January and March sessions are required. Chairperson Bird noted that they would be interested in attending; Mr. Kinsley will inform Town Administrator Barkley of this.

**IN RE: DRAFT AGENDA FOR THE OCTOBER 2, 2012 MEETING**

- Complete a finished draft of the Comprehensive Plan

**IN RE: ADJOURNMENT**

Chairperson Bird made a motion to adjourn the meeting; Commissioner Hoddinott seconded the motion. The motion carried by a vote of 3-0, with Commissioner Grafton Theodore absent for the vote. 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