

**Town of Round Hill
Planning Commission Meeting
October 6, 2015
7:00 p.m.**

A regularly scheduled meeting of the Town of Round Hill Planning Commission was held Wednesday, September 2, 2015, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Manuel Mirabal, Chairman
Michael Hummel
Christopher Prack
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Stephan Evers

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Clinton Chapman

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:07 p.m. Roll call was held, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

Commission Member Wolford led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

Mr. Clinton Chapman, representing Round Hill Partners, LLC, spoke, noting that two letters had been submitted for the record – one from counsel for Anita Eccles, and one from Mr. Jeff Lawrence of Round Hill Partners, LLC. It was also noted that all Commission Members have seen the letters. Mr. Chapman then referenced an article recently published in the newspaper Leesburg Today, and noted that he had contacted Ms. Margaret Morton regarding this article. Mr. Chapman stated that good public input regarding the commercial parcel has been provided, however, the retail use included in the proposal put forward for the parcel was not presented in the newspaper article. Mr. Chapman asked that the Commissioners read and reflect on the article. Mr. Chapman stated that Ms. Morton provided an explanation as to why the article did not cover the retail use; she also stated that another article regarding this will be published following the October 13th Public Input Meeting. Mr. Chapman noted that Round Hill Partners is not just planning for 84 townhouses. Mr. Chapman thanked the Commission. Chairman Mirabal noted that, as the Planning

Commission has not yet seen the plan from Round Hill Partners, it would be inappropriate for the Commissioners to comment on this issue.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission Member Hummel noted that, on the Facebook page created for residents of Round Hill, attendance at this evening's meeting was requested; however, no one representing that group was in attendance. It was noted that attendance was requested "for the future of the town." There were no further Disclosures and Commissioners' Comments.

IN RE: APPROVAL OF AGENDA

Commission Member Wolford made a motion **to approve the Agenda as submitted**; Commission Member Prack seconded the motion. The motion was approved 4-0, with Commission Member Evers absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Manuel Mirabal | Aye |
| Stephan Evers | Absent |
| Michael Hummel | Aye |
| Christopher Prack | Aye |
| Elizabeth Wolford | Aye |

Town Planner/Zoning Administrator Hynes noted that there are three sets of minutes to be voted upon, and that the September minutes may be deferred, as they were received in just the last 24 hours. Ms. Hynes also discussed other materials included in Commissioners' packets.

IN RE: APPROVAL OF MINUTES

Commission Member Hummel asked that the vote on the September minutes be deferred. Commission Member Hummel noted that, in the minutes of the July meeting, on page six, the phrase *...which statement constitutes the regulation...* was repeated; the repeated phrase should be stricken. Also, on page seven, in the "Town Planner's Report," the reference should be *27 lots will be completed*, not *27 homes*. Commission Member Hummel then made a motion **to approve the July 7, 2105 minutes as amended, and to approve the August 4, 2015 minutes, as presented**; Commission Member Prack seconded the motion. A vote was held; the minutes were approved 4-0, with Commission Member Evers absent. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|----------------------|--------------------|
| Manuel Mirabal | Aye |
| Stephan Evers | Absent |
| Michael Hummel | Aye |
| Christopher Prack | Aye |
| Elizabeth Wolford | Aye |

Commission Member Prack then moved **to table approval of the September 2, 2015 minutes**; Commission Member Hummel seconded the motion. It was noted that the minutes may be tabled without a vote being taken.

IN RE: BUSINESS ITEMS

A. Economic Development Goals for Comprehensive Plan

Chairman Mirabal noted that, during the previous day's work session, approximately two-thirds of this chapter were reviewed; included in the packets this evening is the document with those changes included. Mr. Mirabal explained that the entire document will be reviewed this evening, he also asked that those who attended the work session review the changes to ensure they are accurate. Commission Members briefly discussed the removal of the zoning regulations, which had been decided previously. Town Planner/Zoning Administrator Hynes explained that the current first page of this document consists of notes, and will not be included in the final document. Chairman Mirabal explained that a review has been conducted regarding material from the current Comprehensive Plan which will not be included in the updated plan; it was noted that some additions have been made, as well. Commission Members then began their review of the chapter. There was a question as to whether the document should be called a "chapter" or a "section;" Town Planner/Zoning Administrator Hynes stated that she will use the term "element." Various questions regarding capitalization, terminology, numbering, grammar and spelling were discussed regarding several items in the previously reviewed portion of the document, with corrections made. The Commission then began review of the portion of the document not reviewed at the work session. Various suggestions were made regarding wording of objectives and strategies, and other terminology in the document. Specific attention was paid to the subject *commodity flow*, with various suggestions made regarding terminology, and a final decision made to combine two strategies into one in this section. The Planning Commission discussed the use of the term *central commercial district*; additionally, items proposed for inclusion in and improvement of commercial areas in Round Hill were reviewed, with particular attention paid to terminology in this section. Suggestions were made by Commission Members regarding combining various goals or objectives, and reorganizing other elements, in order to provide for a document which will be streamlined and correct in its usage of various terms. It was noted that this document will be reviewed again at the next work session, and that changes will be noted, but not by the use of "track changes." The Planning Commission then discussed further work on the Comprehensive Plan update being undertaken by various subcommittees of the Town Council, with Commission Member Wolford clarifying the schedule for the update going forward. The Planning Commission will review a finished copy of the document prior to holding the required Public Hearing. There was also brief discussion regarding review of this update by the Land Use Committee, with Chairman Mirabal noting that the Town Council is supportive of this review.

B. Land Use Goals for Comprehensive Plan

Town Planner/Zoning Administrator Hynes stated that this is the most unique chapter, and the most complicated, as it presents the need to compare and coordinate with maps to be included in the plan. Ms. Hynes explained the documents to be reviewed in this section, including notes from previously held Charrettes. Ms. Hynes also noted that the "Guiding Principles" may not necessarily be in the final Comprehensive Plan. Town Planner/Zoning Administrator Hynes discussed the possible designation of properties across from the Town Hall as B-2, and provided the following points for consideration: 1) restructure residential zoning, in order that the zoning map looks correct, and to provide a means of correction

for the large number of non-conforming lots ; 2) define districts and their uses; 3) provide for the land use relationship to the tax base; 4) try to create a definition for “small town charm;” 5) address redevelopment and infill, including lot size for subdivisions and keeping house styles consistent; and, 6) draft goals that are more generic. Town Planner/Zoning Administrator Hynes stated that this chapter contains some of the most controversial topics and will be one of the most difficult. Discussion ensued regarding inviting members of the Land Use Committee to the Planning Commission’s October work session, with it being the consensus of the Commission that they should attend and be part of the conversation. Town Planner/Zoning Administrator Hynes noted that the survey results tie into the Land Use Chapter. Commissioner Hummel noted that he will provide changes he makes, as “clean-up” issues, to Ms. Hynes prior to the work session. Ms. Hynes asked all Planning Commission members to forward any questions and/or concerns regarding this to her prior to the work session. Discussion ensued regarding the format for the next work session.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: TOWN PLANNER/ZONING ADMINISTRATOR’S REPORT

Town Planner/Zoning Administrator Hynes noted that the items upon which she has been working for the past four to six weeks are included in Planning Commissioners’ packets. Ms. Hynes highlighted some of these items: 1) property owners who may be impacted by the Comprehensive Plan update will be invited, via a letter mailed to each, to provide their input into the update; 2) spoke to the Art Center regarding the Western Commercial District; 3) complete the Build-Out Analysis for the County’s Comprehensive Plan update; 4) obtaining/creating maps needed for the Comprehensive Plan; 5) attend a meeting with the County’s Parks Director regarding management at Sleeter Lake Park; 6) help the Utility Committee subcommittee charged with working on the update of the utilities section of the Comprehensive Plan; 7) attend a meeting with the County regarding Round Hill’s commercial districts; 8) conduct the Public Input Meeting scheduled for October 13th, at 6:30 p.m. – the County’s Assistant Planning Director will attend this meeting, and will try to bring other staff to provide assistance; 9) add to the text of the Comprehensive Plan Chapters, and write three new chapters; and, 10) submit the VDOT grant application due on November 1, 2015.

IN RE: NEXT MEETING

The next meeting of the Planning Commission will be held on November 3, 2015.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 9:40 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary

