

**ROUND HILL PLANNING COMMISSION
REGULAR MEETING
JUNE 1, 2010
7:30 P.M.**

The regular meeting of the Round Hill Planning Commission was held on Tuesday, June 1, 2010 at the Town Office, 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSIONS PRESENT

Sarah Etro, Chairperson
Kathi Luckard, Vice-Chairperson
Betty Wolford

STAFF PRESENT

Robert Kinsley, Town Planner/Zoning Administrator
Susanne Kahler, Recording Secretary

IN RE: CALL TO ORDER

The meeting was called to order at 7:39 p.m. by Chairperson Etro. With three members in attendance, a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Vice Chairperson Luckard led those present in the Pledge of Allegiance

IN RE: PUBLIC COMMENT

None

IN RE: APPROVAL OF AGENDA

Vice Chairperson Luckard said the agenda looked fine but she noted they were missing the Town Planner's report. Rob Kinsley copied and distributed it for addition to the packets. Chairperson Etro commented that one item she would like to add under New or Other Business would be to do something for Planning Commissioner Michael Hummel to demonstrate their thanks for his service on the Commission. Tonight's meeting would have been his last meeting service as a Commissioner. It was decided to recognize him at the next scheduled Town Council meeting June 17, 2010.

IN RE: DISCLOSURES AND COMMISSIONER'S COMMENTS

Chairperson Etro stated that Vice-Chairperson Luckard had given the Commission the news that she would be relocating to California sometime between mid-July and September 7th, 2010. Chairperson Etro stated that she will be sorely missed as she has done a great job.

IN RE: APPROVAL OF THE MINUTES May 11, 2010

Commissioner Wolford moved that the minutes be approved as presented. Vice Chairperson Luckard seconded the motion.

The motion passed by voice vote of the Commissioners present, 3-0-2. Commissioners Hummel and Fredericks were absent for the vote.

IN RE: LAND USE COMMITTEE REPORT May 19, 2010

Rob Kinsley, Town Planner and Zoning Administrator, reported that 100 percent of the last Land Use Committee meeting was spent going over the latest draft of the Proposed Conditions to the Round Hill United Methodist Church's Special Exception application and making a couple of changes at committee level before the draft was sent to the Town Council. A special meeting has been set for June 10, 2010 to discuss and vote on the changes.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR'S REPORT

Rob Kinsley, Town Planner and Zoning Administrator, spoke about the presentation made at the last Town Council meeting detailing the changes made to the plans for the Western Loudoun Sheriff's Substation. The new intent is to orient the building towards the town and pursue the Town's interest in extending the Town's current grid pattern with a North-South public road. The Town has approved in concept the site plan labeled "Option 2" which was presented in detail. Mayor Heyner is drafting a letter to the County representing the Town's official position on the project. Chairperson Etro asked if there has been any discussion about the height of the lighting (25') in the parking lot, especially concerning the conservation easement. Vice Chairperson Luckard said that they wanted to have a secure parking lot complete with chain link fencing to park their vehicles. Lighting was an integral part of that.

Vice Chair Luckard noted the construction of the Town's Eastern Gateway sign is progressing. A Town Council Public Hearing regarding the Holtzman/Pennystone/Couls request for modification of Special Exception Conditions has been scheduled for Thursday, June 24, 2010 at 7:30 p.m.

IN RE: DISCUSSION OF THE TOWN PARK MASTER PLAN AND POLICIES

Vice Chairperson Luckard said that the draft proposal Town Planner Rob Kinsley had presented was perfect except for "three exceptions" and thanked him for all his hard work. Chairperson Etro said she especially liked the pictures he had added and with that comment she asked the Commissioners for their comments.

On page 5, under park rules, Vice Chairperson Luckard questioned the provision not allowing any skateboards and why the list was not expanded to include other things such as roller skates and scooters. She felt they should either expand the list or delete the rule entirely. Commissioner Wolford noted that she had used the "park rules" set up by the Town of Hamilton, but personally felt it was safer for those kinds of activities to be within the park rather than on the streets. It was decided to strike the Park Rule (page 5) that stated "No Skateboarding Allowed" from the list.

Commissioner Wolford commented on the first provision which states "the Park closes at dusk," saying that several years ago the Town had posted a sign stating this rule but had received a lot

of complaints because of it and had since taken it down. This provision was to be left intact. Vice Chairperson Luckard noted that on page 6, "contacting" should read "contracting" for specialized services.

On page 7, last paragraph, Vice Chairperson Luckard asked if a person really had to die to be memorialized. Chairperson Etro suggested deleting the part in parentheses "including the date of birth and of death". Commissioners present agreed to this.

Page 9, third paragraph, Vice Chairperson Luckard noted the redundancy of "the Town," and proposed striking the first reference to "the Town". All present agreed.

In his comments, Rob Kinsley, Town Planner and Administrator, noted that a bullet needed to be added to include, "all events with an anticipated attendance of ____ (amount to be filled in) must be coordinated with Loudoun County emergency operations center as they had to do that for the Hometown Festival. This requires the applicant to notify the Sheriff's Department and VDOT and any other necessary parties. Chairperson Etro asked Mr. Kinsley if John Barkley, Town Administrator, could provide the actual number to fill in the blanks. Mr. Kinsley said he and Mr. Barkley will find out what that number is.

Mr. Kinsley also questioned adding a provision requiring portable toilets. "It would probably be a wise thing to do if the event exceeded a certain amount of people or length of time," he said. After a discussion on similar rules in other jurisdictions, it was agreed to add another bullet that stated "in an event lasting more than 4 hours and with an attendance of over 25 people, portable restrooms must be provided."

Vice Chairperson Luckard referred to the statement on Lovettsville's Park Use permit application concerning portable facilities requiring 1 per 100 attendees for events over 1/2 hour in length. Commissioners concurred that this requirement might be a little excessive for Round Hill; that the Town of Lovettsville might have had their Octoberfest event in mind when they made that provision.

Mr. Kinsley said that in the last paragraph of page 7, they also needed to define what type of memorials they were referring to. Commissioner Wolford pointed out that this was included on the donation form itself.

Referring to the Round Hill Loudoun Street Park donation form, Chairperson Etro suggested that they strike "swings" from the Pavilion item. Vice Chairperson Luckard suggested that instead of stating what type of bench and the dollar amount, they just group donations into a "bench fund" category and also just a "Pavilion" fund category. The Commissioners present agreed to this.

Chairperson Etro questioned the existence of the "Round Hill Park Events Commission" referred to on page 6, asking if this was already a committee of the Council or something new. Rob Kinsley said it was new, something that the Mayor and Town Administrator would be reviewing. He suggested that on page 7, the first item should say that "nominations for memorials will be submitted to the **Town Administrator** with supporting documentation." The second line should read that the "**Administration Committee** will review the nomination".

Chairperson Etro suggested that on the attached document examples, there be a title block that describes what they are so if they are referenced, it would be clear what document is being referred to. Commissioner Wolford suggested that on the use application they drop the "Loudoun Street Park" reference and just make it a plural, "Parks" and ask for the donor to indicate their choice as to which park receives the donation. The Town currently has two parks - the Loudoun Street Park and the Community Garden and in the future can expect to have more additions.

Chairperson Etro addressed the Use Permit Application, suggesting the one from the Town of Lovettsville be modified. She suggested they add the "name of the **person** or organization" to the application as well. Commissioner Wolford suggested modifying the portable toilet requirement as "**one per 25 attendees for events over 4 hours.**"

Discussion ensued regarding the statement requiring the issuance of Proof of Event Liability Insurance. Commissioner Wolford said that most organizations would probably already have insurance but you wouldn't want to deter the "Smith family" (fictitious) from having a birthday party there. The difference is if it is a group or organization "renting" the Park. She felt the provision requiring insurance coverage discouraged a lot of organizations from using the facility and taking it away from the community. Vice Chairperson Luckard referred to the email in the packet from Greg Dickie of VML Insurance stating that if a group or organization "rents the park site" for their event, the group or organization must have their own coverage. Chairperson Etro suggested that it was a necessary statement to include. Commissioner Wolford said that they could give the applicants information on obtaining their own insurance through the TULIP program referred to in Mr. Dickie's email through VML Insurance.

Vice Chairperson Luckard referred back to page 5 of the Town's Park Policies, noting a refundable deposit fee and additional fee for any event requiring the use of town services of \$100. Chairperson Etro suggested they strike the \$25 use permit application fee and just go with the text in **B. Park Use Permit** policy. Commissioner Wolford suggested reducing the fee for any use of town services to **\$50** and omitting the word "**cleanup.**" Also, under the signature of the "Town Manager" on the application itself, "Manager" should be changed to "**Administrator.**"

Vice Chairperson Luckard then moved that they accept the May 27, 2010 Draft Town Park Master Plan as amended with tonight's changes and recommend it to the Town Council for approval. Commissioner Wolford seconded her motion. **The motion passed by voice vote of the Commissioners present, 3-0-2 with Commissioners Hummel and Fredericks absent for the vote.**

IN RE: PLANNING COMMISSION WORKPLAN

Chairperson Etro took the information brainstormed from previous Planning Commission sessions and condensed it from the flipchart info to issue statements and draft goals. The mission Chairperson Etro gave Commission members at the last meeting was to task them with determining if the goals were appropriately stated.

Vice Chairperson Luckard said that under the goal to “develop recommendations to amend the B-1 district regulations” they needed to add the wording "to ensure compatibility among all affected uses, **residential and commercial**, and provide flexibility to businesses" It was the consensus of the Commissioners that they could put a hold on the first goal - developing Town Park Policies - as a recommendation was made at tonight's meeting and strike the goal of identifying all work products that the Council has asked the Planning Commission to accomplish as that was the intent of developing the Work Plan.

Chairperson Etro said that the next step was to start filling out the work plan by identifying specific actions that will be taken to accomplish these goals and posed the question to her fellow Commissioners, "do they do it during the meeting or assign them to individuals?" Vice Chairperson Luckard suggested that they wait for Commissioner Frederick's input. Vice Chairperson Luckard suggested that they also add as a new goal investigating how the Town might participate in the 150th anniversary of the Civil War with a focus on education. These goals were agreed upon by consensus of the Commissioners. At the next meeting they will develop the goals into action steps after the turnover in Commissioners and Council Members has taken place.

IN RE: NEW BUSINESS

It was agreed that the Commissioners would speak during the Public Comment portion of the next Town Council meeting June 17, 2010 to show appreciation for the service of Planning Commission member Michael Hummel.

IN RE: OTHER BUSINESS

None

IN RE: DRAFT AGENDA FOR NEXT MEETING July 6, 2010

Planning Commission Work Plan

IN RE: ADJOURNMENT

With no further business or comments, Chairperson Etro adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Sarah Coyle Etro, Chairperson

Susanne Kahler, Recording Secretary