

**Town of Round Hill  
Planning Commission Meeting Minutes  
July 6, 2021  
7:00 p.m.**

A meeting was held by the Round Hill Planning Commission on Tuesday, July 6, 2021, at 7:00 p.m. With the expiration of the Governor's executive orders regarding the COVID-19 Pandemic on June 30, 2021, and the Town Council's action on June 16, 2021, to end the Local State of Emergency to coincide with the end of the Governor's State of Emergency, the Planning Commission resumed meeting in person at the Town Office, 23 Main Street, Round Hill. The Town continues to provide a remote participation option using Zoom for the public and Staff, using the link provided on the agenda.

**Planning Commission Members Present**

Manuel Mirabal, Chairperson  
Peter Buxton (arrived at 7:22 p.m.)  
Frank Etro  
Michael Hummel  
Todd Tschantz

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Danielle Albright, Town Planner  
Maureen Gilmore, Town Attorney  
Martha Mason Semmes, Deputy Zoning Administrator  
Harriet West, Town Clerk  
Molly McNally, Town Summer Intern

**Members of the Public Present**

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

**IN RE: CALL TO ORDER, ROLL CALL, AND QUORUM DETERMINATION**

Chairperson Mirabal called the meeting to order at 7:07 p.m. Roll Call was held; with Commissioners Hummel, Tschantz, and Etro, and Chairperson Mirabal present, a quorum was established.

**IN RE: PLEDGE OF ALLEGIANCE**

Commission Member Tschantz 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 asked if the *Downtown Parking Report* should be listed under *Business Items*, or if it should be considered as an *Action Item*; Ms. Hynes stated that it would be up to the Planning Commission to make that determination. Commission Member Tschantz made

a motion **to approve the Agenda of July 6<sup>th</sup>, as presented**; Commission Member Etro seconded the motion. A vote was held; the motion was approved 4-0-1, with Commission Member Buxton absent. The vote is recorded as follows:

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

#### **IN RE: APPROVAL OF MINUTES**

##### **a. April 27, 2021 (Planning Commission Work Session)**

Commission Member Etro requested clarification of the reference to the drafting of language, as contained on page three, in line 128. Ms. Hynes explained that this is in regard to the original *Intent to Amend* from 2017, which directed the Planning Commission to draft language to amend the Zoning Ordinance; following that action, however, it was decided to first undertake the *Parking Report*, in an effort to lend additional structure to the amendment of the Zoning Ordinance. Commission Member Etro asked if it is required to hold a public hearing when a zoning change is made; Ms. Hynes stated that it is, but that a public hearing is not required to adopt a Parking Study (Report).

Chairperson Mirabal then called for a motion to approve the minutes of the April 27, 2021 Work Session. Commission Member Hummel **so moved**; Commission Member Tschantz seconded the motion. A vote was held; the motion was approved 4-0-1, with Commission Member Buxton absent. The vote is recorded as follows:

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

#### **IN RE: BUSINESS ITEM**

##### **a. Downtown Parking Report – Draft Eight**

The Planning Commission decided to review this item as an *Action Item*.

Chairperson Mirabal asked if the removal of language regarding stormwater management from the Report will affect the Zoning Ordinance. Ms. Hynes stated that it would not, as that is a budgetary issue.

Commission Member Etro made the following comments:

- That this draft of the Report "looks great."
- A request that, on page six, under *Item "B,"* to reverse sections two and seven. Discussion of this ensued, with it being decided to expand upon the information contained in item two, to include information from items seven and eight.

- That the language related to a *Utilization Survey* be included in the document only once. It was also decided to add the word *Conduct* to the title, to read *Conduct a Utilization Survey*.
- A request that the heading of the map included in Appendix A be changed to read *Parking Report*, rather than *Parking Study*, with Town Planner Albright stating that she will check with the Town's engineering firm, Stantec, the creator of the map, to determine if that change may be made.

There was brief discussion of the parking lot at the Methodist Church, with it being noted that a portion of that lot is grass, and not a parking lot, per se, although it is used for parking by the church.

Vice-Chairperson Buxton stated that the Report provides for potential areas of shared parking, and stated that the Report "looks perfect."

Commission Member Hummel requested that the Sunday hours of operation for the business *Etc.* be added, per Vice-Mayor Graham's request.

There were no further Planning Commission comments regarding the *Parking Report*. Chairperson Mirabal asked if any public comments had been received; Ms. Hynes stated that no public comments had been received.

Chairperson Mirabal asked if any affected property owner should be notified of this report, prior to it being sent to the Town Council for its review; it was noted that that would not be necessary.

Chairperson Mirabal then called for a motion to accept the *Downtown Parking Report*, as amended this evening, to forward to the Town Council. Vice-Chairperson Buxton **moved that the *Downtown Parking Report*, as amended, be forwarded to the Town Council;** Commission Member Etro seconded the motion. Chairperson Etro asked that the word *draft* be removed from the document prior to it being sent to the Town Council. Ms. Hynes requested that the motion be amended to allow Staff to correct scrivener's errors; Vice-Chairperson Buxton and Commission Member Etro agreed to this change. There was no further discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

#### **IN RE: TOWN COUNCIL REPORT**

Commission Member Hummel reported on the following:

- That updates are provided at each Town Council meeting on the Franklin Park Trail/Main Street Enhancement Project, and of Utility projects.

- The *Intent to Amend* for the Boundary Line Adjustment (BLA) request, at the future fire department site adjacent to the Sheriff's Office Substation, is to be discussed at tomorrow's Town Council meeting. Following its approval by the Town Council, this item will be presented to the Planning Commission as a work item.
- The Town Council recently passed the FY2022 Budget.
- The Town Council heard a request from a resident to initiate a farmers' market in Round Hill.

Discussion ensued regarding zoning at the parcel under consideration in the proposed BLA, and if it is required that the property be brought into the Town limit under the existing zoning there. Ms. Gilmore explained that the Zoning Ordinance provides for some transitional zoning, with rezoning allowed at a later date; Ms. Gilmore noted that Round Hill is not required to accept County zoning in a wholesale manner.

Ms. Hynes further explained that the County requested input regarding the Town's zoning of the parcel; she noted that additional information will be provided to the Town Council, as it becomes available. It was stated that this method of zoning will not be spot zoning. There was also discussion of potential future zoning designations at the parcel, and the writing of *Use Standards* for the property.

There was also discussion of the recent advertisement published related to a possible farmers' market in Round Hill, with Ms. Albright stating that the advertisement was for a market manager. It was noted that a plan for the farmers' market must be provided to the Town, with the first year to be a trial run for the endeavor. It was further noted that the Town Council has not yet approved anything related to this proposal. Commission Member Etro stated that regulations for use of the lot adjacent to Niels Poulsen Park must be provided to the Town prior to a farmer's market being held at the park.

#### **IN RE: STAFF UPDATES**

Ms. Hynes reported on the following:

- That Staff is not to take on projects at the request of community members; projects requested by the community are to be overseen by members of the community.
- The firm *Municode* has been engaged to conduct a diagnostic review of Round Hill's Zoning Ordinance; following this, the document will be placed on-line in a more user-friendly form.
- Openings exist on both the Town Council and the Board of Zoning Appeals (BZA).
- There will be a variance going before the BZA, the first such action in eight years; this hearing will likely be held on the last Wednesday in August.

Ms. Albright reported on the following:

- The water line at Sleeter Lake Park is currently being installed.
- Work is being conducted with the electricians, in an effort to provide service to Sleeter Lake Park.
- The kayak storage racks for the park were delivered last week and should be installed and ready for use by the end of July.

Commission Member Hummel asked if the shrubs at Sleeter Lake Park could be trimmed; Town Planner Albright stated that she would check on this request tomorrow.

Commission Member Etro asked for an update on the discussion held at the last Planning Commission meeting regarding paving in the Dean Subdivision; it was noted that details regarding this issue are still under discussion by the residents.

Ms. Hynes introduced Molly McNally, who has been serving as the Town's summer intern. Ms. Hynes provided a list of some of the projects that Ms. McNally is working on.

Chairperson Mirabal asked if the Planning Commission should plan to hold a meeting in August; discussion ensued regarding items which are expected to come before the Planning Commission in the near future, with the Commission deciding to hold a meeting on July 27<sup>th</sup>, and to cancel its August meeting.

**IN RE: ADJOURNMENT**

The meeting was adjourned by Chairperson Mirabal at 8:31 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary

APPROVED October 5, 2021