

**Town of Round Hill  
Planning Commission Regular Meeting  
April 2, 2019  
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, April 2, 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**

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

**MEMBERS OF THE PUBLIC PRESENT**

Michael Lannon  
Paul Smith

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:05 p.m. Roll Call was held; as all members of the Planning Commission were attendance, there was a quorum.

**IN RE: PLEDGE OF ALLEGIANCE**

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

**IN RE: PUBLIC COMMENT**

Mr. Michael Lannon, of the Lake Point subdivision, spoke regarding the potential extension of the Town's land management agreement for Land Bays Seven and Eight. Mr. Lannon noted that the Town Council, at its last meeting, struck Land Bay Six from consideration; Mr. Lannon stated that the action seemed arbitrary, and voiced his opinion that all of the land bays should be considered. Mr. Lannon stated that an additional concern he has regarding the proposal made for these land bays is that it would have little effect on the Town proper, as traffic would generally be moving away from the Town, thereby only affecting those living in the Lake Point subdivision and on Lakeview Road. Mr. Lannon stated, "I ask you to consider that any decisions that you make are going to impact a group of people that don't really have much of a say in how the Town government operates." Mr. Lannon asked the Planning Commission to keep this in mind during its deliberations. Mr. Lannon thanked the Planning Commission.

Chairman Mirabal thanked Mr. Lannon for making some very specific points regarding the land bays and their impact, and recommended that he submit his points and concerns in writing to Town Administrator Hynes, so they can be properly included in the record. Mr. Lannon stated that he would be happy to do so. Mr. Lannon also noted the additional concern that there was no information on the Town's website indicating that this evening's meeting was taking place, and stated his belief that more residents of the subdivision may have attended if the information had been available. Town Administrator Hynes stated that the meeting was posted on the informational sign at the Town Park, but was not posted on the website; Ms. Hynes further noted that no action on the issue will occur this evening. Ms. Hynes also explained that the County has the final say regarding the proposed development, as the land is outside the Town's boundary; further, Ms. Hynes noted, Lake Point residents may make comments to the County regarding this issue. Chairman Mirabal noted that residents would be notified if a public hearing is to be held by the County for the development, with Ms. Hynes stating that the Round Hill Owners' Association (RHOA) would be officially notified, and could provide that information to its members. Commission Member Hummel further clarified that the County is required to inform residents within a certain distance of a proposed development of any scheduled public hearing. Commission Members noted that no action will take place this evening, as the Planning Commission has not yet studied the proposal. Town Administrator Hynes reviewed the process which would be required to allow for the development to go forward. Commission Member Hummel explained that only the extension of water and sewer service to the parcels is being considered by the Planning Commission, and that provision of utilities will only be considered if specified types of uses are being proposed for the sites. It was further noted that the Town is not considering bringing these parcels into the Town's limits. Town Administrator Hynes stated that she and Town Planner Runyan would be happy to meet with Mr. Lannon.

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

There were no Disclosures and Commissioners' Comments.

**IN RE: APPROVAL OF AGENDA**

Commission Member Hummel made a motion **to approve the Agenda, with the addition of the minutes of the July 10, 2018 meeting for approval**; Commission Member Evers seconded the motion. A vote was held, and the motion was approved 5-0. The vote is recorded as follows:

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

**IN RE: APPROVAL OF MINUTES**

**a. July 10, 2018**

The members of the Planning Commission briefly reviewed these minutes. Commission Member Hummel then made a motion **to approve the July 20, 2018 minutes, as presented**; Commission Member Evers seconded the motion. A vote was held; the motion was approved 2-0-3, with Commission Members Caseman, Hummel and Mayer abstaining. The vote is recorded as follows:

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

**b. February 21, 2019**

Commission Member Evers requested that it be noted, either in the heading or the first paragraph, that the meeting was *to review ZOAM-2018-02*. Mr. Evers also requested that, in the first paragraph under the heading *IN RE: SPECIAL MEETING OF THE PLANNING COMMISSION*, the phrase *Mr. Mirabal then requested a motion from the Planning Commission to vote this forward*, be stated *Mr. Mirabal then requested a motion from the Planning Commission to recommend adoption of ZOAM-2018-02*. There were no further corrections. Commission Member Mayer then made a motion **to approve the February 21, 2019 minutes, as amended**; Commission Member Caseman seconded the motion. A vote was held, with the motion 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**

Town Administrator Hynes provided a review of information included in Commissioners' packets regarding this item, including maps of the sites, and provided background information; Ms. Hynes also highlighted language regarding these land bays, which was included by the Planning Commission in the update of the Comprehensive Plan, but subsequently removed by the Town Council. Town Administrator Hynes referenced the presentation made to the Town Council, by Tree of Life Ministries, regarding its proposal for developing the site for affordable housing, and explained that the Council indicated interest in providing for this type of development in Round Hill, but acknowledged that a lack of large tracts of land in the Town restricts the possibility for this to occur. Ms. Hynes also noted that another landowner, whose large tract was removed from consideration for this type of development from the Comprehensive Plan, is again interested in pursuing similar development on his property. Town Administrator Hynes explained that the Comprehensive Plan calls for multi-unit dwellings which are compatible with existing housing in Round Hill; duplexes and quadplexes are desired, multi-story homes are not. Ms. Hynes also noted that the Town has done good work in amending the Zoning Ordinance to encourage these types of housing.

Town Administrator Hynes continued by explaining how the Joint Land Management Area (JLMA) is governed, and how the two land bays currently under consideration (with Land

Bay Six having been removed for consideration by the Town Council) would be taken into account in any potential changes to the Comprehensive Plan. Ms. Hynes stated that she will encourage both the Town Council and the Planning Commission to consider the text removed from the Comprehensive Plan, during the update of that document, to address this Intent to Amend.

The Scope of Work for this effort was discussed. Chairman Mirabal requested a side-by-side comparison of the existing text in the Comprehensive Plan with text which was removed, which Town Administrator Hynes provided. Town Administrator Hynes also provided information on Land Bay Eight; discussion ensued regarding language which was included or omitted regarding this land bay, which may be germane to the task before the Planning Commission. It was determined that supporting documents, such as *The Route 719 Plan*, will be provided to the Planning Commission for use in this effort.

Discussion of the types of building/development which may be allowed or disallowed from consideration ensued. Town Administrator Hynes also explained that ordinances cannot be written with specific providers in mind. There was discussion of changes which may have occurred in Round Hill since the update of the Comprehensive Plan was completed (late 2016 and early 2017). It was noted that, under Round Hill's code, an individual property owner may not request an amendment to the Comprehensive Plan. Finally, it was reported that the Council indicated it does not want to tailor to a specific project, but does want the tools for use in considering potential changes going forward.

The Planning Commission discussed the zoning of the parcels in question, a timetable for completion of work on this project, and the portions of the Comprehensive Plan to be amended. The Commission also decided to include Land Bay Six in the discussions. In response to a request from a Commissioner, Town Administrator Hynes and Town Attorney Gilmore will work together to determine if any conflicting language exists. Finally, it was decided to set the goal to hold a vote on the final form of the amendment at the Planning Commission meeting scheduled for June 4, 2019; to facilitate this schedule, a line-by-line review of the document will be conducted at the May 7, 2019 meeting, with a "clean" version of the document provided to Commissioners for review prior to June 4th. The Commissioners agreed to holding a work session, if it is deemed necessary.

#### **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 FY2020 Budget, the Intent to Amend which was presented to the Planning Commission this evening, and an updated Water and Sewer Rate Study; the Council also determined the equalized tax rate.

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

Town Administrator Hynes reported on the following: 1) Ms. Runyan will serve as the Town Planner, with the possibility of assuming the role of Zoning Administrator at a future date, and will work on a parking study and digitizing the utility system; 2) that May 17<sup>th</sup> will be her last scheduled day to be in the office, with Ms. Marth Mason-Semmes in office as the interim Town

Administrator/Zoning Administrator prior to that date; 3) that the owner of the Yatton Road lots has submitted a plan for the sewer line in the proposed development there, with building to commence upon its approval; 4) and, preparations are being made for submittal of the grant application for Phase Two of the Main Street Enhancement Project, which is due on July 1, 2019. Town Administrator Hynes asked if the Planning Commission would like to cancel its August 2019 meeting; this will be decided at a later date. In response to a question from a Commissioner, it was reported that design and engineering for the South Water Tank is underway.

Town Attorney Gilmore asked if Planning Commission members would be interested in adopting a remote attendance policy, as was recently done by the Town Council. Ms. Gilmore provided a brief explanation of how this works, and noted that she could utilize the language in the Town Council's policy to develop a policy for the Planning Commission. Information regarding this issue will be provided to Commission Members, with the item to be placed on the agenda for the next meeting.

**IN RE: NEXT PLANNING COMMISSION MEETING**

**a. May 7, 2019**

**IN RE: ADJOURNMENT**

The meeting was adjourned by Chairman Mirabal at 9:19 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary