

**ROUND HILL PLANNING COMMISSION
SPECIAL MEETING MINUTES
January 26, 2010**

A special meeting of the Round Hill Planning Commission was held on Tuesday, January 26, 2010 in the Town Office, 23 Main Street, Round Hill, VA.

Present

Craig Fredericks, Chairman
Sarah Etro, Vice-Chair
Mike Hummel
Kathie Luckard
Betty Wolford

Staff Present

Robert Kinsley, Town Planner/Zoning Administrator

Others

John McBride, Odin, Feldman & Prittleman, PC
Amber Scharn, Odin, Feldman & Prittleman, PC
Pastor Jeffrey Witt, RHUMC
Mary Anne Graham, Vice Mayor
11 citizens

Attachments

- A. Draft Agenda, January 26, 2010
- B. Proposed Development Conditions, SPEX, RHUMC – Zoning Administrator
- C. Proposed Development Conditions, SPEX, RHUMC – John McBride
- D. Parking Within Setbacks in R-2 Zoning District, Letter dated December 29, 2009 – Determination by Zoning Administrator
- E. Parking Requirements for RHUMC, Letter dated January 4, 2010 – Determination by Zoning Administrator
- F. Memorandum and Plat on RHUMC SPEX 2007-1 from John McBride dated January 25, 2010
- G. Chronology of RHUMC Special Exception Submissions/Building Activity
- H. Information on parking ratios

IN RE: CALL TO ORDER

Chairman Fredericks called the January 26, 2010 meeting to order at 7:32 p.m., noting the meeting had a quorum with all members of the Commission present.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Luckard led those present in the Pledge of Allegiance to the American Flag.

IN RE: PUBLIC COMMENTS

No comments were received.

IN RE: APPROVAL OF AGENDA

Chairman Craig Fredericks motioned approval of the agenda as presented with Commissioner Kathleen Luckard seconding. Motion to approve agenda as presented was approved unanimously by voice vote of the commissioners, 5-0-0.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Vice Chair Etro reported that she had met with Commissioner Hummel on January 7th to talk about issues including her comment at the Planning Commission's January 5, 2010 meeting that she had contacted Mr. Hummel several times and that he had not returned her calls. She stated that the two had a "good, productive discussion and identified that there had been several communication missteps that were unintentional and misunderstood by both" of them. Mrs. Etro felt that the two were able to "clear up" several misperceptions and misunderstandings and she appreciated Mr. Hummel meeting with her.

Vice Chair Etro went on to clarify her action at the December 8th Planning Commission meeting: (1) her understanding was that the Commission was required to make a decision on the application that evening; (2) she was concerned on adequacy of parking; (3) took into account public concerns on building scale and mass and adequate parking at the public hearing.

Vice Chair Etro stated that she reviewed the application using the current Zoning Ordinance that included sections pertaining to building footprint and uses on a lot as well as definitions (or lack thereof) of yards, setback and buffer in relation to this application. After this review, Vice Chair Etro felt that the application did not meet the Ordinance requirements.

Vice Chair Etro noted that the commission did discuss reduction of the building size but felt no action or agreement was made. Thus when the motion to deny was made, she felt it was appropriate as she felt the application did not conform to the town's regulations.

Vice Chair Etro felt that several good things came out of the meeting – unanswered questions were put on the table for clarification and the vote showed that the majority of the Commission was not opposed to the application in its current form. (Complete "Comments to the Planning Commission" attached).

Commissioner Hummel concurred that he and Vice Chair Etro had a productive meeting.

Chairman Fredericks felt the discussion at the last meeting and the manner in which it happened was unfortunate and hoped for better dialogue between members of the commission in the future.

Chairman Fredericks asked the status of the two December meeting minutes. The reply was that the former recorder was working on them.

No further comments were received.

IN RE: OLD BUSINESS

a. Round Hill United Methodist Church

Mr. Kinsley noted the items distributed in the commissioner's packet included the proposed conditions by the town and the applicant (changes from December meeting highlighted in red ink; larger print from staff, smaller print from the applicant); Memo dated January 25th from Mr. McBride with reduced size plat; letter of determination to Planning Commission from staff pertaining to setbacks/yard areas; letter of determination to Mr. McBride from staff regarding parking requirements. This evening commissioners received a copy of the large plat which included a revised table; background information on parking ratios; chronology of RHUMC SPEX submissions and building activity; and an email from Kim Ramsey.

Mr. McBride gave a short presentation on the status of the application, noting that he hoped the Planning Commission agrees that it was time to move the application forward. He reported a change in the church's proposed development conditions – construction phasing had been deleted; the revisions suggested by the Planning Commission had been incorporated into the remaining 25 conditions. Mr. McBride stated that his memorandum of January 25th addresses some changes:

- (1) reduction of the footprint of the expansion – 29,142 square feet reduced to 22,000 square feet with the basement area remaining the same – 6,000 square feet;
- (2) parking spaces increase to 101 spaces from 97 spaces; and
- (3) a portion of the building (classrooms) reduced to one story from two stories.

He noted that all plans identify a capacity of 324 persons and not as seats. Mr. McBride spoke of the classrooms to be used for Sunday school – 8 for school age children (at approximately 26 students each); 4 for adults; and one for a nursery. He stated that the classrooms would not be utilized during worship service, but the nursery would be. The old parsonage (exterior will not be modified per town request) will be used as a utility to the church. The maximum occupancy of the old sanctuary, the new expansion and the old parsonage will be 324. Mr. McBride stated that the church agreed to all conditions presented by the Commission.

Commissioners reviewed the revised plat which outlined the reduced building which had been moved back 36 feet, allowing the extra parking. The portion of the building which had been reduced to one story was also shown. It was noted that all references to phased construction on the plat need to be deleted before delivery to the Town Council. Also, in reviewing the conditions presented it was noted that #16 pertains to elevations in Exhibits A1-A4 which need to be updated and attached to the submission documents presented to the Town Council. The timeframe for the installation of the street light in condition #23 was addressed with Mr. McBride reporting that it had to be done during the construction and noted that it would be shown on the site plan.

Vice Chair Etro asked the Commissioners to consider two more conditions. The first pertains to off site parking for any overflow and the second to town regulations. After discussion, the Planning Commission agreed upon the following two conditions:

- a. That best effort agreements be written between the Round Hill United Methodist Church and the owners of the properties at 1 West Loudoun Street, 2 West Loudoun Street and 6 West Loudoun Street to use their parking areas as overflow parking for regular Sunday worship services in conformance with Section 12.5 of the Round Hill Zoning Ordinance. The agreements are to be reviewed as to form and content by the Town Council. They are to be approved and operational as of the approval of the

- occupancy permit for the expansion. An outreach plan for advertising the overflow parking availability will accompany the agreement for approval by the Council.
- b. Approval of the special exception does not express or imply any waiver or modifications of the requirements set forth in Round Hill's SLDO and Zoning Ordinance except as specifically approved by the Town Council on the SPEX plat and supporting documents.

Discussion followed on the advantages for deleting phased construction, the email from Kim Ramsey (received this evening) outlining her concerns on actual building capacity and asking that if there is a motion to recommend approval to go to the Council, an additional condition be placed that states "the classrooms will not be used at the same time as the fellowship hall and/or sanctuary for any purpose with the exception of the single classroom dedicated as the nursery". Also discussed was the ratio between vehicles and number of passengers; parking and traffic issues still being a concern; enforcement of occupancy number; need for council to recognize the concerns of the commission and residents and to work with the applicant in resolving the issues. Further discussion followed on ordinances of adjacent towns and the county pertaining to required parking spaces.

Jeff Browning thanked the Commission on behalf of the church for the attention and detail that was given in the review of the application. He noted that this project has been a 13 year process and the Church has tried to respond in a good faith effort to concerns and requests.

Commissioner Hummel stated that the Commission, in their review, was not trying to be combative; but trying to do their best for all citizens in the town, noting that this project would be a part of Round Hill for a long time.

Chairman Fredericks called for a 10 minute recess at 8:51 pm to allow Vice Chair Etro to draft a motion based on the discussion by Commissioners.

Meeting was called back to order at 9:11 pm.

Vice Chair Sarah Etro motioned the Planning Commission forward SPEX 2007-01, Round Hill United Methodist Church Fellowship Hall Addition, including the 27 conditions and the SPEX Plat dated March 27, 2007 as revised January 25, 2010, to the Town Council with a favorable recommendation as the application is moving in the right direction. The Commission recognizes that there are some unresolved issues, including the coordination of the illustratives with the conditions and the removal of references to phasing from the plat, but given the timing of the latest submission and the Commission's desire to move the application to the next step in the review process, requests that these items be addressed by the Town Council. Commissioner Kathie Luckard seconded the motion.

Vice Chair Etro said that the motion was open to editing, clarification and comments.

Commissioner Luckard suggested that "Round Hill" be inserted before Town Council (2 times) and before Planning Commission. **Vice Chair Etro agreed to these insertions.**

Chairman Fredericks voiced his concern over this action, feeling that it was not the right motion to move forward, that it was not what the Commission wished the Town Council to see. He felt that this was the first time a motion had gone forward to the council where each commissioner had reservations regarding the application.

Chairman Craig Fredericks motioned that the motion on the table be postponed indefinitely. Motion died for a lack of a second.

Vice Chair Etro stated that there is an opportunity for a friendly amendment; that she just “took a shot” at the motion on the way she felt; each member can amend or vote the way they wish.

Chairman Craig Fredericks motioned that the motion to forward a favorable recommendation to the Round Hill Town Council be amended with a favorable recommendation for denial. No second was forthcoming.

The motion to forward a favorable recommendation of SPEX 2007-01, with the 27 conditions and the SPEX Plat as revised January 25, 2010. to the Round Hill Town Council was approved by voice vote of the commissioners present 4-1-0, the votes being recorded as shown below:

<u>MEMBER</u>	<u>VOTE</u>
Mike Hummel	Aye
Kathleen Luckard	Aye
Betty Wolford	Aye
Sarah Etro	Aye
Craig Fredericks	Nay

Chairman Fredericks asked for a five minute recess beginning at 9:28 pm.
Meeting was called back in session at 9:35 pm.

IN RE: OTHER BUSINESS

No other business was presented.

IN RE: DRAFT AGENDA FOR NEXT MEETING

Items to be placed on the Commissions’ February 2, 2010 Regular Meeting agenda will be

- Election of Officers,;
- Master Plan and Policies for Memorials – Round Hill Town Park;
- Exxon Station – SPEX request on conditions, modifications – Chairman Fredericks asked that a staff report as well as a status report on the compliance with current conditions be included in the packet;
- Commission Strategy Plan– Chairman Fredericks felt the importance of tackling a strategy for the upcoming year which may include whether the Town of Round Hill should become unincorporated and/or to look at other options such as a city.

Short discussion followed on the need for better communication between commissioners, finding ways that members can hear each other better while the meeting is being conducted. Also

discussed was the need for a motion of any substance or length to be written and submitted to all members for a better understanding and review before a vote is taken.

IN RE: PUBLIC COMMENT

Bill Heston, 14 Main Street, asked the status of the property located at 7 Main Street. It was reported that the owner was trying to sell it at this time and no further progress on development as planned had been done.

Commissioner Hummel reported that he wished to remain on the Commission until the end on his Town Council term which ends June 30, 2010.

IN RE: ADJOURNMENT

No further business appearing, Chairman Craig Fredericks motioned to adjourn the meeting at 9:48 p.m. with Commissioner Kathleen Luckard seconding. Motion to adjourn was approved by voice vote of the commissioners present, 5-0-0.

Craig Fredericks, Chairman

Elizabeth Wolford, Secretary