

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

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

Present

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

Staff Present

Robert Kinsley, Town Planner/Zoning Administrator

Others Present

H. Powers Thomas
Carolyn Thomas
Beckham Dickerson, Dickerson & Assoc.
Mary Anne Graham, Vice Mayor

Attachments

- A. Agenda, July 7, 2009
- B. Minutes of June 2, 2009 Regular Meeting
- C. Land Use Committee Meeting Notes, June 10, 2009
- D. Town Planner/Zoning Administrator's Report , July 1, 2009
- E. Proposed Text Amendments to Article 19 "Violations and Penalties" of the Zoning Ordinance
- F. Proposed Text Changes B-1 "Business – Town Business" District of the Zoning Ordinance
- G. Proposed Outline for Re-organizing and Updating Round Hill Zoning Ordinance
- H. Proposed Text Amendments to Article 15 "Board of Zoning Appeals" of the Zoning Ordinance

IN RE: CALL TO ORDER

Chairman Fredericks called the meeting to order at 7:30 p.m., remarking that there was a quorum with full membership of the Commission present.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENTS

Mary Anne Graham, 27 Main Street, congratulated those present who had worked on obtaining the Historic Designation for Round Hill, most particularly Kathleen Luckard. She mentioned that a lot of complaints had been received years ago when the town had tried to achieve this; this time, the effort went seamlessly.

Ms. Graham reported that representatives from Loudoun County may be coming to the Utility Committee meeting this Friday at 8:00 AM to talk about utility connections for the Western Sheriff's Substation site.

IN RE: APPROVAL OF AGENDA

Chairman Craig Fredericks motioned approval of the agenda as presented with one change – allow discussion of #10-New Business, #a - Thomas Proposed Development to be placed after item #5, Commissioners’ Disclosures/Comments. Commissioner Kathleen Luckard seconded the motion.

Motion to approve the agenda with one change was approved unanimously by voice vote of the commissioners present, 5-0-0.

Item #10-a will be inserted immediately after “Disclosures and Commissioner’s Comments” and prior to “Approval of the Minutes”.

IN RE: DISCLOSURES AND COMMISSIONERS’ COMMENTS

No comments/disclosures were received.

IN RE: NEW BUSINESS

a. H. Powers Thomas – Proposed development just west of Town limits

Commissioner Hummel recused himself from this discussion as he is involved in this proposed project.

Beck Dickerson, local architect and planner, stated that he had drafted a concept plan for the development of the Thomas and Round Hill West properties which consist of five lots that total approximately 25 acres. He said that with the strong stand by the county on their proposed development of a western sheriff’s substation on property just west of these properties, Mr. Thomas has been looking at options to develop his property. Sketches of the concept plan were shown to commissioners and displayed the following:

- 1) Approximately 64 single family homes – 29 larger lots and 35 smaller, single story homes (approximately 2.53 homes per acre);
- 2) Open space, green concept – a little over 50% of property;
- 3) Pedestrian trails showing access to town at High Street and North Locust Street;
- 4) Development entrances off of Loudoun Street;
- 5) Rural road plan within development – no curb/gutter, grass storm drainage;
- 6) Various park like settings including a pond with various recreational activities.

Mr. Dickerson stated that to achieve this concept, the town would need to first annex the property into the town by a BLA; then revise the town ordinance to allow for the proposed smaller lots and private roadways. The revised or additional zoning perhaps could be done by requiring a Conditional Use Permit that would be Site Plan specific.

Mr. Dickerson noted that the property that is presently being designated for the western sheriff’s substation is the largest tract of land adjacent to the town and if the plans for this use on this property go forward, the town definitely needs to get “something back” – such as the addition on the site of a commercial center and/or an employment center that would benefit the community.

Mr. Dickerson asked the Planning Commission to think about the proposed concept plan presented and if the members feel this type of development is appealing for Round Hill, further discussions would take place.

Discussion followed on traffic and roadways – safety issues; green space; and past proposed cluster development.

IN RE: APPROVAL OF JUNE 2, 2009 MINUTES

Chairman Craig Fredericks motioned adoption of the minutes of the June 2, 2009 regular meeting as presented with Commissioner Kathleen Luckard seconding.

Chairman Fredericks noted the need for one correction – on page 3, in bold print of motion, change the word “council” to commission.

Chairman Fredericks and Commissioner Luckard agreed to this change.

Motion to approve said minutes as amended passed by unanimous voice vote of the Commissioners, 5-0-0.

IN RE: LAND USE COMMITTEE REPORT

Commissioner Hummel stated that Mr. Kinsley had prepared the Notes from the June 10th committee meeting.

He said that the meeting included the following:

- Review of Article 14 “Landscaping and Screening”; making some changes; recommending the Town Council schedule a Joint Public Hearing;
- A quick review of the proposed text amendments Section 4-200 “PD-CC District”; will do a more thorough review at their next meeting;
- Community Garden Park will be allowed to erect a “government sign” at their site upon Town Council approval of design and contents
- Round Hill Amoco SPEX – Planning Commission had placed a condition of a public access easement on this SPEX; but when it got to the Town Council this condition had not been included. Presently the location of the easement has not been resolved and VDOT is working on modifications (two side by side entrances, each thirty feet wide). The town must revisit the SPEX process to delete the public access easement from the SPEX Plat by way of a Joint Public Hearing.

The next Land Use Committee will meet on July 8th – items on the agenda include review of the proposed text amendments to Section 4-200 “PD-CC”; proposed development presented this evening for the Thomas and Round Hill West properties and the Round Hill Amoco SPEX plat review.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR’S REPORT

The Commission had received Mr. Kinsley’s July 1st Report in their Packets.

Mr. Kinsley said that John Barkley had attended the Main Street Enhancement Grant meeting. VDOT has been sent town information to help them in their environmental review for Phase I. Discussion followed on the possible timetable for construction of the different phases; the process for accomplishing same; grants, town and state expenditures

The commission also discussed the location of the Upper Lakes development (Oak Hill development off of Airmont Road, south of town); demolition permit for Amoco station (town submits a waiver letter which allows Holtzman to obtain demolition permit from the county). Commissioner Luckard requested that the year be included, for clarification, when a month and day given.

Mr. Kinsley reported that Mr. McBride, representing the Methodist Church, would like to meet with him towards the end of July to present the churches' response to the concerns raised by commissioners on the proposed addition/SPEX. Chairman Fredericks felt that the church hopes that Mr. Kinsley is able to do a staff review of their resubmission and that the Planning Commission, at the September meeting, would schedule a public hearing on this SPEX.

IN RE: OLD BUSINESS

A. Article 19 "Violations and Penalties" of the Zoning Ordinance

Chairman Fredericks noted that the Commission had agreed in principal on this amendment and had asked the town attorney and the Town Planner to draft text amendments to Article 19.

Mr. Kinsley reported that what the Commission had before them this evening had been drafted by Maureen Gilmore, Town Attorney.

Vice Chair Sarah Etro made the motion to recommend to the Town Council to set a Public Hearing for the public to comment on the proposed amendments to Article 19 "Violations and Penalties" of the Zoning Ordinance; and to schedule the hearing in the most cost effective way to move this issue forward. Commissioner Kathleen Luckard seconded the motion.

Chairman Fredericks suggested the recommendation be for a "Joint" Public Hearing.

Vice Chair Etro and Commissioner Luckard agreed to insert the word "Joint" before Public Hearing.

Motion to recommend to the council to schedule a Joint Public Hearing on Article 19 was approved by voice vote of the council present 5-0-0, the ayes being recorded as shown below:

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

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

An updated draft had been submitted in the Commissioners' packet.

Commissioners discussed the list under 7.2, Permitted Uses. A listing of acceptable uses that fall under the various categories of the Business License Ordinance will be reviewed and compared with this list. The following changes, additions were made:

- Section 7.3 – delete the words "Uses and" from the title and also after the words "The following accessory" in the first sentence;
- Section 7.3 – delete #e;
- Section 7.3 – delete #f;

- Section 7.4 – in first sentence, change “use permit” to exception approval;
- Section 7.4 – in #a, add parking lots (as a primary use); consider adding Places of Worship;
- Section 7.4, delete #d, Bed and Breakfast;
- Section 7.4 – think about adding Fitness Center, Nursery and Child Care Facility, Financial with drive-thru;
- Section 7.8 – in #b, delete the words that follow “10 feet”;
- Section 7.810 – delete the words “uses or” in #a and #c;
- Section 7.810 – delete #b as well as #f.

Discussion followed on interpretation of low traffic restaurants and coffee shops and a need for a definition for “low traffic”; accessory buildings and their uses; height of accessory buildings. Mr. Kinsley was directed to gather information on accessory heights listed in other town ordinances and in the town’s other districts.

C. Re-organizing and Updating Zoning Ordinance

Mr. Kinsley had provided the Commissioners with the requested draft outline for reorganizing the Zoning Ordinance.

Discussion followed on the need to update the town’s Comprehensive Plan, perhaps doing this before tackling the Zoning Ordinance. Chairman Fredericks indicated that he had mentioned this to the Mayor, who felt that this was an important project to undertake. Chairman Fredericks requested Mr. Kinsley to come up with a work plan with timeframe (suggested 18 months) to help shepherd the Commission through the update process. Discussion followed on the importance of obtaining citizen input on what the vision is for Round Hill and ways to obtain such information from the residents (public information sessions, surveys, contact other jurisdictions, as well as the state). Commissioners should give this some thought for further discussions at the September meeting.

IN RE: NEW BUSINESS

b. Article 15 “Board of Zoning Appeals” – Draft Amendment to Variance Standards.

Chairman Craig Fredericks motioned to request the Town Council to schedule a Joint Public Hearing on the proposed amendments to Section 15.5.3 of Article 15 “Board of Zoning Appeals of the Round Hill Zoning Ordinance. Commissioner Kathleen Luckard seconded.

Motion to request the scheduling of a Joint Public Hearing on text amendments to Article 15 was approved by unanimous voice vote of the Commission present, 5-0-0, the ayes being recorded as shown below:

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

IN RE: OTHER BUSINESS

Nothing was presented.

IN RE: DRAFT AGENDA FOR NEXT MEETING

Items to be placed on the Commissions' September Meeting agenda include:

- 1) Round Hill United Methodist Church resubmission
- 2) Thomas Property
- 3) B-1 Business, Town Business District

IN RE: ADJOURNMENT

No further business appearing, **Chairman Craig Fredericks motioned the meeting be adjourned at 10:52 p.m. Commissioner Kathleen Luckard seconded. Motion to adjourn was approved by voice vote of the council present 5-0-0.**

Craig Fredericks, Chairman

Elizabeth Wolford, Secretary