

**Town of Round Hill
Planning Commission Meeting
July 14, 2020
7:00 p.m.**

A meeting was held by the Round Hill Planning Commission on Tuesday, July 14, 2020 at 7:00 p.m. Due to the ongoing COVID-19 Pandemic, this meeting was conducted electronically pursuant to *Ordinance 2020-04: Providing for Continuity of Government*, adopted by the Mayor and Town Council on April 28, 2020. The Chairman, Planning Commission Members, Staff, and the public attended this meeting electronically using Zoom.

Planning Commission Members Present

Manuel Mirabal, Chairman
Beth Caseman
Michael Hummel
Todd Tschantz

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Bobby Lohr, Town Intern

Members of the Public Present

There were no members of the public in attendance.

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:05 p.m. Roll Call was held; with Planning Commission Members Hummel, Tschantz and Caseman, and Chairman Mirabal, present a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

Due to the meeting being held remotely, with an American flag unavailable, the Pledge of Allegiance was not recited.

IN RE: PUBLIC COMMENT

There was no Public Comment.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and/or Commissioners' Comments.

IN RE: APPROVAL OF AGENDA

Commission Member Hummel made a motion **to approve the Agenda, as presented;** Commission Member Tschantz seconded the motion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael Hummel	Aye
Todd Tschantz	Aye
Beth Caseman	Aye
Manuel Mirabal	Aye

IN RE: APPROVAL OF MINUTES

a. August 6, 2019

Commission Member Hummel noted a spelling error on page three, under *Approval of Minutes – Item "b," June 4, 2019*, in which *Mrs. Shaffer's* name is spelled incorrectly in the motion (the third line of the section). Mr. Hummel asked to clarify if the action discussed under *Business Item "b," Amendment to R6 and R12 Chapter of Zoning Ordinance Regarding Accessory Structure Setbacks*, has been completed; Town Administrator/Zoning Administrator Hynes reported that it was decided not to move forward with this item, pending required action by the Town Council.

There were no further corrections to the minutes. Chairman Mirabal called for a motion to accept the minutes of August 6, 2019, as amended; Commission Member Caseman **so moved**. Commission Member Hummel seconded the motion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Todd Tschantz	Aye
Beth Caseman	Aye
Michael Hummel	Aye
Manuel Mirabal	Aye

b. January 14, 2020

Commission Member Hummel noted that, on page two, in the second paragraph from the bottom, in the first line of the paragraph, the phrase *CPAM if* should be *CPAM is*. Mr. Hummel also noted that, on page six, in the first line, the word *show* should be the word *how*. There were no further corrections.

Chairman Mirabal called for a motion to approve the minutes of the January 14, 2020 meeting, as amended; Commission Member Hummel **so moved**. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Beth Caseman	Aye
Todd Tschantz	Aye
Michael Hummel	Aye
Manuel Mirabal	Aye

IN RE: BUSINESS ITEMS

a. Draft Parking Study (*for discussion purposes*)

Town Administrator/Zoning Administrator Hynes presented this item, beginning by providing information on the history of this effort. Ms. Hynes noted that parking at Non-Conforming Commercial Properties has been an area of pressing concern for the Town. Town Administrator/Zoning Administrator Hynes further explained that issues such as the recent Comprehensive Plan Amendment (CPAM), and development of criteria for possible water/sewer extension in the Joint Land Management Area (JLMA), necessarily took precedence over the Parking Study, with the COVID pandemic negatively affecting work on the issue, as well. Town Administrator/Zoning Administrator Hynes provided a brief overview of factors which provide for the identification of a site as a Non-Conforming Commercial Property, as well as concerns which exist upon the sale of such a property leading to a change of use, as it affects meeting current zoning and parking requirements. Ms. Hynes noted that parking requirements in Round Hill may not be waived.

Town Administrator/Zoning Administrator Hynes stated that the first step to be taken, in addressing these issues, is to conduct a Parking Study. Ms. Hynes referenced the draft Parking Study included in Commission Members' packets, noting that it will serve as a beginning point for work toward a final document, with the final document to be approved by the Planning Commission and then presented to the Town Council, with a set of recommendations included.

Town Administrator/Zoning Administrator Hynes explained that a goal of this work is to assure business owners that the Town wants to work with them in addressing parking issues at their businesses. Discussion ensued regarding how best to address these difficulties. A request was made that business owners be informed, upon this effort becoming an actionable item, of the work being done to address parking in the Town's Business District. There was also discussion of the impact the upcoming Main Street Enhancement Project will have on parking in the Business District. Town Administrator/Zoning Administrator Hynes stated that she will prepare a draft letter to business owners, in an effort to keep them informed of work being done on the Parking Study, and will provide it to the Planning Commission for review; Chairman Mirabal requested that Mayor Ramsey be consulted regarding this effort.

b. Proposed Text Amendments: Shared Parking (*for discussion purposes*)

Town Administrator/Zoning Administrator Hynes referenced the memorandum addressing *Shared Parking* included in Commission Members' packets, explaining the goal of encouraging such parking arrangements, and noting that some language in the Zoning Ordinance should be amended to more readily allow for business owners to enter into these agreements.

Town Administrator/Zoning Administrator Hynes asked that comments regarding the draft Parking Study, and the proposed Text Amendments, be provided to Staff, with work on this item to continue.

c. Master Park Planning (*review Sleeter Lake Park capital projects & landscaping*)

Town Administrator/Zoning Administrator Hynes presented this item, explaining that putting in place a Master Park Plan is a long-term goal for Round Hill. Ms. Hynes presented an overview of Sleeter Lake Park, including the history of the park, efforts to preserve the area while maintaining the aesthetics and function of adjoining properties/facilities, and possible future improvements. Town Administrator/Zoning Administrator Hynes noted that the County has requested Round Hill work with them in devising a plan for its recently-purchased one-hundred acre parcel, which adjoins Sleeter Lake Park on its eastern border, in combination with the eleven-acre Sleeter Lake Park property.

Town Administrator/Zoning Administrator Hynes noted that an updated version of the document under discussion this evening will be provided to the Planning Commission at a future meeting.

There was discussion of concerns that Sleeter Lake Park may be excessively developed, with Town Administrator/Zoning Administrator Hynes noting that, due to existing requirements for uses at the lake, it is unlikely excessive development would occur.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported that recent Town Council meetings have been relatively short, with needs which require immediate attention addressed.

Mr. Hummel asked Staff if any applications for the Town Council and Planning Commission vacancies have been filed; Town Administrator/Zoning Administrator Hynes reported that no applications have been received, but that the deadline is not until August 1st.

IN RE: TOWN ADMINISTRATOR REPORT

Town Administrator/Zoning Administrator Hynes reported that she and Town Planner Albright are working together on the transition of Planning/Zoning duties to Ms. Albright.

Town Planner Albright reported that the new kayak storage racks at Sleeter Lake Park have been built. Additionally, Ms. Albright noted that she has been working to address issues with watercraft storage which arose last year.

Town Planner Albright also reported that she has worked with Deputy Zoning Administrator Semmes on issues such as developing design standards, and refining zoning application forms, so that requirements are clearer and the forms better address specific requests.

Town Administrator/Zoning Administrator Hynes noted that she will provide a copy of her most recent Town Administrator's Report to Commission Members; this report will provide highlights of work undertaken recently by Staff.

Chairman Mirabal asked for an update on the proposed Tree of Life project at the Weona Villa motel site. Town Administrator/Zoning Administrator Hynes reported that County officials informed Tree of Life that they may not access Town utilities for a project outside the Joint Land Management Area (JLMA), and that extending utilities to the site would require an amendment to the County Comprehensive Plan to allow the property to be brought into the Town limits. County officials stated that, as the Comprehensive Plan was just updated and approved, approval of an amendment was highly unlikely.

There was discussion of the history of this proposal, including the sizeable amount of work undertaken by the Planning Commission on the Town's Comprehensive Plan Amendment (CPAM), how each entity involved understood the requirements for seeking approval for the project, and the unease the prospect of the development of the property created in the community.

IN RE: NEXT PLANNING COMMISSION MEETING

Commission Member Hummel moved **to cancel the August meeting of the Planning Commission**; Commission Member Tschantz seconded the motion. It was noted that the next meeting of the Planning Commission will be held on September 1, 2020. A vote was then held on the motion, which was approved 4-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Beth Caseman	Aye
Todd Tschantz	Aye
Michael Hummel	Aye
Manuel Mirabal	Aye

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 8:19 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary