

**ROUND HILL PLANNING COMMISSION
REGULAR MEETING MINUTES
April 7, 2009**

The regular meeting of the Round Hill Planning Commission was held on Tuesday, April 7, 2009 in the Town Office, 23 Main Street, Round Hill, VA.

Present

Craig Fredericks, Chairman
Sarah Etro, Vice-Chair
Kathleen Luckard
Betty Wolford

Staff Present

Robert Kinsley, Town Planner/Zoning Administrator

Absent

Mike Hummel

Attachments

- A. Agenda, April 7, 2009
- B. Minutes of March 3, 2009 Regular Meeting
- C. Land Use Committee Notes dated March 11, 2009
- D. Town Planner/Zoning Administrator's Report , April 4, 2009
- E. Town Planner & Zoning Administrator's 2008 Annual Report
- F. Proposed Text Amendments – Article 14 “Landscaping and Screening” of the Zoning Ordinance
- G. Proposed Text Amendments - Section 5.7 “Landscaping” of the SLDO
- H. Proposed Text Amendments to Section 4-200 (PD-CC District)
- I. B-1 Business – Town Business District Regulations

IN RE: CALL TO ORDER

In Chairman Frederick's absence, Vice-Chair Etro called the meeting to order at 7:33 p.m., noting that with Commissioners Luckard, Wolford and Etro present, there was a quorum.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENTS

There was no public in attendance

IN RE: APPROVAL OF AGENDA

Vice Chair Sarah Etro motioned approval of the agenda, as submitted. Commissioner Kathleen Luckard seconded the motion. Motion to approve the agenda, as submitted, was passed unanimously by voice vote of the commissioners present, 3-0-2 (Chairman Fredericks and Commissioner Hummel absent for the vote).

IN RE: APPROVAL OF MARCH 3, 2009 MINUTES

Commissioner Kathleen Luckard motioned adoption of the minutes of the March 3, 2009 Regular Meeting as presented with Commissioner Betty Wolford seconding. Motion to approve said minutes as presented passed by voice vote of the Commissioners, 3-0-2 (Chairman Fredericks and Commissioner Hummel absent for the vote).

IN RE: LAND USE COMMITTEE REPORT

Mr. Kinsley noted the written report that had been submitted in the Commissioners' packets, which included three items – Community Garden Park, BLA Study/Financial Analysis by Scott Ramsey and DEQ Remediation Projects.

Discussion followed on the Garden Park; and the processes for bringing properties into town – annexation (lengthy) and BLA (shorter process).

Commissioner Luckard spoke of a Walking Tour of Round Hill and the need for future necessities such as food eateries, restrooms.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

The Commission had received Mr. Kinsley's April 4th Report in their Packets.

Mr. Kinsley's noted that the environmental remediation equipment behind the Amoco/BP Station was shut down in April, but will be monitored for possible future remediation; and, if necessary to restart, steps will be taken to address the noise that is a nuisance to adjacent neighbors. Zoning permits have been issued to the Community Garden Park and to Savoir Fare for a restaurant. Mr. Kinsley said that he had attended the Virginia Chapter of the American Planning Association annual conference in Williamsburg in March.

Discussion followed on the National Register. Mr. Kinsley reported that Richmond had not yet sent it onto the federal government for review (it had been held up at the state level due to concerns/questions raised by a Waterford resident).

An Annual Report of zoning activities within the town had also been submitted to the Town Council, per State Code requirements.

IN RE: OLD BUSINESS

A. Proposed Text Amendments to Article 14 "Landscaping and Screening" of the Zoning Ordinance and Section 5.7 "Landscaping" of the SLDO

Mr. Kinsley had submitted in the Commissioner's packet the updated draft of Article 14 which included the Tree Listing in Section 14.9. Mr. Kinsley noted that he had placed back into the Canopy/Street Trees list, the Honey Locust.

Discussion followed on inserting into Section 14.9 some reference to the Virginia Tech website as an additional resource for preferred trees and shrubs.

Vice Chair Sarah Etro motioned the Planning Commission approve recommendation of Article 14 of the Zoning Ordinance as presented this evening to the Town Council for review and adoption. Commissioner Kathleen Luckard seconded. Motion to approve/recommend Article 14 to the Town Council passed by voice vote of the Commission, 3-0-2, the votes being recorded as shown below:

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

Commissioner Betty Wolford motioned the Planning Commission recommend to the Town Council for review and adoption Section 5.7 “Landscaping” of the SLDO as presented this evening. Commissioner Kathleen Luckard seconded. Motion to recommend adoption of Section 5.7 of the SLDO was approved by voice vote of the Commission present 3-0-2, the votes being recorded as shown below:

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

B. Proposed Text Amendments to Section 4-200 (PD-CC) of the Zoning Ordinance

Commissioners had received Vice Chair Etro’s proposed changes/additions to this Section this afternoon. Mr. Kinsley had submitted a handout this evening which incorporated all proposed changes.

Vice Chair Etro commented on the new Section 4-205 (A), Final Development Plan, noting that it addresses non engineering requirements of the site plan – proffers, concept plan, architectural designs – making sure they are consistent with the Streetscape Plan and other town Documents.

Discussion followed on site plan, different uses within the PD-CC, building size/elevation. The following changes were proposed to the newest submitted PD-CC Draft:

- Page 1, Section 4-201, last sentence – delete with an orientation to adjacent streets.....from the street and add after the words architectural design “that reflects the character, identity and unique heritage of the town”.
- Page 1, Section 4-202, #7, delete the word store, replacing it with Supermarket.
- Page 2, Section 4-202, #16, add a second sentence to read “Outside service and consumption is permitted”.
- Page 3, Section 4-203, (B) (2), first sentence, after the words or loading area, delete the words or parking.
- Page 3, Section 4-205 (A), delete the word Final replacing it with “Master”; Vice Chair Etro stated that this section addresses non engineering portions of the development plan that are

not identified in the engineering plan. Mr. Kinsley noted that all items except #10 and #12 are in the site plan.

- Page 4, Section 4-205 (A) (1), change the third word amendments to “changes”.
- Page 4, Section 4-205 (A)(5), after the words, streets, driveways, add “service drives, parking circulation” before the word entrances.
- Page 4, Section 4-205 (A)(8), add the words “and structures” to the end of the phrase.
- Page 4, Section 4-205(A)(10), after the words Cross sections, add “/elevations”
- Page 5, Section 4-205(B) (A-1), in first sentence keep the words “or newly constructed internal street.....” adding “with sidewalks” after the words internal streets.
- Page 6, Section 4-205 (B)(B-4), in first sentence after the words stone wall, add “above the average grade of adjacent properties”.
- Page 6, Section 4-205 (B) (D-4), place a comma after the words access points.
- Page 6, Section 4-205 (B) (E), insert “, including signage,” after the words circulation plan.
- Page 6, Section 4-205 (B) (E-2), delete the words and signage at the end of the sentence.
- Page 7, Section 4-205 (B) (H-1), delete the words mini-park.

Chairman Craig Fredericks motioned to recommend to the Town Council to consider adoption of Section 4-200, PD-CC Planned Development-Commercial Center as drafted by the Planning Commission. Commissioner Kathie Luckard seconded. Motion to recommend Town Council adoption of the PD-CC draft as prepared this evening was approved by voice vote of the Commissioners present, the ayes being recorded as shown below:

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

C. B-1 Business – Town Business District – Review of B-1 District Regulations

The Intent to Amend adopted by the Council on September 18, 2008 regarding this section was discussed, noting that the Council felt that “it may be appropriate to incorporate some supplemental regulations concerning uses allowed”. Mr. Kinsley had submitted a listing of sections on regulations and standards from Article V that may be used while reviewing the B-1. Discussion followed on this listing and how or where they may be beneficial. Mr. Kinsley will submit to the commission draft amendments for review. Including the need for noise and lighting regulations in the B-1 were also briefly discussed.

IN RE: NEW BUSINESS

No new business was presented

IN RE: OTHER BUSINESS

Nothing was presented under this agenda item.

IN RE: DRAFT AGENDA FOR NEXT MEETING

Items to be placed on the May agenda include:

- 1) B-1
- 2) Possible change to the legal handling of violations (civil penalties/misdemeanors)

IN RE: ADJOURNMENT

No further business appearing, the meeting was adjourned at 10:28 p.m.

Craig Fredericks, Chairman

Elizabeth Wolford, Secretary