

**Town of Round Hill  
Planning Commission Meeting  
July 12, 2011  
7:30 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission took place Tuesday, July 12, 2011 at 7:30 p.m. at the Town Office located at 23 Main Street, Round Hill, Virginia.

**Planning Commission Members present:**

Sarah Etro, Chair

Betty Wolford

Doug Bird

Jennifer Grafton Theodore, Vice Chair (arrived at 8 p.m.)

**Staff Members present:**

Rob Kinsley, Town Planner and Zoning Administrator

Susanne Kahler, Recording Secretary

**IN RE: CALL TO ORDER**

Chairperson Etro called the meeting to order at 7:40 p.m.

A roll call was taken and it was determined 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**

There was none. Chairperson Etro took this opportunity to welcome Doug Bird to the Planning Commission and thanked him for his service. This was his second official meeting as he attended the Public Hearing last month.

**IN RE: APPROVAL OF THE AGENDA**

Commissioner Wolford moved that the agenda be approved as presented.

Commissioner Bird seconded her motion. **The motion passed 3-0-0 with Commissioner Theodore absent for the vote.**

**IN RE: COMMISSIONER'S COMMENTS AND DISCLOSURES**

There was none.

**IN RE: APPROVAL OF THE MINUTES MAY 3, 2011**

Commissioner Wolford moved that the minutes be approved with the two minor changes that were discussed. Commissioner Bird seconded her motion. **The motion passed 3-0-0 with Commissioner Theodore absent for the vote.**

**IN RE: APPROVAL OF THE MINUTES, JOINT PUBLIC HEARING JUNE 16, 2011**

The Planning Commission members reviewed the draft minutes and there were no corrections made. The minutes for the Joint Public Hearing also require approval by the Town Council at their July 21, 2011 meeting.

**IN RE: LAND USE COMMITTEE REPORT**

The focus of their June 17, 2011 meeting was almost entirely on the Town's Main Street Enhancement Project, according to Rob Kinsley. While the Town retains its original funding, the project was not funded for a supplemental grant this year; November is the next deadline for grant applications. Dave Bowers of Stantec is to give a presentation to the Town Council on the project at their July 21, 2011 meeting.

**IN RE: TOWN PLANNER AND ZONING ADMINISTRATOR'S REPORT**

Rob Kinsley reported that the Lake Ridge Estates development had received approval from the Town Council at their last meeting to utilize their proposed grinder pump system. The next step is for them to provide their proffer to the Town.

**IN RE: RECOMMENDATION TO TOWN COUNCIL – ARTICLE 16 TEXT AMENDMENTS**

Commissioner Wolford moved that the Planning Commission recommend approval to the Town Council of the text amendments for Article 16 as presented at the Public Hearing last month. Commissioner Bird seconded her motion. **The motion passed 3-0-0 with Commissioner Theodore absent for the vote.**

**IN RE: REVIEW OF ARTICLE 7 – B-1 BUSINESS – TOWN BUSINESS DISTRICT**

Commission Chairperson Etro noted that the Town Council had tasked the Planning Commission with reviewing the B-1 District. Commissioner Wolford explained that the Commission had conducted several work sessions with members of the public, including the Town of Round Hill Business Association. A draft was presented containing a number of revisions, especially under permitted uses, with the goal of bringing the Town Code more in line with uses permitted by the Town's Zoning Ordinances.

Commissioner Jennifer Grafton Theodore arrived at this time (8:00 p.m.).

Chairperson Etro added that the revisions would also look at expanding the uses permitted by-right as well as make sure the uses would work well in conjunction with the adjacent residential areas.

The Commissioners agreed to continue work on this item at the Commission level, with the goal to present a draft to take back to the Committee in September. Members of the Round Hill Business Association were made aware that the changes would be discussed at tonight's meeting, however, no members were present to comment nor had any Commissioner received any additional comments or suggestions prior to the meeting by other means of communication. The proposed changes were discussed in depth and the Commission agreed to revisit the remainder of the list in August.

Commissioner Wolford made the suggestion that if certain businesses necessitated obtaining a special use permit; that their business licenses also reflect their usage restrictions.

**IN RE: NEW BUSINESS, DISCUSSION OF THE USES ALLOWED IN THE LI-1 LIGHT INDUSTRIAL DISTRICT**

Rob Kinsley noted that he had recently received two inquiries concerning the old Buhl Electric building, which is the only building designated within the LI-1 Light Industrial District. Commission members discussed the uses currently permitted under this zoning designation, however, Commissioner Theodore suggested they Commission wait for the Land Use Committee to offer their suggestions before recommending any further changes to the permitted uses.

**IN RE: OTHER BUSINESS**

None

**IN RE: DRAFT AGENDA FOR THE AUGUST 2, 2011 MEETING**

Continuing work on draft Article 7 B-1 Business District  
Further discussion on Light Industrial District

**IN RE: ADJOURNMENT**

Commissioner Bird moved to adjourn the meeting. Commissioner Theodore seconded the motion. Chairperson Etro stated that adjournment of the meeting did not require a vote and stated that the meeting was now adjourned at 9:20 p.m.

Respectfully submitted,

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Sarah Etro, Planning Commission Chairperson

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Susanne Kahler, Recording Secretary