

**Town of Round Hill
Planning Commission Regular Meeting
April 10, 2018
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, April 10, 2018, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Manuel Mirabal, Chairman
Jean Daly
Stephan Evers
Michael Hummel
Lori Minshall

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator
Maureen Gilmore, Town Attorney

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 7:04 p.m. Roll Call was held; with five members of the Planning Commission in attendance, a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

Commission Member Minshall 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 Hummel noted the passing of Dot Patterson, a long-time resident of Round Hill, who passed away at the age of ninety-six. Commission Member Minshall stated that the *Round Hill Community Facebook* site is actively watched by people in the area, and asked if meetings, such as this evening's public hearing, could be posted to that site. Town Planner/Zoning Administrator Hynes noted that these meetings are posted to the Town's *Facebook* page, as well as to the Town's website; additionally, they are published in the local newspaper. Commissioner Minshall asked if it would be permissible for her to post these meetings to that page; it was noted that doing so could have unintended consequences, including how to handle comments made to that site. Town Attorney Gilmore suggested that Ms. Hynes could investigate how other municipalities handle this issue. Town Planner/Zoning Administrator Hynes noted that it would be preferable if such a post would refer readers back to the Town website. Commission Member Minshall stated her feeling that this presents an opportunity to let residents know what is happening in Town government. Town Planner/Zoning Administrator Hynes stated that she will investigate this issue. Commission Member Evers stated that, if he shares information on such a site, he notes

that it is for informational purposes only; additionally, he stated that comments may be locked, so that commenters are referred to an official site.

IN RE: APPROVAL OF AGENDA

Town Planner/Zoning Administrator Hynes noted that the Affidavit of Publication will not be submitted this evening during the public hearing, as it has not yet been submitted to the Town; however, Ms. Hynes noted, she has a copy of the newspaper in which the notice was published. Commission Member Minshall made a motion **to accept the Agenda, as written**; Commission Member Evers 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
Jean Daly	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Lori Minshall	Aye

IN RE: PLANNING COMMISSION PUBLIC HEARING

A. Zoning Ordinance Amendment Package ZOAM-2018-01

I. Open Public Hearing and Determination of Quorum

Chairman Mirabal opened the Public Hearing at 7:08 p.m. Roll Call was held; it was determined that a quorum was present.

II. Conflict of Interest Disclaimer and Financial Disclosure

There were no conflicts of interest or financial disclosures.

III. Submission of the Affidavit of Publication

The Public Hearing was advertised on March 22, 2018 and March 29, 2018 in the newspaper *Loudoun Now*. The affidavit has not yet been received.

IV. Open the Public Comment Portion of the Hearing

There was no public comment.

V. Reading of Pertinent Written Comments, Reports and Summary into the Record by Reference

Town Planner/Zoning Administrator Hynes stated that no written comments were submitted.

VI. Staff Presentation

There was not a Staff Presentation, as there were no members of the public in attendance.

VII. Rebuttals and/or Final Comments

There were no rebuttals and/or final comments.

VIII. Comments/Questions by Planning Commission Members

There were no comments/questions by Planning Commission Members.

IX. Close the Public Hearing and Return to the Regular Meeting To Make a Determination

Chairman Mirabal closed the Public Hearing at 7:40 p.m.

IN RE: BUSINESS ITEMS

A. Discussion of ZOAM-2018-01

Chairman Mirabal called for a review of the zoning amendment package by the Town Planner/Zoning Administrator. Ms. Hynes provided a summary of the comments made by The Berkeley Group, which included changes in the organization of the documents, and specific changes made to the following uses: *Boutique Hotel, Bed and Breakfast, Country Inn, Efficiency Unit, Nursing Homes and Assisted Living Facilities, and Accessory Apartments*. Discussion ensued regarding wording for the *Country Inn* use, which The Berkeley Group recommended removing. Town Attorney Gilmore disagreed with this recommendation, and provided alternate language to be included; the Planning Commission agreed to including the suggested wording. There was also discussion of the recommended required parking for various uses.

Town Planner/Zoning Administrator Hynes then turned to review of *Parking Lot Lighting Requirements, Signs, and Landscaping*. Suggestions were made by the Commissioners, to ensure consistency of formatting in the *Parking Lot Lighting Requirements* section. It was noted that *Signs* will be discussed at a future date, when amendments are written for this section of the Zoning Ordinance. Several changes were made to the *Landscaping* section regarding buffers, including the blanket application of ten-foot buffers, that chain-link or chicken wire fencing not be allowed, and that dead or dying landscape material must be replaced during the next planting season.

The *Use Standards* section was discussed next, with changes in wording provided by the Town Planner/Zoning Administrator. There was discussion of the hours of operation allowed by the Zoning Ordinance for businesses, with the Commission deciding to extend the required closing time to 10:00 p.m. It was noted that waivers to this required closing time could be granted, with Town Attorney Gilmore providing information regarding this; it was ultimately decided by the Planning Commission to wait until it is determined if waivers will be needed.

The Planning Commission and Town Staff then reviewed the changes discussed this evening; it was determined that Town Attorney Gilmore will review the amended documents prior to them being forwarded to the Town Council.

IN RE: ACTION ITEMS

A. Vote on Zoning Ordinance Amendment Package ZOAM-2018-01

Commission Member Hummel made a motion **that the Planning Commission recommend approval of ZOAM-2018-01, the Zoning Ordinance Amendment Package, to the Town Council, subject to changes made this evening by Town Staff, following review by the Town Attorney;** Commission Member Evers 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
Jean Daly	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Lori Minshall	Aye

IN RE: TOWN PLANNER REPORT

Town Planner/Zoning Administrator Hynes reported on the following:

- The tentative opening of Sleeter Lake Park is scheduled for June 9, 2018.
- There will be a planting event at Sleeter Lake Park, to be held on Earth Day – April 22, 2018.
- There will be a hike of the Appalachian Trail, also scheduled for April 22, 2018.
- The first week of May has been designated as a time for residents to "unplug" from electronic devices.
- Budget discussions are underway by the Town Council; zoning amendments to be undertaken next year have been included in these discussions.
- A software system which will make Town Council, Planning Commission, and Board of Zoning Appeals packets more easily accessible is being considered; discussion of this item will be undertaken during the next budget discussions.
- Information was provided on new Staff members who have joined the Town.

Town Planner/Zoning Administrator Hynes thanked Commission Member Daly, who will be moving soon, for her service on the Planning Commission.

Chairman Mirabal asked when it is expected the Town Council will take up ZOAM-2018-01; it was reported that this is scheduled for Council consideration at its May 3, 2018 meeting. It was therefore decided that the Planning Commission will move its July meeting to July 10, 2018, to provide adequate time for consideration of the zoning ordinance amendments.

IN RE: NEXT PLANNING COMMISSION MEETING

The next meeting will be held on May 1, 2018.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 8:28 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary