

**Planning Commission Meeting  
Town of Round Hill  
August 3, 2010**

A regular meeting of the Planning Commission took place at the Town Office, 23 Main Street, Round Hill, August 3, 2010 at 7:30 p.m.

**PLANNING COMMISSION MEMBERS PRESENT**

Sarah Etro, Chairperson  
Betty Wolford  
Craig Fredericks

**STAFF MEMBERS PRESENT**

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

**MEMBERS OF THE PUBLIC PRESENT**

John R. Milleson, President and CEO, Bank of Clarke County  
John E. Hudson, Marketing Vice President, Bank of Clarke County  
James W. McCarty, Jr., Bank of Clarke County  
One additional member of the public;

**IN RE: CALL TO ORDER**

Chairperson Etro called the meeting to order at 7:47 p.m. There was a quorum present.

**IN RE: PLEDGE OF ALLEGIANCE**

Commissioner Fredericks led those present in the Pledge of Allegiance

**IN RE: PUBLIC COMMENT**

None

**IN RE: APPROVAL OF AGENDA**

Chairperson Etro suggested item 10 a. New Business- the Bank of Clarke County, Round Hill Branch, be moved to follow approval of the agenda.  
Commissioner Fredericks moved to approve the agenda with that change noted.  
Commissioner Wolford seconded the motion.  
The motion passed, 3-0-0 (note: 2 vacancies currently exist on the Planning Commission).

**IN RE: THE BANK OF CLARKE COUNTY, ROUND HILL BRANCH**

Mr. John Milleson, Mr. John Hudson, and Mr. James McCarty, Jr. from the Bank of Clarke County, presented their plan to Planning Commission members to open a new full service branch in Round Hill at 21 East Main Street. A walk-in bank is allowed by-right; however, any ATM or drive-through lanes/windows requiring exterior modifications would need to be approved by site plan and a permit for a Special Exception. The building, owned by Mark Albright, is currently mixed use with office space being leased by several different tenants.

This is the Bank of Clarke County's first leap to a new market since 1992, and Mr. Milleson felt that it would be a great opportunity for both the bank and the residents of Round Hill. Their intention is to sign a 3 year lease with an option for a 3 year renewal with a 5 year renewal to follow. The Bank of Clarke County was NOT a recipient of any TARP funding, per Mr. Milleson, as they neither needed the funds nor wanted the restrictions that came with them. They are an independently-owned bank and have every intention of staying that way and not selling out to a larger bank.

The Bank of Clarke County must file for permission to establish a branch with the Federal Reserve which requires a 60-90 day waiting period. However, the Bank feels there will be absolutely no problem gaining approval and wants to simultaneously move ahead with the Special Exception process with the Town.

The first floor will be for Bank use only and the Bank will be working with an architect to redesign the space. There are a lot of existing resources such as a vault, bullet-resistant windows, night depository, etc.; however, if approved, the Bank would install additional security, data communications systems, signage and drive-up ATMs and teller lines.

Mr. Rob Kinsley, Town Planner and Zoning Administrator, gave the Bank administrators the paperwork necessary to begin the process and they hope to have the initial applications made to the Town in time for the Planning Commission's next meeting on September 7, 2010. According to Mr. Kinsley, there is at least a 2 month initial period for the required advertising and public hearing process to take place for the Special Exception as well as the required site plan (preliminary and final) review. Chairperson Etro stressed the involvement of the property owner in the Special Exception process. Commissioner Fredericks said that areas of extreme importance to the Town would be how the Bank addressed the impact of circulation (traffic flow) and parking.

#### **IN RE: DISCLOSURES AND COMMISSIONERS COMMENTS**

None

#### **IN RE: APPROVAL OF MINUTES: July 6, 2010**

Commissioner Wolford moved to approve the minutes as submitted. Chairperson Etro seconded her motion, noting a couple minor changes. On page 3, the second paragraph should specify Mary Washington's **University** of Historic Preservation packet. On page 5, last line, it should read "there" instead of "their."

Commissioner Wolford accepted those changes. The motion passed, 2-0-1 with Commissioner Fredericks abstaining as he was absent at that meeting and noting the 2 additional vacancies existing on the Commission.

#### **IN RE: LAND USE REPORT**

Mr. Rob Kinsley, Town Planner and Zoning Administrator, took inventory of the existing park furniture and facilities and noted that the Town Council had agreed that the preferred location for the proposed Pavilion would be close to the auto service building where the stage for recent events has been placed. He will be updating the Park concept plan.

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

Mr. Rob Kinsley, Town Planner and Zoning Administrator, stated that the Town’s digital zoning files had been given to the GIS Land Records Manager with the Loudoun County Office of Mapping and Geographic information for addition to their on-line mapping system. Some discussion took place concerning the proposed private access easement from Hayman Lane which Mr. Kinsley forwarded to the Town Attorney for further review. There was some question as to whether Town Ordinances would apply; however, it was determined that they applied only when a public easement was being granted to a new lot or subdivision.

**IN RE: PLANNING COMMISSION WORK PLAN**

It was agreed that the goals were now worded correctly and a number of action steps had been identified in detail. Chairperson Etro questioned the timeline for the work plan as laid out in its entirety, feeling that it was an ambitious project. Commissioner Wolford suggested that the goals be prioritized, noting that the Town Council had directed the Planning Commission to review both B-1 and lighting. It was agreed to bring goals A, C, F, and G the forefront of the work plan as priority items. It was determined that goal H – engaging Town citizens in the planning process – could be integrated into the discussions on the other goals as well.

Chairperson Etro asked the other Commissioners present if they were agreeable to her presenting the plan to the Town Council for their approval, and direction, noting the priority items but also showing them the entire work plan, as the Planning Commission will need to garner support from both the Town Council and Town Staff to determine what resources and information is available to assist them in their efforts.

**IN RE: PLANNING COMMISSION VACANCIES/ELECTION OF VICE-CHAIR**

Commissioner Wolford nominated Craig Fredericks for the position of Vice Chairperson. Chairperson Etro seconded her motion. The motion passed 3-0-0 (2 vacancies currently exist on the Commission). Mr. Kinsley noted that the sign at the Town Park as well as the town’s website currently advertised the Commission vacancies.

**IN RE: DRAFT AGENDA**

It was agreed that one item would be to review the finalized draft of the Commission work plan in order to forward it to the Town Council. Other agenda items may include the Bank of Clarke County SPEX, and review of the landscape plan for the Round Hill United Methodist Church.

**IN RE: ADJOURNMENT**

Chairperson Etro adjourned the meeting at 9:20 p.m.

Respectfully submitted,

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Sarah Coyle Etro, Chairperson

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Susanne Kahler, Recording Secretary