

Town of Round Hill
Planning Commission Regular Meeting
May 28, 2019
7:00 p.m.

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, May 28, 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

Planning Commission Members Absent

Reed Mayer

Staff Members Present

Lauren Runyan, Town Planner
Maureen Gilmore, Town Attorney

Members of the Public Present

Clinton Chapman

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:06 p.m. Roll Call was held; with only Commission Member Mayer absent, a quorum was determined.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENT

Mr. Clinton Chapman, of Stoneleigh, Round Hill, referenced the materials provided to the public for this evening's meeting, and asked if the policies under consideration are to apply strictly to the properties listed by address and being considered for inclusion in the Town's service area, or if they also apply to existing properties inside the Town. Chairman Mirabal explained that the Town Council directed the Planning Commission to address those specific parcels. Town Attorney Gilmore further explained that the two issues the Planning Commission has been asked to consider are: 1) possibly bringing areas, which currently are adjacent to the Town boundary, into the Town by way of a boundary line adjustment; and, 2) possibly bringing the parcels into the Town water and sewer service area. Mr. Chapman then referenced Item #8 in the Staff Report, which states that a historic marker must be placed on any property on which there is a historic structure, and asked if this pertains to all properties. Chairman Mirabal noted that the item is included in a Staff Report, and that the Planning Commission has not made a decision regarding any of these issues,

as yet. It was also noted that a public hearing will be held prior to any policy going into effect. Mr. Chapman thanked the Commission.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission Member Hummel stated that the Town put on a fantastic Hometown Festival, and noted that it was really well done; the other Planning Commission Members agreed.

There were no Disclosures.

IN RE: APPROVAL OF AGENDA

Commission Member Evers made a motion **to approve the Agenda, as presented**; Commission Member Caseman seconded the motion. Commission Member Hummel requested that, under *Item #11, Next Meeting*, the phrase *possible work session* be stricken from the Agenda, as that meeting is the Planning Commission's regularly scheduled meeting. Mr. Hummel further noted that voting is not supposed to take place at a work session, and that a vote may be required at that meeting. Town Attorney Gilmore agreed with this suggestion. It was decided to strike the phrase from the Agenda, with Commission Member Evers amending his motion, and Commission Member Caseman agreeing to the amendment. A vote was then held, with the motion approved 4-0, with Commission Member Mayer absent. 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	Absent

IN RE: APPROVAL OF MINUTES

It was decided to defer approval of minutes to the meeting of June 4, 2019.

IN RE: BUSINESS ITEMS

a. CPAM-2019-01: Extension of Water/Sewer Service Amendment to Comprehensive Plan

Town Planner Runyan presented this item, beginning with a review of the materials included in Commission Members' packets. It was requested that, for future meetings, a copy of the red-line, edited version of documents be provided electronically to Commission Members prior to the meeting. Commission Member Hummel expressed concern about the inclusion, in *Attachment #2, Item "b,"* of support by the Town for a potential boundary line adjustment for the two parcels in question, as the *Intent to Amend Resolution* does not direct the Planning Commission to consider a BLA. Discussion of this issue ensued, with it being noted that the Town Council did not want this potential amendment to the Comprehensive Plan to be specific to one property. The Planning Commission also discussed reinstating Land Bay Six to the CPAM, with it being noted that the Town Council did not want this potential amendment to the Comprehensive Plan to be specific to one property, and that reinstating Land Bay Six to the CPAM makes a stronger argument for consideration of the *Intent to Amend*. It was decided to reinstate Land Bay Six to the CPAM, and to use PIN numbers, rather than street addresses, in referencing the parcels

under consideration. Additionally, it was determined that the section of the draft Text Amendment referencing *Non-Specific Properties* should be included in the first paragraph of the document. Finally, it was decided that the term *Water and Sewer Service Area* should be used throughout the document, rather than the term *Joint Land Management Area*.

Chairman Mirabal suggested that the Planning Commission adjourn this evening's meeting, and schedule a work session, to provide time for additional review and discussion of the Text Amendment. It was decided to hold this additional review at the Planning Commission's regularly scheduled meeting slated for June 4, 2019. Commission Member Hummel volunteered to work with Town Staff to make the changes to the document requested by the Planning Commission this evening; this includes the use of PIN numbers rather than street addresses for the parcels under consideration. Town Planner Runyan stated that she will provide, via e-mail, updated maps as requested by the Commission.

There was brief discussion of changes requested to the Staff Report.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported that the Town Council has been discussing a proposed lottery system for the storage of boats at Sleeter Lake Park; Mr. Hummel also reported that things are going well at that park. In response to a question from Chairman Mirabal, Town Planner Runyan explained that the only usage count planned for Sleeter Lake Park, to date, is a boat count, which will be provided upon the hiring of the Lake Monitor. Commission Member Hummel reported that Project Specialist Lohr is working hard to facilitate the start of work on the Main Street Enhancement Project, noting that VDOT has made additional comments which require responses by both the Town and the County.

IN RE: TOWN PLANNER REPORT

There was no Town Planner Report.

IN RE: NEXT PLANNING COMMISSION MEETING

a. June 4, 2019

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 8:32 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary