

**Town of Round Hill
Planning Commission Meeting Minutes
June 15, 2021
7:00 p.m.**

A meeting was held by the Round Hill Planning Commission on Tuesday, June 15, 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, 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, Chairperson
Peter Buxton, Vice-Chairperson
Frank Etro
Michael Hummel
Todd Tschantz

Staff Members Present

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

Members of the Public Present

Mary Anne Graham, Vice-Mayor, Town of Round Hill
Dani Low
Kat Almeida

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

Vice-Chairman Buxton called the meeting to order at 7:06 p.m. As all members of the Planning Commission were present, a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was not recited.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no Disclosures and Commissioners' Comments.

IN RE: APPROVAL OF AGENDA

Vice-Chairperson Buxton called for a motion to approve the Agenda. Commission Member Hummel made a motion **to approve the Agenda of the June 15th meeting, with two proposed changes: to move discussion of the *Dean Subdivision* to be the first item addressed, following the *Approval of the Agenda*, and to add a second *Discussion Item*, to discuss a *Return to In-Person Meetings***; 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>
Michael Hummel	Aye
Todd Tschantz	Aye
Peter Buxton	Aye
Frank Etro	Aye
Manuel Mirabal	Aye

IN RE: DISCUSSION ITEM

a. Dean Subdivision

Ms. Kat Almeida, of 41 Main Street, spoke regarding the road in the subdivision. Ms. Almeida referenced a private road agreement entered into by the homeowners in the subdivision, and explained that, recently, a crew arrived to cut down trees and pave the road, in violation of that agreement. The homeowners sent a "Cease and Desist" letter to the firm in charge of the work; this was done on May 31, 2021. Ms. Almeida explained that the agreement entered into by the homeowners states that it is preferred the road remain a gravel road, with it being ensured that there is adequate room for emergency vehicles to operate there. Ms. Dani Low, also a resident of the Dean Subdivision, expressed her agreement with retaining the gravel road.

Discussion ensued, with Ms. Hynes providing a plat and identifying the lots involved, Commission Member Hummel explaining that the road consists of two side-by-side access easements, and with it being noted that the road is not to be widened. Commission Members Etro and Hummel asked Ms. Almeida if the road is adequate, and if it drains properly; Ms. Almeida stated that the road works well for the residents there, and there have been no issues with ponding of water.

In response to a question from the Commission, Ms. Hynes noted that paving the road is not required; however, it seems paving was agreed to in response to a request from the fire department. Commission Member Hummel reported that he and Ms. Hynes recently met with representatives of the Fire Marshal's Office, who stated that there is no requirement that roads used by emergency vehicles be paved.

Discussion ensued regarding regulations which may be in play regarding the paving of this road, and with the possible provision of funds for maintenance of the road.

Commission Member Hummel asked if the third resident of the subdivision would be willing to state in writing that he is in agreement with retaining the gravel road; Ms. Almeida stated that he would.

It was determined that Commission Member Hummel and Ms. Hynes will continue to work on this issue. Ms. Hynes stated that she will provide additional information to the Planning Commission at its next meeting.

Ms. Almeida and Ms. Low thanked the Planning Commissioners, with the Commissioners thanking the subdivision residents, as well.

IN RE: APPROVAL OF MINUTES

a. April 6, 2021

Commission Member Hummel noted a typographical error on page five, in the third paragraph, in which the word *his* should be the abbreviation *Ms.* Commissioner Hummel also referenced, in the same paragraph, that the terms *workshop* and *work session* were both used in the discussion; it was determined that the use accurately reflected the discussion, and no changes were made. There were no further changes. Commission Member Hummel then made a motion **to approve the minutes of the April 6th meeting of the Planning Commission, with the change noted**; 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>
Frank Etro	Aye
Manuel Mirabal	Aye
Todd Tschantz	Aye
Michael Hummel	Aye
Peter Buxton	Aye

IN RE: PARKING STUDY VIRTUAL WORKSHOP

a. Staff Updates

Ms. Albright explained that changes were made to ensure that property information was included in only one section of the document, that information contained under each heading was concise, and that the document was clearer; Ms. Albright summarized the changes by noting that they were mostly of a structural nature.

Commission Members thanked Ms. Albright for the changes, noting that they made the document more legible. The Commissioners requested that photographs which were removed when street addresses were consolidated be put back into the report.

b. Virtual Workshop

The following changes to the document were requested by the Commissioners:

- That the document be consistently referred to as a *Parking Report*, not a *Parking Study*.
- That a definition for *on-street parking* be added.
- As the term *reserved spaces* implies that those parking spaces are for individuals, references should be to *business spaces*.
- That language regarding *lack of stormwater management* should be added to the statement referencing the absence of landscaping, inadequate identifying signage, and poor pavement conditions.
- Those past members of the Planning Commission, listed in the document, should be identified as past members.
- That titles be added for Staff members listed.
- That the term *Study Approach* be replaced with the word *Approach*.
- That redundant language be eliminated.
- That the photographs noted in the earlier discussion be returned to the document.
- That a phrase or title denoted by an acronym be written out in its first use, with the acronym included thereafter.

- That alternate language, provided by the Commissioners, be included in the section addressing parking at the Town Office.

There was discussion of a shared parking agreement between the Town and Next Generation Security Concepts, located next door to the Town Office; Ms. Hynes stated that she will provide that agreement to the Planning Commission for its review.

There was discussion of buildings in the Business District which are non-conforming.

There was discussion of parking agreements at the fire department building and the retail business next door, with Ms. Hynes stating her belief that these agreements were spoken; Commission Member Etro asked that it be determined if any type of written agreement exists.

- Removal of the word *never*, as included in language regarding the property at 19 Main Street, was requested, with possible alternative language provided.
- That *Special Events* be removed from the *Parking Report*, with it being suggested that, if parking cannot support events at the Town Park on Loudoun Street, consideration should be given to holding events at a different location. Discussion ensued regarding parking concerns at the Town Park.
- That requirements for additional signage be included, in order to indicate if parking is restricted in certain areas, and to provide information regarding where public parking is available.
- Various changes to language, to make the document more precise.
- Removal of Items "g" and "h" from the document.
- Inclusion of both short-term and long-term *Recommendations*, with it being noted that the *Primary Recommendation* should be *Shared Parking*.
- That Town Attorney Gilmore's name be included in the *Report*.

There was brief discussion of ensuring that language is included in the *Report* to explain that the Town Park is a pedestrian park; additionally, there was discussion of how best to word the section regarding parking at businesses.

IN RE: DISCUSSION ITEM

a. Return to In-Person Meetings

Commission Member Hummel reported that Council will discuss, at its meeting tomorrow, returning to in-person meetings; he suggested that the Planning Commission follow the lead of the Council. It was noted that efforts are underway to allow for continued remote participation.

There was discussion of guidance provided by State officials regarding a return to public meetings, with Commission Member Tschantz reporting that all State entities are to return to in-person meetings beginning on July 16, 2021. Following this discussion, Commission Member Hummel made a motion **that the Planning Commission adopt the Town Council determination regarding a return to in-person meetings**; 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>
Frank Etro	Aye
Manuel Mirabal	Aye
Todd Tschantz	Aye
Michael Hummel	Aye
Peter Buxton	Aye

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported on the following:

- At tomorrow's Town Council meeting, the end of the *State of Emergency* will be discussed.
- That a Boundary Line Adjustment (BLA) process is being considered for the site of the Sheriff's Office Substation and future fire department building; some adjacent properties may be included in this effort. Commissioner Hummel provided information on the proposed zoning for those parcels, explaining that an *Intent to Amend* the Zoning Ordinance will be voted upon by the Town Council, following which it will be forwarded to the Planning Commission.

Chairperson Mirabal asked if water restrictions are still in place; Commission Member Hummel stated that they are not. Chairperson Mirabal asked if the problem encountered at the treatment facility has been resolved; Ms. Hynes reported that it has. Commission Member Hummel reported that progress is being made in the acquisition of a new well; this well will provide a big boost to the utility system. Chairperson Mirabal asked when it is expected the Main Street Enhancement Project will be completed; Ms. Hynes reported that completion is expected in the December/January time frame. Commission Member Etro asked if problems encountered in the work related to the Franklin Park Trail Project will result in changes to the plan; Ms. Hynes and Mr. Hummel stated that they will not require any changes.

Commission Member Etro expressed his disappointment that it seems the Planning Commission is being left out of the process related to the proposed BLA; he also noted his disappointment that the Town Council has not upheld the possibility of adding affordable housing at the proposed BLA site. Discussion of this ensued, with it being noted that, to-date, design has been completed only for the buildings on the portion of the property closest to Loudoun Street. Commission Member Etro stated that he will speak with Supervisor Buffington, as a member of the public and not as a representative of the Planning Commission, about the possibility of locating affordable housing units at the site.

IN RE: STAFF UPDATES

Ms. Hynes reported on the following:

- *American Rescue Act* funding will be received by Round Hill in the near future; this funding will likely go toward uses related to water and sewer utilities. Public input regarding uses for this funding will be sought.
- Work continues on the FY2022 Budget, with it to be finalized in the next two weeks.

Commission Member Hummel reported that the Town Council is seeking a new member, due to the resignation of Councilperson Allen.

IN RE: ADJOURNMENT

The meeting was adjourned by Vice-Chairperson Buxton at 9:25 p.m.

Respectfully submitted,

Manuel Mirabal, Chairperson

Debra McDonald, Recording Secretary

APPROVED July 27, 2021