

**Town of Round Hill
Planning Commission Work Session Minutes
April 27, 2021
6:00 p.m.**

A work session was held by the Round Hill Planning Commission on Tuesday, April 27, 2021 at 6:00 p.m. Due to the ongoing COVID-19 Pandemic, this meeting was conducted electronically pursuant to the *Emergency Ordinance to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster*, adopted by the Mayor and Town Council on April 28, 2020, and re-adopted on January 6, 2021. There was no public access to the Town Office for this meeting. The Chairman, Planning Commission Members, Staff, and the public attended this meeting electronically using the link provided on the Agenda.

Planning Commission Members Present

Manuel Mirabal, Chairman
Peter Buxton, Vice Chair
Frank Etro (arrived at 6:49 p.m.)
Michael Hummel
Todd Tschantz

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Maureen Gilmore, Town Attorney

Members of the Public Present

Wes Cantrall

IN RE: CALL TO ORDER

Chairman Mirabal called the work session to order at 6:20 p.m.

IN RE: PARKING STUDY VIRTUAL WORKSHOP

Chairman Mirabal provided a brief review of the origin of the Parking Study now underway, noting that the Town Council tasked the Planning Commission with determining if the downtown parking supply will sufficiently serve its users; the Planning Commission was asked to work primarily with Round Hill business owners in making this determination. However, Chairman Mirabal noted, "users" also refers to business patrons and visitors to Round Hill; therefore, defining the "users" of parking in Round Hill is also important to the work being done on the Study.

Chairman Mirabal noted that a portion of the Parking Study refers to possible future development in and around Round Hill, and stated his belief that this issue has not yet been addressed in the Commission's work. Chairman Mirabal stated that the Planning Commission needs to address all users, and continued development, in its work on the Study.

Commission Member Tschantz referenced the *B-1 Business District* section of the Zoning Ordinance, which includes restrictions on shared parking, asking if it was written by the Town

Council; Town Administrator/Zoning Administrator Hynes stated that it was, and was updated fewer than 10 years ago. Commission Member Tschantz asked if those restrictions preclude the Planning Commission from recommending Shared Parking in the Parking Study. Town Administrator/Zoning Administrator Hynes stated that Staff recommends the *B-1 Business District* zoning be amended to remove those restrictions. Town Attorney Gilmore provided background information on the implementation of these parking standards, noting that the Town Council was, in including this language in the *B-1 Business District* section, trying to ensure business owners were provided with easier access to parking regulations for the district. Town Attorney Gilmore reiterated that the regulations can be changed, to make them less restrictive in regard to shared parking. Commission Member Tschantz asked if the Town Council is receptive to the concept of Shared Parking; Commission Member Hummel, the Town Council representative to the Planning Commission, stated that they are. Chairman Mirabal reminded Commissioners that the task before the Planning Commission is to provide its best opinion on this issue to the Council.

Town Administrator/Zoning Administrator Hynes reviewed with the Planning Commission the original *Intent to Amend Resolution*, in which it is indicated that a primary concern in the *B-1 Business District* was parking, specifically as related to Non-Conforming properties.

Vice Chair Buxton sought to clarify that the main point being made by Commission Member Tschantz is that the Planning Commission ensure the Town Council supports shared parking, with Commission Member Tschantz stating that pursuing this concept will likely require changes to the Zoning Ordinance, and he wishes to ensure that the Town Council agrees with doing so. Town Attorney Gilmore stated that the Commissioners are correct in their assessment that changes will be required to the Zoning Ordinance, and noted that the Study may be "fine-tuned" after initial recommendations are made to the Town Council.

Chairman Mirabal noted that he reviewed sections of the Comprehensive Plan pertinent to this discussion, and stated that he feels the Planning Commission is on good footing to determine recommendations for the Town Council to consider. Chairman Mirabal encouraged the Commissioners to "think outside the box" in their work.

There was brief discussion of a secondary goal of the project, to consider stormwater management; Town Administrator/Zoning Administrator Hynes stated that that topic may be revisited following completion of the *Main Street Enhancement Project*. It was the consensus of the Planning Commissioners to remove language regarding stormwater management from Parking Study documents.

The following sections of the Parking Study were then reviewed:

Observations of Legibility and Convenience

The Commissioners discussed changes in verbiage to be made to this section of the document; requested that all information be compiled into a single document, to provide for ease of review; that changes made by Commission Member Etro be incorporated into the Study, and that a summary be added to the document; and that the historical names of buildings in the Business District be included, following the street addresses, in an effort to provide clarity and to speak to the history of those sites.

Analysis and Findings

The potential impact of the *Main Street Enhancement Project* on the Parking Study was discussed, with it being decided to include information regarding parking availability as it will exist at the conclusion of the Main Street Project.

It was noted that data pertinent to the Study is included in the *Observations* portion of the document.

Following discussion of these sections of the Study, there was discussion of the proper title for this document, with the Planning Commission deciding to call it a *Parking Report*, rather than a *Parking Study*.

Draft Set of Recommendations

There was discussion of the recommendation that an *Annual Parking Roundtable or Survey* be held, with it being decided that an initial meeting of this type would be helpful, but that an annual meeting would not be necessary.

There was discussion of solicitation of public input on the Report, with Town Administrator/Zoning Administrator Hynes reporting that Staff did meet with business owners regarding this effort, and also conducted a survey for which little feedback was received.

There was discussion of both *short-* and *long-term* recommendations, specifically related to which entity – the Planning Commission or the Town Council – would make this determination. Chairman Mirabal requested that the *Draft Recommendations* be reorganized to accurately reflect which recommendations are short-term and which are long-term.

Commission Member Tschantz stated that the discussion of this project needs to be moved along, so that *Shared Parking* may actually be addressed. Commission Member Tschantz stated that he would like to pursue shared parking with the two churches in Round Hill, so that engineering, design, and maintenance needs may be determined.

Town Administrator/Zoning Administrator Hynes reported that the original *Intent to Amend* was passed by the Town Council in 2017; this allows for the Planning Commission to draft the language, and to hold a public hearing, following which the Planning Commission would make a recommendation to the Town Council regarding the amendment.

Commission Members Etro and Tschantz expressed support for moving ahead with the *Shared Parking* effort.

Chairman Mirabal requested that Staff provide, at a future Planning Commission meeting, a shorter list of items to be considered regarding parking in Round Hill; Chairman Mirabal further requested that the changes made this evening be incorporated into the *Parking Report*. Vice Chair Buxton requested that the section on *Shared Parking* be consolidated and provided to Planning Commission Members prior to the meeting scheduled for next week.

Town Attorney Gilmore explained that, in order to be in compliance with the Freedom of Information Act (FOIA), materials must be published three days prior to a meeting; Ms. Gilmore asked which materials the Planning Commission would find most useful to have for next Tuesday's

meeting. Commissioners requested that the updated *Draft Set of Recommendations* be provided for the next meeting.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 7:59 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary

APPROVED July 6, 2021