

**Town of Round Hill
Planning Commission Meeting
October 11, 2016
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, October 11, 2016, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Manuel Mirabal, Chairman

Michael Hummel

Elizabeth Wolford

PLANNING COMMISSION MEMBERS ABSENT

Stephan Evers

Michael Minshall

STAFF MEMBERS PRESENT

Melissa Hynes, Town Planner/Zoning Administrator

MEMBERS OF THE PUBLIC PRESENT

Clinton Chapman

Mary Anne Graham, Vice-Mayor, Town of Round Hill

Chairman Mirabal welcomed Mr. Chapman to the meeting.

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:05 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

There was no Public Comment.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission Member Wolford stated that she did speak with Joan Wolford about her letter (included in Commission Members' packets) regarding her business, Savoir Fare Catering, and its potential move to another location in Round Hill; the discussion was regarding the process for requesting a rezoning.

IN RE: APPROVAL OF AGENDA

Commission Member Wolford moved **that we accept the Agenda, as presented, for the October 11, 2016 Regular Meeting**; Commission Member Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Commission Members Evers and Minshall absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

A. September 7, 2016 Regular Meeting

There was brief discussion regarding the validity of a vote, if one member abstains; it was determined that, with a quorum present, the vote may proceed with the expected abstention. There were no comments regarding the minutes. Commission Member Wolford then made a motion **to approve the minutes for the September 7, 2016 Planning Commission meeting, as submitted**; Chairman Mirabal seconded the motion. A vote was held; the minutes were approved 2-0-1, with Commission Member Hummel abstaining, and Commission Members Evers and Minshall absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

A. Comprehensive Plan Discussion of Public Hearing Comments

Town Planner/Zoning Administrator Hynes led this discussion, explaining that a bullet-point list of comments made at the Public Hearing was prepared for review and discussion by the Planning Commissioners this evening. Ms. Hynes stated that she prepared follow-up language for Commission review for some of the items noted. Chairman Mirabal asked for a list of witnesses who appeared at the Public Hearing; Town Planner/Zoning Administrator Hynes explained that the room was full, but only a few people spoke.

Ms. Hynes and Mr. Hummel provided the following summary about the Public Hearing held on October 5, 2016:

- Clinton Chapman spoke about the twelve-acre commercial property, and his desire to refine the language in the Plan regarding the 70-30 split.
- Sarah Etro, a former Planner/Zoning Administrator for the Town of Round Hill, spoke about the organization of the Comprehensive Plan, about why

certain historic properties were listed, and about ensuring the inclusion of supportive language for the Land Bays. Mrs. Etro was concerned about the Central Commercial District expansion, and asked for language to be included in the plan to support the preservation of historic buildings in that area.

In response to a question from the Chairman, the Town Planner/Zoning Administrator further explained that Mrs. Etro raised her questions at the Hearing, however, the two parties spoke after the hearing in order that Mrs. Etro's concerns could be shared and addressed more fully. Town Planner/Zoning Administrator Hynes noted that, in other jurisdictions where she has worked, a comprehensive rezoning is undertaken following the adoption of a comprehensive plan.

Ms. Hynes and Mr. Hummel continued to provide the following summary about the Public Hearing held on October 5, 2016:

- Mrs. Etro had asked if such a process would occur here, with Ms. Hynes explaining that no rezoning would take place unless it was property-owner driven, or if there is a boundary line adjustment. Town Planner/Zoning Administrator Hynes explained that Craig Fredericks spoke at the Public Hearing on a macro-level, voicing his support of the updated Comprehensive Plan, and addressing concerns regarding the historic homes raised by Mrs. Etro.

Chairman Mirabal asked if Mr. Fredericks submitted a copy of his written statement; it was noted that he did not, however, Ms. Hynes stated that she would obtain a copy.

Ms. Hynes and Mr. Hummel continued to provide the following summary about the Public Hearing held on October 5, 2016:

- Mr. Rodion Iwanczuk, Senior Planner for Loudoun County also spoke. Town Planner/Zoning Administrator Hynes noted that he raised a concern regarding the Planning Commission's support, included in the Comprehensive Plan, for event centers and employment uses in the JLMA, as the County prefers these uses be inside the Town limits; Ms. Hynes noted that that stance would support a boundary line adjustment of these areas.

Brief discussion ensued regarding this issue, with the Town Planner/Zoning Administrator asking Commissioners if they prefer to amend the Comprehensive Plan in this area, or move forward with the Plan as written with an understanding of this position by the County.

Commission Member Hummel also noted that at the Public Hearing held on October 5, 2016 Mr. Iwanczuk stated that the County is beginning an update of its Comprehensive Plan, which could alter the current requirement. Town Planner/Zoning Administrator Hynes stated that the other issue raised by Mr. Iwanczuk was in regards to the effects the new proffer legislation could have on County involvement in boundary line adjustments. As the new legislation may curtail the County's ability to obtain proffers to assist with funding for schools, they will be scrutinizing boundary line adjustments more closely, based upon school capacity.

Commission Member Wolford also noted that at the Public Hearing held on October 5, 2016 Mr. Fredericks seemed to be requesting a timeline for annexations/boundary line adjustments. Town Planner/Zoning Administrator Hynes and Commissioner Wolford agreed that the Comprehensive Plan does include a timeline.

Town Planner/Zoning Administrator Hynes noted that an attendee at the Public Hearing, Ms. Kathy Weitz, of 20 Walraven Way, wanted to ensure that her property be buffered from proposed development nearby; she also noted that her property would benefit from improvements in that area. It was noted that Ms. Weitz did not speak on the record, or submit comments in writing.

There was brief discussion of including a sentence in the Land Bays section of the Comprehensive Plan supporting these requests. Chairman Mirabal then asked that the Commission review each of the comments made at the Public Hearing.

Commission Member Wolford asked Mr. Chapman why the retail square footage from both the Central and Eastern Commercial Districts were combined, and referenced in his comments; Mr. Chapman explained that his comments were based upon the information included in the market study done at the request of the Town Council, which included total retail square footage for the Town as represented by both areas. Town Planner/Zoning Administrator Hynes noted that she had recently discovered that a final, completed market study has never been submitted; Ms. Hynes stated that she would request that, during the Town Council's ninety-day review of the Comprehensive Plan, the firm which conducted the study return to provide a final report, to ensure that the full knowledge needed to update the Comprehensive Plan is provided. Town Planner/Zoning Administrator Hynes pointed out that a significant difference between the two commercial areas lies in the amount of parking available; therefore, retail space may exist in the Central Commercial District, but there is not enough required parking to support those businesses. Discussion then turned to a question raised by Robyn Reade, whose property is adjacent to the Eastern Commercial District parcel, regarding ingress/egress from Route 7/East Loudoun Street; Mr. Chapman noted that this was never a requirement at the parcel, but that ingress only would be accepted, if approved by VDOT. Town Planner/Zoning Administrator Hynes noted that she spoke with Ms. Reade, and stated that any entryway near her property should include a heavy enhancement buffer. Discussion ensued regarding this issue, with it being noted that the County requires two ingress/egress points at such a development; Mr. Chapman stated that two such points already exist, from Evening Star Drive. The Commission reviewed the section of the Comprehensive Plan dealing with this issue, with Commission Member Hummel stating that, as currently written, the updated Comprehensive Plan requires this access be constructed, if approved by VDOT. It was noted that Ms. Reade's concern is that construction of this entryway would have a detrimental effect on the value of her property. Discussion of where egress from East Loudoun Street could be constructed ensued. The Commissioners then discussed an alternate wording for this reference; it was decided to rewrite the language thus: *Access into this district shall be from Evening Star Drive. A single entrance-only access from East Loudoun Street may be considered, if approved by VDOT.* Review of comments provided by Commission Member Hummel continued; attention was paid to the statement, made by Mr. Chapman at the Public Hearing, that the market study provided for only 37,000 total square feet of commercial space in Round Hill, of which a large percentage is already accounted for in the Central Commercial District. Mr. Hummel noted that Mr. Chapman's group submitted a proposed change to the language in this section, which would provide no limit on residential construction in the Eastern Commercial District.

Commissioner Hummel also referenced comment provided by Town Council Member Frederick Lyne at the Public Hearing held on October 5, 2016, which raised concerns that the wording in the updated Comprehensive Plan, for the Eastern Commercial District, allows the possibility that no commercial be built on the site. Additionally, the wording of this section does not provide clarity on the total amount of square footage to be built, and thus, the total amount of residential square footage to be allowed. Commission Member Hummel noted that these comments were not provided by Mr. Lyne on the record, but rather, in discussions held after the Public Hearing. Discussion of verbiage for this section, which would provide more clarity, ensued; it was decided to word this as follows: *The principal use of this site shall be commercial, and any residential uses shall be limited to no more than one-third of the total square footage approved at the site by the Town of Round Hill.* The Planning Commission discussed the information presented at the Public Hearing by Mr. Chapman regarding expected revenue from development at the Eastern Commercial District, derived from taxes and fees. Commission Member Wolford stated that it should be ensured that the Town's water and sewer capacity is sufficient for the proposed development of the Eastern Commercial District site; Town Planner/Zoning Administrator Hynes explained that, when the build-out scenario was compiled, the Powers Thomas property, the twenty-acre parcel south of Town, and full build-out of the Eastern Commercial District were considered in ensuring the adequate provision of utilities. Chairman Mirabal noted that, in total, two changes were made to the section dealing with the Eastern Commercial District.

The Planning Commission then discussed comments made by Mrs. Sarah Etro at the Public Hearing. The first comment was the suggestion that the list of historic properties included in the Comprehensive Plan be deleted. Chairman Mirabal noted that Mrs. Etro had asked how the list was compiled; it was noted that former Town Planner/Zoning Administrator Robert Kinsley compiled the list, based upon a map of the Town's historic buildings. Commission Member Hummel noted that Mrs. Etro stated that there are errors in the list; however, she did not state, specifically, what those errors are. The Commissioners discussed possible corrections for any errors which may be found in the list. The Planning Commission also asked Town Planner/Zoning Administrator Hynes to request corrections for the list from Mrs. Etro. It was pointed out that language is already included in the Comprehensive Plan which explains that this is a partial list. It was also noted that the homes on the list were built prior to 1900, and thus their inclusion was not arbitrary. Town Planner/Zoning Administrator Hynes stated that she will add language to the Plan which states that these properties are included on the National Register. Commission Member Hummel then presented Mrs. Etro's second comment, which dealt with Land Bays; it was noted that the sections regarding Land Bays seemed, in Mrs. Etro's estimation, not to be tied to the rest of the Comprehensive Plan. Town Planner/Zoning Administrator Hynes explained that she prepared a spreadsheet of the two Land Bay sections, which showed that Goals and Objectives in the Comprehensive Plan are connected to the Land Bays. Commission Member Hummel suggested that a sentence be added to the Land Bays sections which explains their use in furthering the Goals and Strategies of the Plan. Chairman Mirabal asked what, specifically, was the concern expressed by Mrs. Etro regarding the inclusion of the Land Bays in the Comprehensive Plan; Town Planner/Zoning Administrator Hynes explained that Mrs. Etro found the selection of the specific parcels to be arbitrary. Commission Member Hummel noted that the comprehensive plans of large counties are constructed in the same manner, and do include specific parcels. Following further discussion of this section, the Commission again asked that an explanatory sentence be added to this section.

The Planning Commission briefly discussed their requested changes to the title page of the document. There was also discussion of the various fonts used throughout the document, with the request made that they be uniform in nature. The names of properties on the east side of Town (the Weona Villa Motel and the farm across from the motel on Business Route 7) were discussed; Town Planner/Zoning Administrator Hynes will ensure that the correct names are included. The Planning Commission also reiterated its request that the sections regarding Land Bays be more smoothly integrated into the document.

The Planning Commission then returned to discussion of comments provided at the Public Hearing by Sarah Etro. Commission Member Hummel noted that Mrs. Etro's third comment was in regards to the expansion of the Central Commercial District to include properties on East Loudoun Street, near the current veterinary practice; Mrs. Etro stated that more clarity regarding the purpose of this expansion is needed. Town Planner/Zoning Administrator Hynes explained that she spoke with Mrs. Etro about this issue, and discovered that her main concern is that historic properties could be razed, if rezoned to commercial. Commission Member Hummel stated that this conversation leads the Commission to discussion of the letter submitted by Ms. Joan Wolford, of Savoir Fare Catering; the letter states that Ms. Wolford is in the process of purchasing the property at 8 East Loudoun Street, which, she understands, is under consideration in the update of the Comprehensive Plan for a change in zoning from residential to commercial. Ms. Wolford goes on to state that she would like to move her business from its current location at 1 West Loudoun Street to the 8 East Loudoun Street site, and expressed her desire to keep her business in Round Hill. In closing her letter, Ms. Wolford states, "I would appreciate any help you can give me in this process. Please inform me as to how and when to make a formal application for the property to be rezoned." The time frame for a rezoning to take place for the property was discussed, with Town Planner/Zoning Administrator Hynes explaining that the Town Council has ninety days for its review of the Comprehensive Plan, upon the plan being forwarded by the Planning Commission; the Council's adoption of the updated Comprehensive Plan would be necessary prior to any changes in zoning taking place. Ms. Hynes further explained that she informed Ms. Wolford that she would work with her, in the interim, to ensure that her application for rezoning is complete and ready for submission upon adoption of the Comprehensive Plan. Town Planner/Zoning Administrator Hynes asked if there is any additional language the Commission would like to add, in light of this proposed use for the East Loudoun Street property. Commission Member Hummel asked to clarify that the property was not included in a specific land bay; Ms. Hynes explained that it was included in a group in the Central Commercial District. Town Planner/Zoning Administrator Hynes noted that this section is the one in which Mrs. Etro requested language be added to ensure that these historic buildings are not torn down. Discussion ensued regarding this language, with Commission Member Wolford noting that language prohibiting substantial modification of buildings is already included in the Comprehensive Plan; it was the consensus of the Planning Commission that no additional language is required.

The Planning Commission then discussed two maps for which corrections are needed, with it being noted that the text for these maps also require correction; Town Planner/Zoning Administrator Hynes will make those corrections.

Finally, it was decided that no Planning Commission action was required regarding comments made by Mr. Craig Fredericks and Mr. Rodion Iwanczuk.

Chairman Mirabal briefly reviewed the changes to be made to the document.

The Planning Commission then reviewed the Staff Report on comments made at the Public Hearing; the following items were discussed: 1) a Policy C to be added to address the request for enhanced buffers at the 20 Walraven Way property; 2) the issue of Land Bay 7 bordering a church, which was corrected in the earlier discussion of maps; 3) a resident's belief that the construction of a gas station at the Western Commercial District has been approved, which is incorrect; 4) the property at 6 Bridge Street, which, it was noted, is already identified in the Comprehensive Plan, and for which the address will be included; and, 5) a rezoning, previously begun but not completed, for a property on Yatton Road, which has already been addressed by the Planning Commission – this will be pointed out to the Town Council for its review.

Town Planner/Zoning Administrator Hynes then addressed the Public Utility chapter, in which the text contained in pages two to seventy was condensed. Ms. Hynes explained that Planning Commission action on this is not required, as policy was not affected; this will be recommended to the Town Council during its review. Chairman Mirabal clarified that the Town Planner/Zoning Administrator discussed these changes with him, he asked that she compose a draft and review it with Vice-Mayor Graham (chair of the Utility Committee), who was unavailable for that review, that some charts were reinstated as they were necessary to an understanding of the chapter, and that the amended chapter will be presented to the Town Council during its review. Chairman Mirabal also asked if comments were received on this section at the Public Hearing; it was noted that no comments were received. Town Planner/Zoning Administrator Hynes spoke of information contained in the chapter which deals with build-out of the Town, and various aspects dealing with the capabilities and age of the utility system contained in the Opportunities and Challenges section, which is important to a full understanding of the Public Utility chapter.

Commission Member Wolford noted that, on page twelve, under the heading *Town Administration*, it needs to be noted that the Town Council is now meeting twice a month; additionally, information regarding the Town Clerk position needs to be updated. Ms. Wolford also referenced page five, under *Elements of the Comprehensive Plan*, which originally had additional items listed; Town Planner/Zoning Administrator Hynes explained how this was changed to more adequately delineate the various elements of the Plan, as well as providing a listing of the chapters included within the Plan. Town Planner/Zoning Administrator Hynes stated that she added an *Implementation* chapter, which was originally written by former Town Planner/Zoning Administrator Kinsley, and to which she added a section titled "Action Plan." The Action Plan provides for an annual report to the Town Council explaining how the Comprehensive Plan is being implemented; Ms. Hynes explained that the addition of this section will make future updates to the Comprehensive Plan much easier. Commission Member Wolford noted that, on page eighteen, the number of Town Staff members is notated incorrectly; after discussion, it was decided to use the phrase *less than fifteen staff members*. Commission Member Wolford noted that, on page thirty-five, the reference to multi-family buildings should reflect that there are three of those buildings in Round Hill. There was discussion of the Economic Development chapter, where paragraphs were included in this printed version which had previously been deleted by the Planning Commission; Town Planner/Zoning Administrator Hynes stated that she will ensure the correct printed version is provided to the Town Council. Chairman Mirabal asked that the Town Planner/Zoning Administrator ensure the Town Council receives the version of the Comprehensive Plan approved by the Planning Commission. Commission Member Wolford noted differences in

this printed version of the Comprehensive Plan's Land Use and Growth Management chapter from the version approved by the Commission; Town Planner/Zoning Administrator Hynes explained that including the Build-Out Analysis is required, and thus it was reinstated. Chairman Mirabal reiterated his request that it be ensured that the version of the Comprehensive Plan approved by the Planning Commission is the one presented to the Town Council.

B. Comprehensive Plan Discussion of any Final Edits

This was included in the previous discussion.

IN RE: ACTION ITEMS

A. Motion to Vote on Comprehensive Plan or to Schedule the Next Comprehensive Plan Work Session

Commission Member Wolford made a motion **that the Planning Commission approve the Draft 2017 Comprehensive Plan, with the changes made this evening, and with the Economic Development section dated June 3, 2016 included, as discussed, to forward to the Town Council for its review;** Commission Member Hummel seconded the motion. A vote was held; the motion was approved 3-0, with Commission Members Evers and Minshall absent. The vote is recorded as follows:

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

Commission Member Hummel reported that the Mayor "made a specific point at the Public Hearing to stand up and highly compliment the Planning Commission on how well this was done." Mr. Hummel noted that Chairman Mirabal didn't hear those words, but wanted to point out that he was the leader who helped the Commission get through the process. Mr. Hummel also noted that the Mayor stated his belief that the Comprehensive Plan was in very good shape for Council review. Town Planner/Zoning Administrator Hynes noted that the Mayor suggested that the Planning Commission did the bulk of the work on the update of the Plan.

IN RE: TOWN PLANNER REPORT

Town Planner/Zoning Administrator Hynes reported that the next project to be undertaken by the Planning Commission will be an update of the Floodplain Ordinance. Ms. Hynes suggested that the Planning Commission may consider cancelling its November meeting, due to the large number of meetings held during the update of the Comprehensive Plan. Chairman Mirabal asked that a memo be sent to Commission Members outlining the work needed on the Floodplain Ordinance. Commission Member Hummel requested that a list of upcoming tasks for Planning Commission review be supplied to the Commission Members. At Vice-Mayor Graham's request, Town Planner/Zoning Administrator Hynes explained the purpose of the upcoming Council retreat; it

was noted that the retreat will help to provide clear direction on upcoming work requirements. It was noted that the retreat is a public meeting, and anyone may attend. Commission Member Wolford asked if the Town Planner/Zoning Administrator has spoken to the Town Attorney regarding the proposed coffee shop under consideration by the Round Hill Baptist Church, noting that the pastor of the church is waiting for further guidance from the Town; Town Planner/Zoning Administrator Hynes stated that she will speak to the Town Attorney regarding this. Finally, the Planning Commission decided to hold a meeting on November 15th at 6:30 p.m.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 9:24 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary