

Town of Round Hill
Planning Commission Meeting Minutes
January 5, 2021
7:00 p.m.

A meeting was held by the Round Hill Planning Commission on Tuesday, January 5, 2021 at 7:00 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. 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 Zoom.

Planning Commission Members Present

Manuel Mirabal, Chairman
Peter Buxton, Vice-Chair
Frank Etro
Michael Hummel
Todd Tschantz

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner

Members of the Public Present

Paula James, *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 7:02 p.m. Roll Call was held; with all Planning Commission Members present a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

Chairman Mirabal led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

Commission Member Etro asked if there is still a method in place to determine members of the public who are attending meetings, as there had been a sign-in sheet available when meetings were held in-person. Commission Member Hummel noted that attendees at in-person meetings were asked to sign in only if they wished to speak. Commission Member Etro, in noting that electronic meetings represent a new era, expressed his desire to know who from the public is present at Planning Commission meetings. Town Administrator/Zoning Administrator Hynes stated that she will, for future meetings, provide the names of attendees to Commission Members. The Planning Commission requested that Staff reach out to Town Attorney Gilmore, to ensure that any rules

which govern this issue are being followed; Town Planner Albright was assigned this task. Commission Member Etro noted that he likes to be able to follow-up with members of the public who attend meetings.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: APPROVAL OF AGENDA

Commission Member Hummel moved **to approve the Agenda, as presented;** Vice-Chair Buxton seconded the motion

IN RE: APPROVAL OF MINUTES

a. October 6, 2020

Commission Member Hummel noted that, on page four, in paragraph three, line 160, the time frame for reaching out to businesses regarding expected changes to parking availability on Main Street, following completion of the *Main Street Enhancement Project*, is unclear. Discussion ensued regarding how to make the reference clearer; it was decided to add the phrase *ahead of time* to the sentence, with the sentence reading as follows: *Staff will be reaching out to businesses ahead of time to let them know about the changes in parking availability on Main Street following the completion of the Main Street Project.*

Chairman Mirabal asked to whom *She* refers, in the beginning of the new sentence in line 158, on page four, paragraph three; Mr. Mirabal also asked which *one business* is being referenced in that sentence. Town Administrator/Zoning Administrator Hynes stated that *She* is in reference to herself; Commission Member Hummel noted that the *one business* was not named during the discussion. Chairman Mirabal asked that a notation be added to the minutes explaining the location of the business in the *Draft Parking Study*.

Commission Member Etro noted that he has concerns regarding the loss of parking spaces on Main Street, and asked if it would be more appropriate to raise this issue during the *Business Items* portion of this evening's meeting; Town Administrator/Zoning Administrator Hynes stated that all affected property owners have been made aware of these issues, however, she and Town Planner Albright will work together to compose a letter to owners ensuring that they are aware of the upcoming changes.

Commission Member Etro requested that, on page four, in line 141 (the title of *Item "c"*), the word *Discussion* be changed to the phrase *Staff Presentation*.

Chairman Mirabal asked Vice-Chair Buxton if the final paragraph on page two, under *Item "a" – Proposed Text Amendments: Landscape Chapter (Types of Trees and Other Plantings)*, adequately summarized his concerns; Vice-Chair Buxton stated that it did.

There was brief discussion of lighting which encroaches on a neighboring property, and the use of colored lighting, and which of those items is currently addressed in Chapter 14, section 13 of the Round Hill Zoning Ordinance.

Vice-Chair Buxton then made a motion **to approve the minutes, as amended**; Commission Member Hummel seconded the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Todd Tschantz	Aye
Michael Hummel	Aye
Frank Etro	Aye
Peter Buxton	Aye
Manuel Mirabal	Aye

b. November 10, 2020

Commission Member Etro requested that, on page three, in the title of *Item "a,"* the word *Discussion* be changed to *Presentation*, so that the title would read as follows: *Review Draft Parking Study (Draft 3 for Presentation Purposes)*.

There were no further corrections.

Vice-Chair Buxton then made a motion **to approve the minutes, as amended**; Commission Member Tschantz seconded the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Todd Tschantz	Aye
Michael Hummel	Aye
Frank Etro	Aye
Peter Buxton	Aye
Manuel Mirabal	Aye

IN RE: BUSINESS ITEMS

a. Review Draft Parking Study (Draft 4 for Discussion Purposes)

Town Administrator/Zoning Administrator Hynes began the discussion by asking Commissioners how they wished to move forward with their review; it was decided to begin with the Staff Presentation, and then to review the document beginning on page one.

Town Administrator/Zoning Administrator Hynes then presented the changes made to the *Draft Parking Study* since the previous Planning Commission meeting; these included:

- The addition of a Zoning Map.
- The inclusion of an updated spreadsheet providing the number of parking spaces available. Information regarding the need for parking management throughout the Business District was included, as well.
- The addition of an example of *Pocket Parking*.

The example included in Commission Members' packets was located adjacent to the Loudoun Street Town Park. Lengthy discussion ensued regarding the feasibility of this type of parking in that location, the need for further study of the potential impact of a parking

lot at that site, and the original intent for that land when it was donated to the Town.

Commission Member Etro stated that the concept of *pocket parking* is valid, but that the example shown does not include enough specific information. Mr. Etro also noted that, in the late 1980's, the Virginia Department of Transportation (VDOT) provided guidance that the roadways in this area cannot handle increased entry and/or exit points. Town Administrator/Zoning Administrator Hynes noted that the Town of Round Hill does not own any other land which would be suitable for use as a parking lot. Additionally, Ms. Hynes noted that, in the future, it would be advantageous to identify areas where the *pocket parking* concept could be utilized.

- The inclusion of a diagram and explanation of *Parking Pressures in Downtown Round Hill*, depicting areas of concern.

Discussion ensued regarding *shared parking*, with it being noted that churches in Round Hill have parking lots which largely are not utilized Monday through Saturday. Town Administrator/Zoning Administrator Hynes, in response to a question from a Commissioner, noted that there exist "handshake" agreements for use of these lots, and suggested that a more formal agreement guiding this type of use should be developed. A Commissioner asked if the Town Attorney has provided her opinion regarding any potential legal ramifications of shared parking, and of the possible need for a legal instrument to be put in place to govern this arrangement; Town Administrator/Zoning Administrator Hynes stated that she wanted to bring the subject to the Planning Commission before speaking with the Town Attorney regarding these issues. Commission Member Etro stated that acreage, zoning, and other details surrounding the church parking lots should be identified prior to undertaking any shared parking agreements with the churches; Town Administrator/Zoning Administrator Hynes stated that the concern regarding this parking solution is for the long-term, as the entities currently controlling these lots are amenable to this use. Town Administrator/Zoning Administrator Hynes, in response to a request from the Planning Commission, noted that she will provide this additional data prior to the Commission's next meeting.

Chairman Mirabal suggested that a work session may be helpful in moving forward with the Parking Study; discussion ensued regarding the benefit of holding this type of meeting, and when a work session could be scheduled. The Planning Commissioners also discussed information/data which they would find most helpful in working on the parking study, including the number of parking spaces needed, and management tools available to address transient parking needs in the Business District. Chairman Mirabal asked the Commissioners to provide to the Town Administrator/Zoning Administrator their requests for information they would find useful. Town Administrator/Zoning Administrator Hynes noted that she will set up the Agenda for the February 2nd meeting as a Work Session.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported that the Town Council meeting scheduled for December 16, 2020 had been cancelled, and reminded Commission Members that the meeting held December 2, 2020 included the Town Council and Planning Commission Joint Public Hearing. Commission Member Hummel reported that the Town Council was provided with updates on the distribution of COVID relief funding, on issues surrounding Well D, and on the Franklin Park Trail/Main

Street Enhancement Project at its December 2nd meeting. Commission Member Hummel noted that the Town Council will, for the next six to eight weeks, be working on the FY2022 Budget. Finally, Commission Member Hummel reported that at tomorrow's Town Council meeting Council Members will be provided with an update on Well D, the Annual Report from the Town's auditor, a Utility Department update, an update on amendments to the Water and Sewer Ordinances, a regular report on the Franklin Park Trail/Main Street Enhancement Project, and with additional information regarding Late Fees and Disconnections for utility customers. Commission Member Hummel noted that there are no additional large projects, and no controversial items, under discussion by the Town Council.

IN RE: STAFF UPDATES

Town Administrator/Zoning Administrator Hynes reported that work on the Franklin Park Trail/Main Street Enhancement Project was delayed due to a COVID infection among the crew; additionally, it was noted that problems with a valve in the construction area on East Loudoun Street caused a delay in work on the project. Ms. Hynes further reported that preventive maintenance of utility infrastructure is a significant project currently underway. Town Administrator/Zoning Administrator Hynes reiterated that budget planning season is beginning.

Commission Member Etro asked if residents on East Loudoun Street will be notified prior to a planned shut-off of water related to the Franklin Park Trail/Main Street Enhancement Project; Town Administrator/Zoning Administrator Hynes stated that they will, with Project Specialist Lohr to hand-deliver letters to residents there.

Town Administrator/Zoning Administrator Hynes reported that efforts related to the acquisition of Well D are proceeding.

Commission Member Etro asked if compensation will be provided to East Loudoun Street residents for any water use related to flushing of lines following the interruption of service for Main Street Enhancement Project work; Vice-Mayor Graham noted that she will raise the issue at tomorrow's Town Council meeting.

Commission Member Etro asked Town Administrator/Zoning Administrator Hynes about the exterior construction taking place at the house that she had referred to as a Bed & Breakfast during a previous discussion regarding Loudoun Street Park and access to it. Ms. Hynes clarified that this is the big white house on the hill; she stated she had heard nothing from the owners and that she will check on the activities there.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 9:07 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary