

**Town of Round Hill
Planning Commission Regular Meeting
January 8, 2019
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, January 8, 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 (arrived at 7:09 p.m.)
Stephan Evers
Michael Hummel
Reed Mayer

STAFF MEMBERS PRESENT

Melissa Hynes, Town Administrator, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Mary Anne Graham, Vice-Mayor of the Town of Round Hill
Clinton Chapman

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 determined.

IN RE: PLEDGE OF ALLEGIANCE

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

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

IN RE: APPROVAL OF MINUTES

There were no minutes presented for approval. It was noted that three sets of minutes will be provided for review and approval at the next Planning Commission meeting.

IN RE: BUSINESS ITEMS

A. ZOAM-2018-02: Restaurants in the Central Commercial District

Town Administrator Hynes explained the order in which ZOAM-2018-02 has been reviewed and revised, as follows: 1) the Planning Commission received the first draft prior to the Town Council meeting; 2) the Town Council met, discussed the draft, and provided comments; 3) a new version incorporating Town Council comments was provided to the Planning Commission; and, 4) at the request of the Council, Councilperson Melissa Hoffmann provided further comments, based upon her experience working at a brewery, which were provided to the Planning Commission this evening. It was noted, in response to a concern expressed by Chairman Mirabal, that the Town Attorney will review and approve changes prior to any further action being taken on this amendment. Town Administrator Hynes explained that a brewery/winery/tasting room may operate as such, and not include a restaurant, additionally, a restaurant may also have a brewery license; any of these uses must meet state requirements in order to operate in Round Hill. Chairman Mirabal asked if the uses include any permit/zoning/tax implications; Town Administrator Hynes stated that a zoning permit fee would be the only fee collected, with Commission Member Hummel explaining that taxes collected would depend upon revenue, and noting that the Town Council has proposed instituting a meals tax.

The following items were then discussed:

- Mobile food trucks – these are not currently regulated; however, the owner of a food truck must provide a letter to the Zoning Administrator ensuring that the truck will not use required parking for a restaurant.
- Hours of operation – opening times are not currently reflected in the amendment; language is to be included which will ensure that opening and closing times meet Town Code requirements.
- Noise – the decibel level allowed for a restaurant use was set at 60 dB(A), with a higher level, not to exceed 75 dB(A), allowed for special events, dependent upon notification of residential neighbors. A permitting process is to be put in place for special events, with notification made to neighboring properties prior to issuing the permit. There was also discussion of how this will be enforced, with Town Administrator Hynes explaining that language was added to allow for Town enforcement of the specified noise level.
- Public Hearing – a Joint Public Hearing with the Town Council was planned, to be held during a February Town Council meeting.

- Tasting Room – it was requested that a definition for this term be included.
- Typographical and grammatical errors – these were identified and corrected.
- Next steps – a clean copy of ZOAM-2018-02, with the changes/additions made this evening, will be provided to the Town Council; the Town Council will review the document prior to the public hearing; the same updated copy of the document will be provided to Planning Commission Members.

Town Administrator Hynes explained that the updated copy of ZOAM-2018-02 will be sent out on Friday, January 11th; upon advertisement of the public hearing corrections may not be made. Commission Member Hummel then made a motion **that ZOAM-2018-02 be advertised for a Joint Public Hearing with the Town Council on February 7, 2019, subject to any Planning Commissioners' working with the Council and the Town Administrator on minor edits, and prior to advertisement on January 25, 2019.** Commission Member Mayer 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
Beth Caseman	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Reed Mayer	Aye

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel provided this report, highlighting the following:

- Mr. Casey Chapman made a presentation to the Town Council regarding the concept devised for development of the fifteen-acre Powers Thomas property on the west side of Round Hill. Mr. Hummel noted that there was much "give and take" in the discussion, and that the Town Council liked some of the concepts presented. Mr. Hummel stated that the concept is not in conformance with the Town's Comprehensive Plan, and that a number of changes would be required in order for the proposal to be in conformance and to move forward. Town Administrator Hynes explained that Mr. Chapman is in an eighteen-month study period, during which input from the Town Council was needed.
- The Council continues its review of ZOAM-2018-02 – Restaurants in the Central Commercial District.
- The Town Council adopted a formal resolution related to the construction of the Rockwool plant in neighboring Jefferson County, West Virginia.
- The Town Council adopted ZOAM-2018-01 – Guest Lodging, Senior Housing & Accessory Apartments, by a five-to-one vote.

Commission Member Hummel and Town Administrator Hynes provided additional information on the pre-application made by Mr. Chapman and additional steps required for the plan to move forward.

IN RE: TOWN PLANNER REPORT

Town Administrator Hynes reported on the following:

- The existing vacancy for a Town Planner was posted to the Virginia Municipal League (VML) website yesterday; the goal is to hire an entry-level planner, with Town Administrator Hynes continuing to serve as the Zoning Administrator for the next year or two.
- Ms. Martha Mason-Semmes will serve as interim Town Administrator/Zoning Administrator while Ms. Hynes is on maternity leave.
- Ms. Sue Holland has been hired as the new Town Treasurer. Ms. Holland has worked with the Town since February 2018, having been hired by VML.
- The County public hearing for the Southern Water Tank is scheduled for tomorrow.

IN RE: NEXT PLANNING COMMISSION MEETING

A. February 5, 2019

It was decided that this meeting will be used for review of minutes and of the 2019 meeting schedule.

IN RE: OTHER INFORMATION/DISCUSSION

Town Administrator Hynes thanked the Planning Commissioners for their hard work on the zoning amendments.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 8:42 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary