

**Town of Round Hill
Planning Commission Regular Meeting
May 1, 2018
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, May 1, 2018, 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
Lori Minshall

PLANNING COMMISSION MEMBERS ABSENT

Jean Daly

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

There were no members of the public present.

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:06 p.m. Roll Call was held; with four members of the Planning Commission in attendance, a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENT

There was no Public Comment.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission Member Minshall reported that she encouraged Mr. Donald Allen, who lives in the Lake Ridge subdivision, to run for Town Council as a write-in candidate.

IN RE: APPROVAL OF AGENDA

Commission Member Evers made a motion **to approve the Agenda, as presented**; Commission Member Minshall seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Daly absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Jean Daly	Absent
Stephan Evers	Aye
Michael Hummel	Aye
Lori Minshall	Aye

IN RE: APPROVAL OF MINUTES

A. Minutes from February 6, 2018

Commission Member Hummel moved **to approve the minutes, as written**; Commission Member Evers seconded the motion. A vote was held; the motion was approved 4-0, with Commission Member Daly absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Jean Daly	Absent
Stephan Evers	Aye
Michael Hummel	Aye
Lori Minshall	Aye

IN RE: BUSINESS ITEMS

A. Review of 2017 Intent to Amend Zoning Ordinance Resolution

Town Planner/Zoning Administrator Hynes presented this item, noting that this, and *Item B – Discuss FY2019 Projects & Goals for the Planning Commission*, are related, and discussion of both items will be combined. Ms. Hynes explained that the next Zoning Ordinance amendment package, which will be introduced at the July Planning Commission meeting, will take approximately six to nine months to complete. Town Planner/Zoning Administrator Hynes noted that amendments to the *Non-Conforming Commercial Properties* portion of the Zoning Ordinance have been included on the Town Council's Work Plan; work on these amendments will impact other properties/areas in Round Hill. Ms. Hynes also noted that, in working on these amendments, the Planning Commission should remember that uses at the Round Hill Auto Service and the Round Hill Local Grocery have been grandfathered in; any future changes to the uses at these sites will negate the non-conforming status currently in place for these properties. In response to a question from Chairman Mirabal, Ms. Hynes noted that the text amendments will affect the B-1 Business District/Central Commercial District, explaining that these titles are used interchangeably. It was also noted that this work could apply to the Light Industrial District location at 6 Bridge Street; however, this property is not in the Central Commercial District. Discussion ensued regarding the boundaries of the Central Commercial District, with Town Planner/Zoning Administrator Hynes noting that the district is split into a northern portion and a southern portion; the possibility of implementing a transition zone may be considered.

Town Planner/Zoning Administrator Hynes then moved to discussion of budget planning for the upcoming fiscal year, noting that the Planning Commission may, under State law, be tasked with developing a Capital Improvement Plan. A CIP is a tool used to implement

a municipality's Comprehensive Plan, and includes a listing of potential projects with supporting documentation for each. Town Planner/Zoning Administrator Hynes also noted that she would like to begin, in July, to review the Comprehensive Plan in order to create a project list.

Town Planner/Zoning Administrator Hynes noted that, if a boundary line adjustment is implemented, an update of the Comprehensive Plan will be required for those properties.

Finally, Ms. Hynes stated that she will strive to ensure the Planning Commission is up-to-date with pertinent State legislation.

B. Discuss FY2019 Projects & Goals for the Planning Commission

See above.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported that the Town Council has been working on the budget; an equalization of the tax rate is likely. The Town is doing well financially.

IN RE: TOWN PLANNER REPORT

Town Planner/Zoning Administrator Hynes reported on the following:

- The Town Council will begin looking at the ZOAM package this week.
- There was a good group in attendance at the planting event at Sleeter Lake Park, which was held on Earth Day; those who could not attend were able to be there for an event on Arbor Day.
- The County has provided funding for a variety of uses, including ADA accessibility at Sleeter Lake Park.
- Work is being done on signage and gates at Sleeter Lake Park.
- There are two Eagle Scout projects underway at Sleeter Lake Park.

Ms. Hynes asked that Planning Commission Members notify her if they are interested in attending the opening of Sleeter Lake Park, which is scheduled for June 9th.

IN RE: NEXT PLANNING COMMISSION MEETING

a. Regular PC Meeting: Tuesday, June 5, 2018

To be determined; this meeting may be cancelled.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 7:34 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary