

**Town of Round Hill
Planning Commission Regular Meeting
March 6, 2018
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, March 6, 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

PLANNING COMMISSION MEMBERS ABSENT

Lori Minshall

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Clinton Chapman
James Kirk

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:04 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 Hummel led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no Public Comment.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and Commissioners' Comments.

IN RE: APPROVAL OF AGENDA

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

IN RE: APPROVAL OF MINUTES

There were no minutes for approval.

IN RE: ACTION ITEMS

a. 6 Bridge Street Change of Use Site Plan

Town Planner/Zoning Administrator Hynes presented this item, noting that Mr. James Kirk, who is the engineer for the project and is representing the property owner, is in attendance. Issues regarding the property raised at the last meeting of the Planning Commission were addressed by Ms. Hynes; these included:

- A gap in the fence, which has been revised on the plan.
- Clarification regarding storm water management calculations, and feedback from the County for this issue; the County has confirmed that very little storm water impact will result from this proposed use at this site.
- Additional information requested regarding how oil will be drained from cars which are to be used for parts and are to be parked on the grass; information has been provided regarding the draining of fluids and removal of batteries, noting that these activities will take place inside the building. Additionally, information was provided which states that parts vehicles will be removed from the premises when no longer useful. Ms. Hynes noted that the property owner does seem to be willing to work with the Town regarding areas of concern.
- Clarification regarding the makeup of the area in front of the island, with it being reported that the area is gravel, and will remain so.
- The effect on buffers if an existing shed is removed; it was noted that, as the shed presently serves as a buffer, the area would need to be filled in if the structure is removed.

Town Planner/Zoning Administrator Hynes stated that it is requested the Planning Commission approve the modifications requested by the owner, and approve this Site Plan. Commission Member Hummel stated that he provided two extensive sets of comments to the property owner and engineer; all of those comments have been addressed. Chairman Mirabal requested that a copy of the Town Planner's Report be included with documentation related to this proposal. Commission Member Hummel then made a motion **to approve the modification of the landscape buffer on the area defined as *Segment E*, as shown on Sheet 4 of the Site Plan dated February 28, 2018, from twelve and one-half feet to five feet, due to its proximity to the existing travel way, for the application for 6 Bridge Street;** Commission Member Evers seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Commission Member Minshall absent. 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	Absent

Commission Member Hummel made a motion **to recommend approve for the Site Plan for 6 Bridge Street, dated February 28, 2018**; Commission Member Daly seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0, with Commission Member Minshall absent. 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	Absent

IN RE: BUSINESS ITEMS

a. Fall Text Amendments

Town Planner/Zoning Administrator Hynes explained that she has provided two copies of these documents to Commissioners; one copy contains the edits made, and the second is a clean copy. A recap of the work done on these amendments was provided, following which the Commissioners decided to review the changes made as requested at the last meeting; these changes include:

- Revisions made to the *Definitions* section of the text amendments.
- Removal of a minimum lot size and density for an Assisted Living facility.
- Removal of the Definitions for *Studio* and *One-Bedroom Apartment* for an Assisted Living facility.
- Changing *Transient Lodging* to *Guest Lodging*.
- Removal of the regulation which would allow a shared bathroom for an Accessory Homestay.
- Removal of references to *Room Service*.
- Allow for a case-by-case basis determination regarding meetings held at a Bed and Breakfast.
- To allow market forces to dictate the number of bathrooms in a Bed and Breakfast.
- Removal of the word *Salon*, to be replaced with the term *Personal Services*.
- Updated, in the Definitions, *Exterior Illumination Standards*; and changed wording to clarify the differences between *internal lighting* and *external lighting*.

- Removal of the term *Dwelling Units*, to be replaced with the term *Efficiency Units*, for Accessory Apartments; this was done to make clear that the "Dwelling Unit" is the primary residence, with the "Efficiency Unit" the secondary residence on a parcel. The term *Efficiency Unit* was included in the Definitions.

Discussion of this ensued, with a change in wording suggested, to provide clarity.

- Inclusion of the requirement that the size of a Family Caregiver Suite must not exceed *the lesser of either 750 square feet*.
- Removal of the requirement that the property owner record a covenant.
- Inclusion of the requirement that a property owner submit a written statement identifying specifics of the care arrangements provided at the property.

Discussion ensued regarding provision of *food service* at establishments such as a Country Inn. Language was provided by Commission Members which clarifies that a separate zoning permit is required for an on-site restaurant.

Changes made to the *Definitions* section of the text amendment documents was then reviewed, as follows:

- The term *Efficiency Unit* was added.
- Language was included which ensured that an *Accessory Homestay* meets all standards required by the Town.
- An effort was made to ensure that the number of standards included was not onerous.
- The term *Addition* was included.
- Improvements were made to the definition of *Active Open Space*.
- Changes were made to ensure that the definitions of *Assisted Living Facility* and *Nursing Home* are similar to definitions provided by the State.
- It was ensured that Town standards are met by a Bed and Breakfast use.

It was requested that the term "*Zoned Residential*" be removed from the Definition of *Bed and Breakfast*.

- It was ensured that Town standards are met for both *Boutique Hotel* and *Country Inn* uses.
- Wording in the definition for a *Boutique Hotel* was changed, from "a small hotel *perceived*" to "a small hotel *marketed*."
- The term *Motel*, and its definition, were removed.
- Removal of the list under *Heavy Equipment*.
- Inclusion of the State Code definitions for a *Kitchen* and a *Kitchenette*.
- The phrase *used for temporary housing* was removed from the definition of *Recreational Vehicle*.
- The definition of *Stables* was deleted.
- The following language will be added to the information for a *Boutique Hotel*: *indoor recreation space is permitted as an accessory use for guests only*.

The *Zoning Districts Chart* was reviewed, with the following items discussed:

- *Nursing Home, Assisted Living Facility, and Country Inn* were added as uses allowed in an R-2 Zoning District.
- Uses considered *Accessory Uses* were reviewed.
- That a *Country Inn* is a by-right use in the B-1 Zoning District.
- The requirement for a special exception was added for *Country Inn, Nursing Home, and Assisted Living Facility* uses, in specific districts.

It was noted that this document will be reviewed by The Berkeley Group. The Planning Commission discussed how to proceed to the public hearing for these text amendments. There was discussion of items included in the document which were drawn from the Comprehensive Plan. It was noted that editing marks will be included in the copy of the document presented for the public hearing. The Planning Commission, following this discussion, decided to hold the Public Hearing for the Zoning Ordinance Text Amendments on Tuesday, April 10, 2018; the hearing will precede the Regular Meeting of the Planning Commission, and will begin at 7:00 p.m. A rain-date of April 17, 2018 was decided upon, as well. Commission Member Hummel then made a motion **to schedule a Public Hearing for April 3, 2018, at 7:00 p.m., to hear public comments on the Fall Text Amendments, consisting of the eight sections reviewed**; Commission Member Evers seconded the motion. It was noted that the date decided upon for the hearing was April 10, 2018; Commission Member Hummel amended his motion to reflect the correct date; Commission Member Daly seconded the amended motion. There was no discussion. A vote was held; the motion was approved 4-0, with Commission Member Minshall absent. 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	Absent

IN RE: TOWN PLANNER REPORT

Town Planner/Zoning Administrator Hynes reported on the following:

- The benches and tables have been installed at Sleeter Lake Park; the landscape design team is working on plans for the park, with a planting day scheduled for April 22, 2018.
- The Appalachian Trail Committee, now known as HANDS, has scheduled a hike on the Appalachian Trail for April 22, 2018.
- The Appalachian Trail Art Show, held in February, was successful.
- The Appalachian Trail Committee will present to the AT Community group in Harrisburg, Pennsylvania, on October 20, 2018.
- A candidate for his Eagle Scout Award is going to construct the canoe/kayak storage racks for Sleeter Lake Park.

- A pre-application meeting for location of the new fire department at the Western Loudoun Sheriff's Office Substation site was held, with the Town Planner/Zoning Administrator in attendance.
- An article regarding Round Hill will be published in *Northern Virginia Magazine*.
- A meeting was held with the owner of BChord Brewing; he is excited to be joining the community.

It was decided to discuss possible training opportunities for Planning Commission Members during the summer months.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported that the Town Council has been focused on the FY2019 Budget.

IN RE: NEXT PLANNING COMMISSION MEETING

a. Regular PC Meeting: Tuesday, April 10, 2018

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 8:55 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary