

**Town of Round Hill  
Planning Commission Meeting  
September 7, 2016  
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Wednesday, September 7, 2016, 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 Minshall (arrived at 7:08 p.m.)  
Elizabeth Wolford

**PLANNING COMMISSION MEMBERS ABSENT**

Michael Hummel

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Clinton Chapman

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:00 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.

Chairman Mirabal welcomed members of the public present at this evening's meeting.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

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

There were no Disclosures and Commissioners' Comments.

**IN RE: APPROVAL OF AGENDA**

Commission Member Wolford moved **that we accept the Meeting Agenda for September 7, 2016, the Round Hill Planning Commission's regular meeting, as submitted;** Commission Member Evers seconded the motion. A vote was held; the motion was approved 3-0, with Commission Members Hummel and Minshall absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Absent
Michael Minshall	Absent
Elizabeth Welford	Aye

## IN RE: APPROVAL OF MINUTES

### **A. August 2, 2016 Regular Meeting**

Town Planner/Zoning Administrator Hynes stated that she provided a copy of the minutes containing Commission Member Hummel's comments for inclusion in this review. Commission Member Evers noted that, on page five, under Business Items, he voted for the motion, and did not abstain, as the vote is notated. Commission Member Welford noted that, on page two, in the third line, there should be a period after the phrase "*Town limits;*" following that, the next sentence should read "*A draft map of a development proposed by Round Hill West, LLC, was provided to the Planning Commission for their review.*" Chairman Mirabal stated his belief that this is explained in the context of the remainder of the section, but stated that he agrees with the change requested. Mr. Mirabal asked that the new wording be repeated; Commission Member Welford provided this wording. Commission Member Welford noted that, on the same page, in the twelfth line, the phrase "*opposite side*" should be replaced with the phrase "*west side of Town.*" Commission Member Welford noted that, on page two, in the middle of the page (line twenty), the zoning designation should be "*JLMA-1*" rather than "*R-1.*" It was determined that, during the discussion, Mr. Chapman stated that he was unsure of the zoning designation, and Commission Member Hummel stated that the JLMA-1 designation was correct. Commission Member Welford stated that, on page three, in the line (line twenty-nine) beginning with the phrase "*with no re-zoning involved,*" the remainder of the sentence should read "*and that he developed five of the potential nine lots that could be possible on the parcel.*" Commission Member Welford noted that, on page four, under Approval of Agenda, it should read "*Commission Member Welford moved for approval of the Agenda.*" Commission Member Welford stated that, under the discussion of the Yatton Road Property Owner Presentation, in the middle of the paragraph (line nine of the paragraph), in the phrase *Commission Member Hummel stated*, the wording *he thought* should be added. Chairman Mirabal referenced the sentence "*Mr. Chapman stated that this potential for competition is one concern, and noted that another concern is the Commissioner's direct ties to the property development firm Wormald, which has contacted the attorney for the current owners of the Eastern Commercial District and expressed an interest in possibly buying that property, if the Round Hill Partners Group contract does not go through,*" and asked Mr. Chapman if that sentence is correct; Mr. Chapman noted that the wording as noted is very close to his statement. Chairman Mirabal also noted that, in that section, reference to *Mr. Wormald* should be notated as *the Wormald Firm*. Additionally, in that section, in line thirty-four, the phrase "*and stated that that firm,*" should be worded "*and stated that the firm may be one that the Round Hill Partners Group would contact.*" There were no further corrections. Commission Member Welford then moved **that the minutes of the Planning Commission Meeting, dated August 2, 2016, be approved, as amended;** Commission Member Evers seconded the motion. A vote was held; the motion

was approved 3-0-1, with Commission Member Minshall abstaining, and Commission Member Hummel absent. The vote is recorded as follows:

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

Chairman Mirabal noted that the pastor of the Round Hill Baptist Church had attended the August Planning Commission work session, at which time it was requested that he attend the Planning Commission Regular Meeting; however, he is not in attendance this evening. Town Planner/Zoning Administrator Hynes explained that the church wishes to open a non-profit coffee shop on their premises, and the pastor was seeking guidance on how to do so. Ms. Hynes noted that she will get in touch with him regarding this.

There was also brief discussion of a new map to be discussed this evening; it was noted that Commission Members do have a copy of that map.

#### **IN RE: BUSINESS ITEMS**

##### **A. Comprehensive Plan Review – Community Facilities Chapter**

The Planning Commission reviewed this section for final editing; minor changes to terminology, and changes in grammar and punctuation were made. References in this section to the preservation of the Potts barn foundation were discussed, with Mr. Chapman stating that, "as a potential neighbor, we would like to preserve this." Chairman Mirabal suggested that the historical significance of this site be explained in the Plan; it was decided to include this in the Glossary. Following this discussion, Commission Member Minshall made a motion **that the Community Facilities portion of the Comprehensive Plan be accepted, as amended;** Commission Member Evers seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Absent
Michael Minshall	Aye
Elizabeth Wolford	Aye

##### **B. Comprehensive Plan Review – Transportation Chapter**

The Commissioners and the Town Planner/Zoning Administrator discussed a reference in this section to a Park & Ride lot in Purcellville, and its relation to a potential Park & Ride lot in Round Hill; following this discussion, it was decided to retain the reference. There was also discussion of private roads (which are not maintained by VDOT) in the Town, and how this subject should be presented in the Comprehensive Plan; wording preferred by the members of the Planning Commission was included in the update of the Plan.

Commission Member Evers then **made a motion to approve the Transportation Section, dated 08/16/16, as amended;** Commission Member Wolford seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Absent
Michael Minshall	Aye
Elizabeth Wolford	Aye

#### **C. Comprehensive Plan Review – Heritage & Community Character Chapter**

Changes to wording in this section were discussed, especially in relation to the study and/or preservation of historic materials. Commission Member Wolford then **moved that the Planning Commission approve the Heritage & Community Character section, as amended;** Commission Member Evers seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Absent
Michael Minshall	Aye
Elizabeth Wolford	Aye

#### **D. Comprehensive Plan Review – Glossary Chapter**

Town Planner/Zoning Administrator Hynes explained the terms "flex space," "pop-up retail space," and "micro-retail spaces," noting that these terms are included in the Glossary as they are found in the Economic Development Chapter. Commission Member Evers and Chairman Mirabal asked if requested changes had been made to the Glossary; Ms. Hynes noted that they had. Additionally, it was noted that the introduction to the Glossary was new material. There was then discussion of a "home occupation," with the Commissioners providing wording for this definition, and asking to ensure the inclusion of the definition in the Glossary. The similarities and differences between the terms "home occupation" and "live/work" were discussed, with Town Planner/Zoning Administrator Hynes noting that the term "live/work" is included in the Economic Development Chapter as well. A definition for the "Round Hill Design Guidelines" was discussed, with the desired wording decided upon by the Commission. Chairman Mirabal requested the addition of a definition for the "Train District;" wording regarding "Excessive Height Buildings" was discussed, with the preferred definition decided upon for inclusion; corrections to specific titles and the deletion or addition of some verbiage were discussed and decided upon; discussion of the inclusion of support for biking/walking to school was discussed, with it decided to include this concept/definition in the Glossary. There was also discussion of ensuring that terminology included in the Glossary is also included in the body of the Comprehensive Plan, or of removing that terminology if it is not found elsewhere. There was a final review

of the changes made to the Glossary. Commission Member Evers then **made a motion to approve the Comprehensive Plan Glossary of Terms, with the amendments made, and with the addition of definitions of the "Train District," the "Potts Barn," and a "Home Occupation," and the removal of reference to the "Warehouse;"** Commission Member Minshall seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Absent
Michael Minshall	Aye
Elizabeth Wolford	Aye

#### **E. Comprehensive Plan Review – Maps**

Vice-Mayor Graham provided a review of corrections needed on various maps. There was discussion of compiling a glossary for the legend of each map, and there was discussion of where in the Comprehensive Plan the maps should be located; it was decided that the maps will go into each of their respective sections, with the glossary for each map to immediately follow. The Commission also discussed the Light Industrial parcel and its inclusion in the Comprehensive Plan, as well as a chart of zoning designations included in the Joint Land Management Area chapter. "Greenway Phase I" was discussed, with Town Planner/Zoning Administrator Hynes explaining where on the map this is located. It was also recommended that the "Town Hall" be referred to as the "Town Office." Town Planner/Zoning Administrator Hynes suggested that the title of the "Joint Land Management Area" Chapter be changed to "The Round Hill Area" or "The Greater Round Hill Area," in order to differentiate this from a County designated Joint Land Management Area; the Commission Members were in agreement with this change, and suggested the title "The Greater Round Hill Area." Town Planner/Zoning Administrator Hynes asked if anyone had reviewed the diagnostic done this summer by the planning consultant with the members of the Planning Commission; it was noted that this had been done. Ms. Hynes also reminded the Planning Commission that, upon completion of edits, a copy of the Transportation Section must be submitted to VDOT for their review; VDOT is allowed 90 days for this review. Ms. Hynes noted that she hopes to submit this to VDOT as soon as possible, so it does not impinge upon the Town Council's 90-day review period. Chairman Mirabal asked about areas where the updated Comprehensive Plan may not be in compliance with State Code; Ms. Hynes stated that she will make corrections needed in order to assure compliance. Commission Member Wolford then **moved that the Planning Commission approve the maps, with the amendments and additions made tonight;** Commission Member Evers seconded the motion. Chairman Mirabal asked if the maps should be listed; Commission Member Evers provided this listing – the maps included are **The Town Expansion Study Area, Community Facilities, Bicycle and Pedestrian Facilities, Future Land Use, Heritage and Preservation Overlay, and Transportation.** A vote was held; the motion was approved 4-0, with Commission Member Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Absent
Michael Minshall	Aye
Elizabeth Wolford	Aye

#### **IN RE: ACTION ITEMS**

##### **A. Motion to schedule the Comprehensive Plan Public Hearing, or to schedule the next Comprehensive Plan Work Session**

A memorandum, prepared by Town Planner/Zoning Administrator Hynes, regarding the requirements for setting the Public Hearing for the Update of the Comprehensive Plan, was reviewed by the Planning Commission. The proposed date for the hearing is October 5, 2016, which is a Wednesday, and which allows for an extra day for advertising the hearing. The required schedule for advertisement of the hearing was discussed, as was the location of the hearing; Ms. Hynes noted that the Public Hearing will be held at the Town Office. Chairman Mirabal clarified that letters will be sent to property owners affected by the update of the Plan, and asked how many letters will be sent; Town Planner/Zoning Administrator Hynes stated that no more than twenty-five letters will be sent. In response to a question by the Chairman, it was noted that the hearing will be advertised via the following: local newspapers, the Town's website, the Town's Facebook page, on the Town sign, and by a notice posted on the front door of the Town Office. Chairman Mirabal expressed some of his concerns regarding the hearing, including that a good effort be made to ensure people know about the hearing, and ensuring that there will be enough room to accommodate those in attendance. The Commission discussed possible sites at which the hearing could be held, if the Town Office proves to be too small. Town Planner/Zoning Administrator Hynes also noted that, if necessary, attendees may line up outside, file in to speak, and then exit, thus ensuring that those who wish to speak are afforded the opportunity to do so. Following this discussion, Commission Member Minshall **made a motion to accept the Town Planner/Zoning Administrator's memorandum, as printed, for the purpose of holding a Comprehensive Plan Public Hearing, on October 5, 2016 at 7:00 p.m.;** Commission Member Wolford seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Absent
Michael Minshall	Aye
Elizabeth Wolford	Aye

#### **IN RE: TOWN PLANNER REPORT**

There was no Town Planner report.

**IN RE: ADJOURNMENT**

The meeting was adjourned by Chairman Mirabal at 9:38 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary