

Town of Round Hill

Planning Commission Regular Meeting

June 4, 2019

7:00 p.m.

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, June 4, 2019, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

Planning Commission Members Present

Manuel Mirabal, Chairman

Beth Caseman

Stephan Evers

Michael Hummel

Reed Mayer

Staff Members Present

Lauren Runyan, Town Planner

Maureen Gilmore, Town Attorney

Members of the Public Present

Michael Lannon

Paul Smith

Mary Anne Graham, Vice-Mayor, Town of Round Hill

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:05 p.m. Roll Call was held; with all Planning Commission Members present, a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

Commission Member Evers led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

Ms. Marlene Shaffer spoke, beginning with questions regarding the proposal to extend utility service to properties within the Greater Round Hill Area (CPAM 2019-01), specifically about Items One through Four in Draft #4 of the document. Ms. Shaffer stated that she needs to have a greater understanding of what the language in the draft document means, of the purposes for considering this change to the Comprehensive Plan, of how transportation problems will be corrected, and of any consideration which will be afforded the adjacent neighborhood. Ms. Shaffer stated that the proposal represents a large undertaking at the site, and expressed concerns regarding what issues this type of facility may create; additionally, she expressed a concern that there may be a lack of nursing care for residents in need of this service, that difficulties may arise in regard to children in the adjoining neighborhood, and that the development may cause increased traffic

difficulties. Ms. Shaffer stated that she has several years of professional experience in the area of planning.

Chairman Mirabal explained that the Town has not yet received any type of plan, or an application, for the site, and that this effort is in response to a directive from the Town Council to consider a possible amendment to the Comprehensive Plan, for proposals such as the one made for the site east of Town, and for other sites, as well. Commission Member Hummel further explained that several parcels are under consideration in this review, none of which are inside the Town limits, and that the only point currently under consideration is the possible extension of water and sewer service. Chairman Mirabal stated that the Planning Commission's only concern is with a possible amendment to the Town's Comprehensive Plan, and that any plan for the Weona Villa property would be made to the County, as the parcel is outside the Town's boundary. Commission Member Hummel noted that the Planning Commission's only consideration is the potential extension of utility service to the site, which would only occur if the proposal for the property to the County goes forward. Town Attorney Gilmore provided additional information on this issue, and clarified that the request by the Town Council to possibly amend the Comprehensive Plan was made to the Round Hill Planning Commission, not the County Planning Commission. Commission Member Evers, in response to a comment from an attendee, stated that Planning Commission Members want to hear citizens' opinions regarding this issue, and that opinions from the public are always welcome. It was also noted that an article in the newspaper *Loudoun Now* contained some misleading information regarding this proposal. Chairman Mirabal thanked the Ms. Shaffer, and noted that the Planning Commission appreciates input from citizens in the community.

Mr. Michael Lannon, of the Lake Point subdivision, then spoke, suggesting that, in any possible amendment to the Comprehensive Plan, language should be added which requires that proposals do not conflict with surrounding neighborhoods, and noted that some surrounding communities are seeing unintended consequences related to similar actions. Ms. Lannon also asked the Planning Commission to be more specific in its recommendations. Mr. Lannon thanked the Planning Commission.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission Member Hummel invited everyone present to attend the upcoming Appalachian Trail Festival, and explained the work which has gone into the festival and activities planned for the day. Mr. Hummel noted that this event, at which Round Hill will be officially designated as an Appalachian Trail Community, is a positive happening for the Town. Commission Member Hummel noted that the festival is scheduled for Saturday, June 15th, and that volunteers are still needed.

Commission Member Hummel requested that two items be placed on an agenda for a future Planning Commission meeting: holding a vote on a policy to allow for remote attendance at Planning Commission meetings; and, working on an update to the Parks Master Plan. Town Planner Runyan explained the plans already in place related to these items.

IN RE: APPROVAL OF AGENDA

Commission Member Evers requested that a *Town Planner Report* be added to the Agenda, then made a motion **to approve the Agenda**; Commission Member Mayer 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
Beth Caseman	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Reed Mayer	Aye

IN RE: APPROVAL OF MINUTES

a. March 12, 2019 Planning Commission Minutes

Commission Member Mayer made a motion **to approve the minutes of the March 12, 2019 Planning Commission meeting, as presented;** Commission Member Evers seconded the motion. A vote was held, and the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Beth Caseman	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Reed Mayer	Aye

b. April 2, 2019 Planning Commission Minutes

Commission Member Hummel noted that, on page two, paragraph one, line thirteen, the title *Round Hill Owners' Association* should be written out, with the acronym *RHOA* included after the title in parentheses. There were no further corrections. Commission Member Caseman moved **to approve the minutes of the April 2, 2019 Planning Commission Meeting, as corrected;** Commission Member Evers seconded the motion. There was no discussion. A vote was held, and the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Beth Caseman	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Reed Mayer	Aye

IN RE: BUSINESS ITEMS

a. CPAM-2019-01: Extension of Water & Sewer Service Amendment to Comprehensive Plan (prepared by Commissioner Michael Hummel)

Commission Member Hummel began this presentation by explaining how the document under review this evening was updated, and by noting the following: 1) The Intent to Amend was only to consider extension of water and sewer service to the parcels noted, and

was not meant to consider annexations – the document was corrected to reflect this; and, 2) the addresses of the parcels under consideration were changed to Loudoun County tax map PIN numbers. Commissioner Hummel expressed the opinion that the term *Service Enriched Housing* may not need to be included in the Glossary. The Commissioners reviewed maps of the parcels under consideration in this discussion; Town Planner Runyan explained that updated maps will be provided in the near future.

Discussion ensued regarding the type of housing proposed for the site, and if it is in keeping with the parameters for housing included in *Round Hill Historic District* documentation. Town Attorney Gilmore noted that this property is near the eastern entrance to Round Hill, and encouraged the Commissioners to consider how they envision the area as an entry to the Town. It was also noted, during this discussion, that a traffic study would not be conducted by the Town, as the site is outside the Town's boundary; additionally, a traffic study would only be conducted if Round Hill agreed to provide water and sewer service to the site and the project was approved by the County. Commission Member Hummel explained that the current zoning of the property may not allow for the extension of utility service to the site, which would require either a change in the zoning designation, or that the site continue to use well and septic.

The Commissioners then discussed language included in the draft CPAM, and made suggestions for changes, as follows: 1) in the *Conditions* section, *Item #2* was reworded to read, *The proposed use makes reasonable efforts to mitigate the impacts of the proposed use on surrounding properties and the Town*; and, 2) in the *Conditions* section, *Item #3*, was reworded to read, *The Town shall determine if capacity exists for the intended use*.

The concept of *Service Enriched Housing* was discussed, with it being noted that these uses may not be allowed by the County; Town Attorney Gilmore will research this issue. The Commissioners decided to keep the term as a description of uses, but not to include it in the Glossary.

The Commissioners made minor grammatical changes to the document.

There was discussion of the *Conditions* portion of the document; a number of these Conditions were included in the original document but have been deleted from the draft, and was cause for concern for some Commission Members; it was determined that a list of conditions, which Commission Member Caseman will compile, will be included in the CPAM.

Commission Member Hummel stated that he will compile a new red-line draft, to include items discussed this evening, for use in the Planning Commission's continued review. Mr. Hummel also noted that he will update the Town Council on the Planning Commission's work on the CPAM, and will inform them that the Planning Commission will require additional time to complete its work.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported that the Town Council did not work on any specific matter at its most recent meeting.

IN RE: TOWN PLANNER REPORT

Town Planner Runyan reported on the following:

- She has been working with the Loudoun County Sheriff's Office on trespassing issues at Sleeter Lake Park; County staff has been locking people in the park when they lock the gate at dusk, requiring the Sheriff's Office to send a deputy to unlock the gate, incurring a charge for the person who was locked in; and, park visitors have, on occasion, been driving on private property to exit the park.
- People have been storing boats at Sleeter Lake Park without the proper authorization.
- A Town Code violation has occurred on the VDOT right-of-way on Airmont Road, where a resident installed a waterfall/grotto feature.
- The Dean's have stated that they no longer wish to construct an eighteen-foot driveway on their property.
- A request to convert a chicken coop into housing has been received.
- The owner of a non-conforming property has made a request to extend a porch on this dwelling.
- A Short-Term Rental property has received approval.
- A request has been made to install a commercial kitchen at the old elementary school on High Street.
- The GIS software is being updated.
- A parking study in the Town is being conducted.
- The Town Planner has spent a notable amount of time assisting with the coordinating of activities in the Town.
- The Town Planner is working on assigning to each Planning Commission member an official Town e-mail address.

IN RE: NEXT PLANNING COMMISSION MEETING

a. June 25, 2019

A work session will be held on this date, beginning at 6:00 p.m.

b. July 9, 2019

The next regular meeting of the Planning Commission will be held on July 9, 2019.

The policy allowing for remote attendance at Planning Commission meetings will be included on an agenda for an upcoming meeting.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 9:31 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary