

**Town of Round Hill
Planning Commission Meeting
January 12, 2016
7:00 p.m.**

The regular meeting of the Town of Round Hill Planning Commission was held Tuesday, January 12, 2016, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Manuel Mirabal, Chairman
Stephan Evers
Michael Hummel
Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Christopher Prack

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Clinton Chapman
Daniel Botsch, Member, Round Hill Town Council
Mary Anne Graham, Vice-Mayor, Town of Round Hill

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:15 p.m. Roll call was held, and it was determined that a quorum was present.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENT

Mr. Clinton Chapman, representing the Round Hill Partners Group, LLC, spoke. Mr. Chapman noted that conversations recently held with the other partners in his group, and with Town Council and Planning Commission members, have brought to light the concern that the Round Hill Partners Group's message regarding their proposal for the Eastern Commercial District has not come across properly. Mr. Chapman explained that it was necessary to "get something on the table" regarding a mixed-use development for that parcel, but that their presentation represented a concept plan only. It was noted that the group put together many ideas, and chose this one for presentation; however, this is not the group's final plan. Mr. Chapman stated that the PDCC zoning for, and the existing proffers on, the property will require that a committee design a plan; additionally, it was noted, the concept plan put forth by the group was merely a starting point. Mr. Chapman also stated that the Round Hill Partners Group needs to know up-front if mixed-use is a possibility for

the parcel. Mr. Chapman noted that the Planning Commission would not be voting on the concept plan currently under discussion. Finally, Mr. Chapman put forth the group's request that wording be included in the Comprehensive Plan which would allow for mixed-use at that site. Mr. Chapman thanked the Commission.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Chairman Mirabal welcomed the participation of Town Council Members at this evening's meeting, and stated that he appreciated their input. Mr. Mirabal also explained that, as Commission Member Wolford's term expired on December 31, 2015, and as the Town Council has not yet met and reappointed her, she will be in attendance this evening as an ex-officio member of the Planning Commission. Mr. Mirabal also stated that he received a message from Mr. Jeff Lawrence of the Round Hill Partners Group.

IN RE: APPROVAL OF AGENDA

Commission Member Hummel moved **that the Agenda be approved as submitted**; Commission Member Evers seconded the motion. A vote was held; the motion was approved 3-1, with Commission Member Wolford abstaining and Commission Member Prack absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

A. December 8, 2015

Chairman Mirabal noted that the record of the two presentations made regarding the Comprehensive Plan at this meeting were helpful for those who were not in attendance. Commission Member Hummel noted that, on page six, Mr. Chapman's name was listed as *Mr. Good*, it should be corrected to read *Mr. Chapman*. Also, Mr. Hummel noted, on the last page, under the Agenda Item entitled *Next Meeting*, the phrase *pencil in* is included twice, but need only be included once. There were no further corrections. Commission Member Hummel then made a motion **to approve the minutes as corrected**; Commission Member Evers seconded the motion. A vote was held; the motion was approved 1-2, with Chairman Mirabal and Commission Member Evers abstaining, and Commission Member Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Abstain
Stephan Evers	Abstain
Michael Hummel	Aye
Christopher Prack	Absent

Town Planner/Zoning Administrator Hynes explained that these minutes may be revisited next month, following the reappointment of Commission Member Wolford.

IN RE: BUSINESS ITEMS

Chairman Mirabal asked Town Planner/Zoning Administrator Hynes to provide a listing of Comprehensive Plan update items still to be reviewed, which she did; Mr. Mirabal also asked to clarify that maps for the Plan have not yet been addressed, it was noted that they have not. Discussion ensued regarding the items for review listed on this evening's Agenda (Land Use Map and Goals, and Joint Land Management Area Goals), with Planning Commission Members agreeing that discussion/review of the Joint Land Management Area Goals should precede discussion/review of maps.

Vice-Mayor Graham reported that the Utility Committee approved their revised Utility section of the Comprehensive Plan today, and will forward that section to the Planning Commission.

Planning Commission Members discussed how they will proceed with the review this evening, and decided that they are not yet comfortable with finalizing documents.

A. Land Use Map & Goals for Comprehensive Plan

The Commissioners reviewed this document page-by-page, per Chairman Mirabal's instruction. Various suggestions were made regarding the inclusion of definitions of terms contained in the document, and regarding the wording of several goals/objectives/strategies. The Commissioners also suggested areas of the document where items should be moved. The hours during which businesses are allowed to operate were discussed, particularly in connection with possible development of the Eastern Commercial District; various scenarios dealing with 24-hour operations were discussed, with gas and/or service stations being of particular interest. It was noted that Round Hill's current zoning ordinances could be adjusted, and that new ordinances could be adopted, in order to effectively deal with such issues. Mr. Chapman noted that, presently, gas stations are not allowed in the PDCC. Town Planner/Zoning Administrator Hynes read the section of the Zoning Ordinance pertinent to this discussion, and explained that, if a use is not addressed specifically in the Comprehensive Plan, a special exception for that use is required. Commission Member Hummel noted that, if the Commission adopts the Comprehensive Plan as presented, the Zoning Ordinance will need to be aligned; Town Planner/Zoning Administrator Hynes explained that language should be included in the Comprehensive Plan which would help influence requirements for the Eastern Commercial District, until an alignment of the Zoning Ordinance could be completed. There was further discussion of this issue, with the suggestion made that any use requiring a special exception, as put forth by the Zoning Ordinance, be removed from the Comprehensive Plan; it was the decision of the Commission to do so. Restaurants with drive-through windows were then discussed; it was the consensus of the Commission to retain this possible use in the update of the Comprehensive Plan. Town Planner/Zoning Administrator Hynes explained that, currently, offices require a special exception, and suggested that that requirement be reviewed/corrected during the update of the Plan. Ms. Hynes reviewed the two changes made, thus far, to the *Specific Planning Policies*. The Planning Commission then discussed parking requirements for the Central Commercial District provided for in the document, with Town Planner/Zoning Administrator Hynes noting that she will rewrite the specific items discussed in order to provide greater clarity; additionally, she will review this issue with the Town Attorney. The Planning Commission

then turned to review of the Western Commercial District, with Chairman Mirabal asking if this section should be included, instead, in the Joint Land Management section; it was the determination of the Commission that it should remain in its current place in the Comprehensive Plan, with necessary adjustments to language made. The Commission then reviewed changes made to this section; Town Planner/Zoning Administrator Hynes stated that she will rewrite the section.

Town Planner/Zoning Administrator Hynes asked if the Commission would prefer to review maps at this time, or if they would rather go ahead with review of the Joint Land Management Area Goals. Commission Member Hummel noted that he owns property in the Joint Land Management Area, but is not interested in his property being brought into the Town limits through a boundary line adjustment. Finally, a letter from Mr. Powers Thomas, owner of a fifteen acre parcel in the western portion of the Joint Land Management Area, was provided for inclusion into the record. Town Planner/Zoning Administrator Hynes recapped Mr. Thomas' proposals for development of his property; these include one-floor, single family dwellings, designed for "aging in place," and a five acre portion of the parcel devoted to a special events facility. Mr. Thomas asked about infrastructure, particularly the sewer line to the new Sheriff's Office Substation, and an extension of the sidewalk in the area; further, Mr. Thomas requested that the Town consider inclusion of his property into the Town's limits. The Planning Commission discussed Mr. Thomas' requests and concerns.

B. Joint Land Management Area Goals for Comprehensive Plan

The Planning Commission began this review by discussing the 1993 Annexation Plan, and the Round Hill Area Management Plan (the "Comprehensive Plan" for the Joint Land Management Area). Town Planner/Zoning Administrator Hynes noted that, because Round Hill provides water and sewer service to this area, the Town is a referral agency; in addition, it was explained, the goal has been to eventually bring this area into the Town's limits. Ms. Hynes explained that the purpose of the Round Hill Area Management Plan is to protect the Town – to allow for review of, and a say in, development there. Town Planner/Zoning Administrator Hynes stated that she, along with most Planning Commission and Town Council Members, support boundary line adjustments in this area, as long as those adjustments do not create a lack of balance in the Town's finances. Ms. Hynes also explained that the Planning Commission may recommend a boundary line adjustment, but that the Town Council does not have to approve the recommendation. Vice-Mayor Graham noted that a study should be conducted which would show how boundary line adjustments would affect the Town's finances; in response, Town Planner/Zoning Administrator Hynes explained that, overall, the General Fund would increase, and the Water/Sewer Fund would decrease. Chairman Mirabal asked to clarify that there is already a JLMA provision in the Comprehensive Plan, and that the goal now is to strengthen that provision; Ms. Hynes stated that that is correct. Chairman Mirabal also asked if the boundary line adjustment map would prioritize when those adjustments would be made; it was noted that it would not, but rather the Town Council would make those determinations. Commission Members then discussed changes to be made to the Joint Land Management Area Goals, concentrating in particular on changes to language, and on the deletion of Goals/Strategies which no longer "make sense." Vice-Mayor Graham requested that language be included which would encourage residents not to demolish historic homes. The Commissioners also discussed language which deals with the W&OD Trail.

Commission Member Wolford asked if the County's Comprehensive Plan update will begin in 2016; Town Planner/Zoning Administrator Hynes explained the County's timeline for this update. Following this discussion, it was decided to remove any references to this included in the Town's Comprehensive Plan. Discussion of changes to language in, and format of, the document then continued.

IN RE: TOWN PLANNER REPORT

This item was not presented.

IN RE: NEXT MEETING

The Commissioners discussed holding an additional work session on January 26, 2016, at 5:30 p.m., with the goal being to finalize maps. It was noted that the ultimate goal is to finalize the entire document, so a vote to go to Public Hearing may be held at the February 9th meeting. The Planning Commission decided to hold two meetings, one on February 2, 2016, and one on February 9, 2016; both would begin at 7:00 p.m.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 10:39 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary