

**Town of Round Hill  
Planning Commission Meeting  
May 2, 2017  
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, May 2, 2017, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Manuel Mirabal, Chairman  
Jean Daly  
Stephan Evers  
Michael Hummel  
Lori Minshall

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

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

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:00 p.m. Roll call was held; it was determined that there was a quorum.

**IN RE: PLEDGE OF ALLEGIANCE**

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

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

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

Chairman Mirabal reported that he may be moving, but will try to stay within the Town limits of Round Hill.

**IN RE: APPROVAL OF AGENDA**

Commission Member Minshall made a motion **to approve the Agenda as presented**; Commission Member Evers seconded the motion. A vote was held; the motion was approved 5-0, with the vote recorded as follows:

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

**IN RE: APPROVAL OF MINUTES**

**a. April 4, 2017**

Chairman Mirabal noted that Commission Member Hummel provided changes to the minutes prior to this evening's meeting, and asked if the changes were made correctly; Mr. Hummel stated that they were. Chairman Mirabal referenced revisions made, following consultation with the Town Attorney, and suggested that those revisions be reviewed during this evening's discussion of the Text Amendments. Town Planner/Zoning Administrator Hynes stated that she has a list of the changes requested at last month's Planning Commission meeting, and asked if the Commissioners would like to use that as a guide in discussion; Chairman Mirabal stated that use of that list would be helpful in discussion of the documents before the Commission. There were no further comments on the minutes. Commission Member Evers then made a motion **to approve the minutes as presented**; Commission Member Daly seconded the motion. A vote was held; the motion was approved 5-0, with the vote recorded as follows:

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

**IN RE: BUSINESS ITEMS**

**a. Short-Term Rentals Amendment**

There was lengthy discussion of this item, with review of the proposed Text Amendment and supporting documents taking place. Various aspects of this Text Amendment were discussed, including:

- 1) the primary use of a house which is also being used as a short-term rental
- 2) the addition of a definition for the term *nuisance*
- 3) several factors regarding liability and insurance concerns
- 4) the posting, inside the subject house, of rules for use

- 5) several factors regarding inspections of the property
- 6) factors related to obtaining a permit for the use, and fines which may be imposed if permit requirements are not met
- 7) issues surrounding the possible use of the property as a short-term rental by a tenant
- 8) the listing of both the owner of the property, and an emergency contact
- 9) concerns on the part of some members of the Planning Commission that the final document, with all requested changes, was not available for review prior to scheduled voting on the Text Amendment
- 10) if the size of the lot upon which the property is located should be a consideration in allowing the use, with it being decided that lot size should not be a factor
- 11) various zoning districts in which short-term rentals would be allowed
- 12) items to be included in the *Use Standards* portion of the Zoning Ordinance
- 13) concerns that the requirements for this use be clear to members of the public
- 14) current Zoning Ordinance language which provides for the use of *Guest Houses*, for which payment is not allowed, and how to address this issue in the revised Ordinance
- 15) the necessity of completing this Text Amendment for implementation by July 1, 2017, with the Planning Commission preferring that enough time be provided for review and revision
- 16) a deadline for completion of the work, in light of the Planning Commission's decision to extend review throughout the next several meetings and/or work sessions; it was decided that work on this Text Amendment is to be completed prior to the Town Council Retreat, which will be held in early November

Chairman Mirabal asked that updated documents be provided in tabbed folders for each Commissioner's use. Commission Member Hummel requested that copies of the current Zoning Ordinance be provided for use in upcoming reviews.

As discussion of this Agenda item was lengthy, the Planning Commission decided to defer discussion of the remaining Business Items; these items were the **Temporary Family Health Structures Amendment**, the **Family Day Homes & Residential Care Homes Amendment**, and the **Guest Houses & Accessory Dwellings Discussion**.

**IN RE: ACTION ITEMS**

There were no Action Items.

**IN RE: TOWN PLANNER REPORT**

Town Planner/Zoning Administrator Hynes noted that her report has been provided in writing, and asked that any questions be directed to her.

**IN RE: TOWN COUNCIL REPORT**

Commission Member Hummel, who is the Town Council representative to the Planning Commission, reported that the Town Council is currently working on the Budget for Fiscal Year 2018. Additionally, it was decided by the Council to provide funding to help defray expenses for summer movies to be shown at the Town Park; this project is being undertaken by representatives of a local State Farm Insurance office.

**IN RE: NEXT PLANNING COMMISSION MEETING**

**a. Joint PC/TC Public Hearing: Thursday, June 1, 2017**

The Joint Public Hearing will not be held.

**b. Regular PC Meeting: Wednesday, June 7, 2017**

The regular meeting of the Planning Commission will be held on this date.

The Planning Commission decided to hold a work session on Tuesday, May 30, 2017, beginning at 5:30 p.m.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Chairman Mirabal at 10:09 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary