

(Minutes reflect both verbatim comments and a summary of discussions.)

**Town of Round Hill  
Planning Commission Meeting  
April 5, 2011**

A regular meeting of the Round Hill Planning Commission took place Tuesday, April 5, 2011, 7:30 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS IN ATTENDANCE**

Sarah Etro, Chair

Jennifer Grafton Theodore, Vice Chair (arrived at 7:37 p.m.)

Betty Wolford

**STAFF MEMBERS IN ATTENDANCE**

Rob Kinsley, Town Planner and Zoning Administrator

Susanne Kahler, Recording Secretary

**IN RE: CALL TO ORDER, ROLL CALL AND QUORUM DETERMINATION**

The meeting was called to order at 7:32 p.m. by Chairperson Sarah Etro, who made the determination that there was a quorum present.

**IN RE: PLEDGE OF ALLEGIANCE**

Chairperson Etro led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

None

**IN RE: APPROVAL OF AGENDA**

Commissioner Betty Wolford moved that the agenda be approved as presented.

Chairperson Sarah Etro seconded her motion.

**The motion passed unanimously 2-0-0.**

**IN RE: COMMISSIONERS COMMENTS AND DISCLOSURES**

None

**IN RE: APPROVAL OF MINUTES - March 1, 2011 Meeting**

Chairperson Etro said she appreciated the new and improved format.

Commissioner Wolford moved that the minutes be approved as presented.

Chairperson Etro stated that she would second that motion, provided that her amendments were acceptable. On page 3, she wished to insert the words, "how they work" into the first line of the page where Commissioner Grafton Theodore makes an inquiry regarding grinder pumps.

(Minutes reflect both verbatim comments and a summary of discussions.)

On page 5, the very last line of the paragraph concerning the Lake Ridge Development, the very last sentence was stricken and replaced with the sentence, “The Planning Commission took no action on the issue.” In the last line of the paragraph concerning the request to repeal the RHUMC phasing decision on page 6, the words “the report” were inserted for clarification.

Commissioner Grafton Theodore arrived at 7:37 p.m.

Commissioner Wolford agreed to those changes and the **motion to approve the minutes as amended passed 3-0-0.**

#### **IN RE: LAND USE COMMITTEE REPORT**

Commissioner Wolford stated that she was, “Very surprised to hear that the Land Use Committee decided NOT to move forward with establishing a derelict building policy, feeling that the citizens of the Town would be very upset if they went to try and tear down a building or something.”

Commissioner Grafton Theodore said, “I don’t think that is what the point is, though. I think that the point is that they can do improvements to the property and bill the landowner. That is what I thought the legislation was.”

“That is the legislation, but isn’t it also if it is beyond repair you can also have it torn down? I was just very surprised at their comments that they made that led them to the decision not to do anything at this time because I got the impression, and I may be totally wrong, that what they were saying was that they didn’t feel that the people in town felt very strongly about that,” Commissioner Wolford added.

“Everyone that comes to my Town that does not live in the Town says, ‘What is up with that building?’ and even after I tell them, they ask every time, ‘What are they going to do with that building?’ As stringent as we are about storm water and lighting and every thing that we talk about at great length – no one is upset about that? That is so ironic,”

Commissioner Grafton Theodore said.

“That’s my only comment,” said Commissioner Wolford, “It just surprised me because I’m with her - being somebody that is in connection with the public on a daily basis, that isn’t the impression that I get from the people in this whole area.”

#### **IN RE: TOWN PLANNER AND ZONING ADMINISTRATOR’S REPORT**

There were no questions regarding the written report submitted by Mr. Kinsley, Town Planner and Zoning Administrator. Mr. Kinsley did state that the Utility Committee has drafted language concerning the use of grinder pumps to the Town’s sewer ordinance and will be advertising that change.

#### **IN RE: OLD BUSINESS**

Town Planner Rob Kinsley briefed the Commissioners on the proposed changes to the language in Article 16 regarding special exception permits. The Code of Virginia has no time limitations following a public hearing to make their recommendation on a special exception application but the Town did. To put the Town Ordinance in conformance with the Code of Virginia language, it was suggested the Town strike their limitation of 30 days from paragraph 16.2.

(Minutes reflect both verbatim comments and a summary of discussions.)

The word “Council” was stricken from paragraph 16.1 after the word “Town” on the third line. The word “with” under paragraph 16.3, third line was changed to “within”. The 60 day time limit under 16.3 was kept and the language “**unless the applicant agrees to a longer period of time**” was added.

Commissioner Wolford moved that the Planning Commission recommend the changes in the language made to Article 16 to the Town Council for approval and scheduling of a public hearing.

Commissioner Grafton Theodore seconded her motion. **The motion passed unanimously 3-0-0.**

**IN RE: NEW BUSINESS**

There was none.

**IN RE: OTHER BUSINESS**

The Town of Leesburg was planning to hold a “Defensible Decision-Making” workshop at some date in the future. Local Planning Commission and Town Council members would be invited to attend.

**IN RE: DRAFT AGENDA FOR May 3, 2011 Planning Commission meeting**

The Commission agreed that they needed to be ready for the possible review of the Preliminary Plat for the Lake Ridge subdivision.

The next meeting of the B-1 study committee will be April 12, 2011 at 5:30 p.m.

**IN RE: ADJOURNMENT**

With no further business or comments, Chairperson Etro adjourned the meeting at 8:07 p.m.

Respectfully submitted,

---

Sarah Etro, Planning Commission Chairperson

---

Susanne Kahler, Recording Secretary