

# Planning Commission Meeting | 2011

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**Town of Round Hill  
Planning Commission Meeting  
September 6, 2011**

**(Minutes reflect both verbatim comments and a summary of discussions.)**

A regularly scheduled meeting of the Round Hill Planning Commission was held Tuesday, September 6, 2011 at 7:30 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Betty Wolford  
Doug Bird  
George Hoddinott IV

**PLANNING COMMISSION MEMBERS ABSENT**

Sarah Etro, Chair  
Jennifer Grafton-Theodore, Vice Chair

**STAFF MEMBERS PRESENT**

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

**IN RE: CALL TO ORDER**

Commissioner Wolford called the meeting to order at 7:33 p.m. A roll-call was taken and it was determined that there was a quorum present. Commissioner Wolford welcomed George Hoddinott as the newest member of the Planning Commission.

**IN RE: PLEDGE OF ALLEGIANCE**

Commissioner Bird led those present in the Pledge of Allegiance.

**IN RE: PUBLIC COMMENT**

There was no public comment.

**IN RE: APPROVAL OF AGENDA**

Commissioner Bird moved to approve the agenda as presented.  
Commissioner Wolford seconded the motion.

**The motion passed 3-0-2, with Chairperson Etro and Vice-Chair Theodore absent for the vote.**

**IN RE: DISCLOSURES AND COMMISSIONERS COMMENTS**

There were none.

## **IN RE: APPROVAL OF MINUTES, AUGUST 2, 2011 MEETING**

Commissioner Wolford moved to approve the minutes as presented.

Commissioner Hoddinott seconded the motion.

**The motion passed 3-0-2, with Commissioners Bird, Hoddinott and Wolford voting aye, Chairperson Etro and Vice-Chair Theodore absent for the vote.**

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

Commissioner Bird asked what, exactly, was a Land Use Committee and what was their function?

Rob Kinsley explained that it was a separate committee formed of Town Council members R. Daniel Botsch - Chairman, Janet Heston, and Clarkson Klipple. Mayor Ramsey is also an ex officio member. The committee's function is to delve into land use matters and make their recommendations to the full Town Council.

## **IN RE: TOWN PLANNERS REPORT**

Commissioner Hoddinott inquired about GIS access by the public. Town Planner and Zoning Administrator Rob Kinsley explained that it was accessed through the County's web site. The Town has a single-user version of the ArcView software in house to create maps.

Mr. Kinsley said that the Round Hill United Methodist Church has formally submitted their Preliminary Site Plan application. Mr. Kinsley gave his comments on their submission and also received ten additional copies which he in turn forwarded to the applicable agencies for their review. He requested a deadline of the end of September for receipt of their comments. Mr. Kinsley said that he expected the applicants to make a presentation to the Planning Commission at the October meeting, and fully expected it to be on the Planning Commission's agenda in November as an action item. Mr. Kinsley will provide a formal staff report at that time.

Mr. Kinsley also updated the Commission on the Lake Ridge land sale which, when the house portion (a separate tract on the west side of Airmont Road) was sold, they mistakenly did not reserve the easement necessary for the off-site trail project. This may necessitate a short portion of that trail being moved to the east side of 719.

Mr. Kinsley also checked into whether the County is participating in the "Safe Routes to School" program and wanted to ensure that if the County pursued grant monies available from the program, that Round Hill was included in their target areas.

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

The Planning Commission continued its review of the provisions within Article 7. Under Section 7.4 Special Exception Uses, there was some discussion as to what constituted a "general store," and why the provision prohibiting such at gas stations was in place. Commissioners came to the consensus that it was in place to keep gas stations from coming in as direct competition with the two existing general stores in Round Hill, so the wording was left as is.

Under section 7.5 Lot Area, Commissioners agreed to strike the wording following 20,000 square feet which stated, "except for lots with existing buildings." Mr. Kinsley also provided the Commissioners with a map which detailed the lot sizes for properties within the Town which are currently designated B-1. After discussion, the Commissioners recommended that the section be changed to read:

**"The minimum lot area shall be 10,000 square feet and must be able to accommodate off-street parking as provided in Article 12."**

Under Section 7.8 Yard requirements, Commissioners present agreed to change "b. Side Yard" requirements from 10 feet to zero when adjacent to other B-1 properties and to add "4," to Article 14. Under Accessory Structures, the height was corrected to read 15 feet rather than 16 so that regulations governing height would be consistent. After discussing building restriction requirements and setbacks, the Commissioners also agree to delete the second sentence under "d" which starts with "Structures greater than" and ending with "one foot into the setback."

Commissioner Jennifer Grafton Theodore arrived at 8:40 p.m.

It was the consensus of the Commissioners present to stop further review/discussion of Article 7.

#### **IN RE: DRAFT AGENDA FOR NEXT MEETING**

- Continue review of Article 7 – B-1 Zoning District, beginning with Section 7.9 "Outdoor Display and Storage".
- Review of L-1 provisions. Rob Kinsley will research regulations for uses named in Section 7.11 – b. Farm Markets, c. Uses with drive through windows and d. Restaurants, and present his findings to the Commission.
- Introduction to preliminary site plan for the Round Hill United Methodist Church

#### **IN RE: DEFENSIBLE DECISION MAKING WORKSHOP September 17<sup>th</sup>, Ida Lee Park**

Commissioners Bird and Wolford plan on attending as well as Rob Kinsley, Town Planner and Zoning Administrator and Bill Heston, Chairman of the Board of Zoning Appeals.

#### **IN RE: ADJOURNMENT**

With no further questions or comments, Commissioner Wolford adjourned the meeting at 9:04 p.m.

Respectfully submitted,

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Rob Kinsley, Town Planner

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Susanne Kahler, Recording Secretary