

**ROUND HILL PLANNING COMMISSION MEETING  
July 6, 2010 7:30 P.M.**

A regular meeting of the Round Hill Planning Commission convened Tuesday, July 6, 2010 at 7:30 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSIONERS IN ATTENDANCE**

Sarah Etro, Chairperson  
Kathi Luckard, Vice Chairperson  
Betty Wolford

**PLANNING COMMISSIONERS ABSENT**

Craig Fredericks

**STAFF PRESENT**

Rob Kinsley, Town Planner and Zoning Administrator  
Susanne Kahler, Recording Secretary

**OTHERS PRESENT**

Mary Anne Graham, Vice Mayor  
Michael Hummel, former member of the Town Council and Planning Commission

**IN RE: CALL TO ORDER**

The meeting was called to order at 7:32 p.m. by Chairperson Sarah Etro. It was acknowledged that there was a quorum of Commissioners present.

**IN RE: PLEDGE OF ALLEGIANCE**

Vice Chairperson Kathi Luckard led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

Vice Mayor Mary Anne Graham and former Councilmember Michael Hummel took this opportunity to present Planning Commissioner Kathi Luckard with a gift of flowers and a plaque thanking her for her service to the Town and to show the Town's appreciation in recognition of her leadership role in the Town's historic preservation efforts. The plaque read "Presented to Kathleen Luckard, in recognition of your outstanding public service as a member of the Round Hill Planning Commission and your leadership role in the Town's historic preservation efforts."

There was some discussion from Vice Mayor Graham on whether a representative from the Town Council must be on the Planning Commission. According to Commissioner Wolford and per the by-laws they “may” serve on the Commission but are not required to do so.

**IN RE: APPROVAL OF AGENDA**

**Vice Chair Kathi Luckard moved that the agenda be approved as presented. Commissioner Wolford seconded her motion. The motion passed unanimously 3-0-1, with Commissioner Fredericks absent for the vote.**

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

Chairperson Etro again thanked Vice Chair Kathi Luckard for her tremendous dedication, perseverance and new ideas throughout her tenure of service to the Town and expressed regret in seeing her depart.

**IN RE: APPROVAL OF MINUTES**

Commissioner Wolford suggested the following changes to the meeting minutes of June 1, 2010:

On page 2, 4<sup>th</sup> paragraph, insert, “A **Town Council** Public Hearing regarding the Holtzman...”;

On page 3, middle of the paragraph, insert at the beginning of the sentence, “**This requires the applicant** to notify the Sheriff’s Department...”;

On page 4, the portable toilet requirements should read “one per 25 attendees for events over 4 hours.”

The Commissioners agreed to her suggested changes.

**Commissioner Wolford moved that the minutes of June 1, 2010 be approved as amended.**

**Vice Chairperson Luckard seconded her motion.**

**The motion passed 3-0-1, Commissioner Fredericks absent for the vote.**

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

Mr. Rob Kinsley presented his report in written form and asked if there were any questions. He noted that he has sent the Round Hill United Methodist Church their letter of approval for their Special Exception permit SPEX-2007-01 with the 25 development conditions included in the final process. The final square footage is 21-22,000 sq ft.

**IN RE: PLANNING COMMISSION WORK PLAN**

With the wording of the goals agreed to by the Planning Commissioners, the next step, according to Chairperson Etro was to begin outlining the action steps necessary to accomplish them. She wanted to get as many ideas and suggestions from Vice Chairperson

Luckard regarding the stated goal of “exploring the variety of opportunities that historic district status provides” before her departure.

Vice Chairperson Luckard said she had learned that the Mosby Heritage Association is really two separate things. The Virginia Register of Landmark Places and the National Register of Historic Places were totally honorary designations. All ordinances are local. She stated that in her opinion, there were two options Round Hill can follow. One is to go with Loudoun County’s Historic District Ordinances, already in place for local areas such as Bluemont, Waterford, and Lincoln, or the Town can specify their own. Vice Chairperson Luckard gave Town Planner Rob Kinsley a copy of Mary Washington University’s school of Historic Preservation packet. According to Vice Chairperson Luckard, tear-downs worry her and are her biggest fear. Vice Chairperson Luckard said she envisions a synergy of all the specialized agricultural applications taking place in Round Hill. She continued to say, “Put the board of architectural review in the back of the plan. They (the Board) need a set of guidelines themselves as the makeup of the Board can change at any time. In order to become a certified local community and obtain a lot of the grant money, you do have to have some sort of architectural review process. Once things start to happen, people are going to start thinking, ‘Well, we should do something.’ You could put something in the zoning ordinance about demolition but the only problem with that is you would have to compensate. It is going to end up being more a matter of town pride and getting everybody buying into the idea that this is a special place. A lot of people already do. She suggested starting out with a draft ordinance that begins with a lot of Round Hill’s history and put the architectural review at the end. Public input sessions might also be useful to talk about the tax benefits and advantages for restoration and renovations. Vice Chair Luckard stated that would be a good selling point in a down housing market.

Chairperson Etro went over the action steps on this goal that Ms. Luckard had addressed:

- Explore the variety of opportunities that historic district status provides and develop recommended strategies for the Council’s consideration;
- Explore and review County historic district ordinances, Mary Washington model ordinance;
- This may be an opportunity for graduate student to help the town - contact preservation program to see how they might assist;
- Review the draft Historic Ordinance that was prepared a few years ago;
- Look at Middleburg’s approach to making changes to buildings including new palettes for colors;
- Look at Purcellville’s approach for considering just commercial buildings for historic district regulations;
- Explore demolition ordinance or incorporate into regulations into Town Ordinance;
- Work with citizens to identify what makes Round Hill a special place;
- Get an agreement on pursuing a district through public input sessions and educate on tax advantages.

To that list, Vice Chairperson added looking at the University of Virginia and their School of Architecture. “You may be able to find a graduate student who would want to come up here and study and write a booklet on the architecture of Round Hill so the citizens can understand what is here and what is worth saving,” said Vice Chairperson Luckard.

Chairperson Etro recommended taking the list and prioritizing it and given action items a timeframe. Vice Chairperson Luckard suggested getting a feeling if the Town Council considered this one of their goals on which to move forward.

Commissioner Wolford inquired about the goal concerning lighting ordinance, “Do we add it to each section or do it special Lighting Ordinance?” Town Planner Mr. Kinsley replied, “I have seen them as separate ordinances, seen as site plan requirements, or supplemental regulations. What is normally **not** in the zoning ordinance is something like noise – that would go in the general Town “nuisance” type items.” “Maybe the noise ordinance, if it goes into your normal town code rather than your zoning ordinance, is something the Administrative Committee should review,” expressed Commissioner Wolford.

“Nuisance ordinances would cover noise, overgrown lots, all that,” said Mr. Kinsley.

“It really ties into the whole review of the B-1,” Vice Chairperson Luckard commented, “That has been the complaint of all the residents who back up to the B-1 commercial district. That is probably where the two things come together is the mixed use of the business and the residential. The nuisance issues tie in with our first goal on the list.”

Commissioner Wolford said, “If it is the town code, you don’t have to specify whether it is residential or commercial, it would apply to everything.”

“We’ll definitely look at the nuisance issues aspects of that, that’s certainly what we have heard from the public,” said Chairperson Etro, “I think that even some of the public outreach related to the historic district goal could also apply to B-1 review because that is a good vehicle to potential enhance our commercial district.” Chairperson Etro added, “We want to look at the nuisance ordinance and see if it is in town code or in the zoning ordinance and how what we already addressed might need to be added and how we handle special events. Anything else under B-1 we want to add? “Who enforces the town code if there is an infringement?” asked Vice Chairperson Luckard. “Town Administrator John Barkley is the one who sends out the letters to residents,” said Mr. Kinsley. Mr. Kinsley furnished the Planning Commission members with a list of B-1 businesses and their square footage.

Chairperson Etro asked Commission members, “On the work plan list did we determine that we already knew the work that the Council has asked us to do? We can actually take off the goal of identifying work products that the Council has asked the Planning Commission to accomplish then. So far we’ve developed some action steps for the B-1 review goal and the historic district.”

“And some of that will tie-in to the goal of developing a public engagement process,” said Vice Chairperson Luckard, “Again, you might like to look at someone from the UVA doing an architectural study. If we do something more with architectural heritage, that might be

something the Town would like to see – maybe mention in the Town Newsletter that this is something the Planning Commission will be looking in to.”

**IN RE: NEW BUSINESS**

Nothing

**IN RE: OTHER BUSINESS**

Town Planner Kinsley said as an announcement that John McBride with the Round Hill United Methodist Church is working on the zoning permit application for the fence and the landscaping for the buffer on the north end. That should be done before the end of the week. He asked to run it by the Planning Commission for review first before he approved the permit, as whatever was done there would eventually become part of the final site plan. The RHUMC has agreed to that.

“So you will look at it for review and zoning issues and landscaping ordinance and then you will bring it in for us to review,” asked Chairperson Etro. “Yes, in light of it becoming part of the final site plan,” Town Planner Kinsley responded, “It will be more of an informal process at this point but we will try and make sure from both sides that it will meet all of the site plan performance requirements.”

“It sounds like that will be an agenda item for the August meeting on August 3rd,” said Chairperson Etro, “The Planning Commission will plan on having a meeting unless the Church cannot provide us with the plan for review at that time and also depending on whether we will have a quorum or not as there might not be any new Planning Commission members appointed by that date.”

**IN RE: ADJOURNMENT**

Chairperson Etro adjourned the meeting at 8:40 p.m.

Respectfully submitted,

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Sarah Coyle Etro, Chairperson

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Susanne Kahler, Recording Secretary