

**Town of Round Hill  
Planning Commission Meeting  
November 16, 2016  
7:30 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Wednesday, November 16, 2016, at 7:30 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Manuel Mirabal, Chairman  
Stephan Evers  
Michael Hummel (arrived at 7:35 p.m.)  
Michael Minshall

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

Timothy Swanson  
Lynnette Swanson  
Clinton Chapman

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:34 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**

There was no Public Comment.

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

There were no Disclosures and Commissioners' Comments.

**IN RE: APPROVAL OF AGENDA**

Commission Member Hummel moved **to approve the Agenda, as presented**; Commission Member Evers seconded the motion. There was no discussion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Manuel Mirabal	Aye
Stephan Evers	Aye
Michael Hummel	Aye
Michael Minshall	Aye

**IN RE: APPROVAL OF MINUTES**

**a. October 5, 2016 Public Hearing**

Chairman Mirabal and Commission Member Evers noted that they were not present for this meeting. Commission Member Hummel noted the following corrections: on page four, paragraph one, beginning in line fourteen, the phrase *...with the possibility of providing for signage at the sites, and the possibility of securing grant funding for preservation, discussed(.)...* seems poorly written, as the word *discussed* seems not to fit in properly, with it being decided to include the wording *as discussed*; on page four, paragraph three, headed 4) Economic Development, beginning in line three, the phrase *...by providing additional funding(.)...* was highlighted, with it being decided to use the term *revenue* rather than *funding*; and, on page nine, paragraph one, line eleven, the name of the group referenced should be *Round Hill Partners' Group*, not *Round Hill Investors' Group*. Commission Member Hummel then made a motion **to approve the October 5, 2016 Minutes, with the changes noted**; Commission Member Minshall seconded the motion. A vote was held; the motion was approved 2-0-2, with Chairman Mirabal and Commission Member Evers abstaining. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Manuel Mirabal	Abstain
Stephan Evers	Abstain
Michael Hummel	Aye
Michael Minshall	Aye

**b. October 11, 2016 Regular Meeting**

Chairman Mirabal noted differences in the comments made by Mr. and Mrs. Etro, as noted in the minutes from the October 5<sup>th</sup> Public Hearing and the October 11<sup>th</sup> Regular Meeting; Commission Member Hummel explained that the comments noted in the October 5<sup>th</sup> minutes were as recorded at that meeting, and the comments noted in the October 11<sup>th</sup> minutes were his recap of those comments. Chairman Mirabal asked that a note be included in the record to explain the differences. Mr. Mirabal also asked that the letter from Ms. Joan Wolford, regarding the property at 8 East Loudoun Street, be included in the record. Commission Member Hummel noted the following corrections: on page one, under Disclosures and Commissioners' Comments, in line one, the word *she* should be added to the phrase *...Commission Member Wolford stated that did speak...*; on page two, under Approval of Minutes, in line one, the phrase *...There was brief discussion...* should include the word *a* (*There was a brief discussion*); on page six, in paragraph five, line eight, the phrase should read *...for several properties on Yatton Road*, rather than *...for a property...* Commission Member Hummel then moved **to approve the October 11, 2016 Minutes, with the changes noted**; Chairman Mirabal seconded the motion. A vote was held; the minute were approved 2-0-2, with Commission Members Evers and Minshall abstaining. The vote is recorded as follows:

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

Prior to discussing the Business Items, Chairman Mirabal asked for an update on the following issues: the four properties previously discussed, which Town Planner/Zoning Administrator Hynes explained are included in the Work Plan Discussion; and, the coffee shop at the Baptist Church, regarding which Ms. Hynes noted that she has invited the pastor to attend a meeting, but has not had a response from him, to date.

**IN RE: BUSINESS ITEMS**

**A. Floodplain Ordinance**

Town Planner/Zoning Administrator Hynes noted that this was previously discussed approximately one year ago, and that a requirement exists for the Town to adopt a new Floodplain Ordinance which meets current FEMA standards. Ms. Hynes noted her recommendation that the Planning Commission adopt the model ordinance provided, which is undergoing review by Town Attorney Gilmore; Ms. Gilmore's comments are not yet available. In response to a question from Chairman Mirabal, Town Planner/Zoning Administrator Hynes explained that she has received a model ordinance from the State Coordinator, and has received numerous versions of maps from FEMA. The Town Planner/Zoning Administrator explained that the purpose of this evening's discussion is just to let the Planning Commission know that this will be its next project; detailed discussion will be held at the next Planning Commission meeting, during which the Town Attorney's comments will be available. Chairman Mirabal noted his concern that there is a February 17, 2017 deadline for completion of this update by the Planning Commission, but that there is not a firm date for receipt of required materials related to this; Town Planner/Zoning Administrator Hynes stated that she will follow-up on when the materials will be received, and will ask if the February 17<sup>th</sup> deadline is firm. Commission Member Hummel stated that receipt of the correct map will help the Commission to condense the model ordinance provided, as there will be sections of the document which will not apply to Round Hill. Town Planner/Zoning Administrator Hynes explained that a more finalized document will be provided to the Planning Commission for its December 6<sup>th</sup> meeting. There was discussion of the time table for completion of this project, with Ms. Hynes recommending a Joint Public Hearing for the Ordinance to be held at the February Town Council Meeting. Chairman Mirabal asked to clarify that the Mayor is aware of this; Ms. Hynes noted that he is. Town Planner/Zoning Administrator Hynes explained that there are only two to three properties affected by this update, and noted that additional meetings can be added, if needed. Chairman Mirabal asked that the Commissioners be updated on this project during the interim period leading up to the December 6<sup>th</sup> meeting; Town Planner/Zoning Administrator Hynes stated that she completed a floodplain ordinance for the Town of Lovettsville, which is similar to the ordinance which will be needed by Round Hill, and which she will provide to the Planning Commission for its review.

## **B. 2017 Work Plan for the Planning Commission**

Town Planner/Zoning Administrator Hynes presented this item, explaining that the Town Council recently held a retreat during which it decided priorities and provided assignments for the Planning Commission for 2017. Senior housing, accessory dwellings, and non-conforming commercial properties are three topics the Council has assigned to the Planning Commission; the Commission is to research the issues, and prepare draft text amendments. Commission Member Hummel asked if the Yatton Road lots will be a priority item for the Planning Commission, as well; Ms. Hynes noted that it will be. The Town Planner/Zoning Administrator explained that a Work Plan will be prepared for Planning Commission review at its January meeting. Ms. Hynes also noted that she will prepare an "Intent to Amend" document for Council approval at its January meeting, in order for the Planning Commission to move forward with its work on the Yatton Road properties. Town Planner/Zoning Administrator Hynes explained that the overhaul of the Zoning Ordinance will be a multi-year project; the Planning Commission will work during 2017 to update areas of the Ordinance where needed, in order to assure compliance with State Code. Town Planner/Zoning Administrator Hynes noted that the Yatton Road lots could be the first project taken on by the Planning Commission, as a public hearing has already been held. Ms. Hynes also noted that there may be a small number of rezonings/special exceptions for Planning Commission review in the coming year. There was discussion of senior housing, and how that topic "blends" into the areas identified by the Town Council for Planning Commission review, as well as items currently under review by the General Assembly, such as Airbnb's, which may come before the Commission in 2017. Commission Member Hummel noted that the proposal to rezone the 8 East Loudoun Street property likely will come before the Planning Commission during the coming year; Mr. Hummel provided a review of Mrs. Etro's ideas regarding how the commercial use proposed for this property could be accomplished. Town Planner/Zoning Administrator Hynes elaborated upon this topic, noting that a "home occupation" designation cannot be used, due to employees and clients entering and leaving the property; however, Ms. Hynes noted, it may be possible to rezone the property to B-2. Ms. Hynes also noted that negotiation of proffers for commercial properties is not subject to the stringent rules recently imposed by the General Assembly on residential property proffers. The Commissioners discussed various issues which could arise, if a proposal is made for a change to the zoning for this property, with Commission Member Hummel noting that a special exception would still be required. There was also discussion of Town Council review, at its October 20<sup>th</sup> meeting, of various uses suggested for the public parking lot at the Town Office. Finally, there was discussion of the term "granny pod," which, it was noted, is a slang term; the actual term used in reference to these types of dwellings will be included in the Glossary of the Comprehensive Plan. There was a final recap of the 2017 Work Plan, and brief discussion of the Planning Commission's meeting schedule for the year, with a reminder to keep in mind that snow dates may be required.

### **IN RE: ACTION ITEMS**

There were no Action Items for discussion.

## **IN RE: TOWN PLANNER REPORT**

Town Planner/Zoning Administrator Hynes presented the following items:

- 1) Planning Commissioner training, which will be held in Purcellville in 2017. Town Planner/Zoning Administrator Hynes recommended that Commission Members who have not yet taken this training do so, noting that it is very informative training. There will be two sessions of two days each, one in March and one in May, with homework required in the interim period. An exam will be given at the May training session. Ms. Hynes stated that she will remind the Commissioners again that this training is available.
- 2) There is only one house remaining to be constructed, then the Lake Ridge subdivision will be complete.
- 3) The Town Council retreat was held on November 5<sup>th</sup>, and lasted approximately six hours. The retreat proved to be a good exercise, attended by all currently members of the Town Council.
- 4) There currently exists one vacancy on the Town Council and one vacancy on the Planning Commission.
- 5) The Town Council is conducting its review of the Comprehensive Plan, holding one meeting a week. In order to meet the deadline, the Council's review must be completed by December 15<sup>th</sup>. The Council has begun review of the Land Use chapter. Commission Member Hummel noted that the changes recommended by the Town Council have been helpful, particularly in ensuring that concepts presented are tied together in the various chapters. There was discussion of how the Council will continue to move forward with its review.
- 6) Town Planner/Zoning Administrator Hynes reported that she is working on special exception applications to the County. Chairman Mirabal asked for a status report on Sleeter Lake Park; Ms. Hynes stated that the hope is that the park will open in April 2017. There was brief discussion of the grant funding which, ultimately, was not accepted by the Town.
- 7) Town Planner/Zoning Administrator Hynes reported that the Main Street Enhancement Project, which was slated to begin in the spring of 2017, likely will not commence until 2018. The County has not yet begun its acquisitions process for the Franklin Park Trail project; this will delay beginning the Main Street Project. Ms. Hynes noted that Town Staff will assist the County Staff with the acquisitions process. Ms. Hynes also noted that the survey work already completed for the Main Street Enhancement Project will continue to be valid.

## **IN RE: NEXT PLANNING COMMISSION MEETING**

### **a. December 6, 2016**

The next meeting of the Planning Commission will take place on the above noted date, and will begin at 7:00 p.m. Commission Member Evers stated that he will not be able to attend.

**IN RE: ADJOURNMENT**

The meeting was adjourned by Chairman Mirabal at 8:33 p.m.

Respectfully submitted,

---

Manuel Mirabal, Chairman

---

Debra McDonald, Recording Secretary