

**Town of Round Hill
Planning Commission Meeting Minutes
March 2, 2021
7:00 p.m.**

A meeting was held by the Round Hill Planning Commission on Tuesday, March 2, 2021 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. 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
Maureen Gilmore, Town Attorney

Members of the Public Present

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

IN RE: CALL TO ORDER

Chairman Mirabal called the meeting to order at 7:04 p.m. Roll Call was held; with all Planning Commission Members present a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

Vice-Chair Buxton 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/or Commissioners' Comments.

IN RE: APPROVAL OF AGENDA

Chairman Mirabal called for a motion to approve the Agenda. Vice-Chair Buxton moved **to approve the Agenda**; Commission Member Tschantz seconded the motion. A vote was not held.

IN RE: APPROVAL OF MINUTES

Chairman Mirabal noted that the minutes of the January 5, 2021 meeting were the only set included on this evening's Agenda for review and approval, but that there is a set from an earlier meeting, to which changes had been made by a Member of the Planning Commission, still pending. Town Administrator/Zoning Administrator Hynes explained that those minutes were omitted in error, and will be provided for approval at the next meeting.

There was also discussion of when Commission Member Buxton was elected as Vice-Chairman of the Planning Commission, and if the minutes from that meeting had been reviewed and approved; Staff was to research this issue.

a. January 5, 2021

Commission Member Etro noted that, on page five, in the final paragraph, the house where exterior construction is taking place is on *New Cut Road*, not *West Loudoun Street*; it was requested that this reference be corrected.

There was discussion of providing compensation for the flushing of water lines in homes affected by an interruption of water service due to construction of the Franklin Park Trail/Main Street Enhancement Project. Town Administrator/Zoning Administrator Hynes explained that compensation will be provided to homeowners who request it; Ms. Hynes also explained how notice of the interruptions and compensation are provided which are through hand delivery of letters to the affected residents, on the Town's Facebook page and website, through the Alert Loudoun service and with a variable message board borrowed from Purcellville.

Chairman Mirabal noted that he had a number of clarifications and/or corrections to these minutes, stating that the Zoom format currently in use for holding meetings requires more detailed descriptions of discussions held, and actions taken, by the Planning Commission. Chairman Mirabal highlighted discussion of the *Lighting Code*, noting that only one sentence was included in the minutes to describe a rather lengthy discussion of the topic; he also stated it would be helpful to include the applicable Section of the Code. A Commission Member noted that the Code Section was not included in the discussion. Town Administrator/Zoning Administrator stated that Staff will determine the correct Section and will include it in these minutes (Chapter 14, section 13 of the Round Hill Zoning Ordinance.)

Chairman Mirabal then noted that, on page three, in the final paragraph, and continuing onto page four, during discussion of the original intent for the land donation which became the Town Park on East Loudoun Street, no information regarding what constituted the original intent of the donation was included. Town Administrator/Zoning Administrator Hynes noted that information was not discussed during the meeting, but that the information could be added to the minutes as an addendum. Town Administrator/Zoning Administrator Hynes discussed the various types of minutes which may be used to provide a record of these meetings, and suggested that it may be beneficial for the Planning Commission minutes to contain less detail. Chairman Mirabal stated that the sentence in question is ambiguous, and requested that it be notated thus: *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.

Town Administrator/Zoning Administrator Hynes reported that Town Planner Albright researched previous minutes, and found that Commission Member Buxton was elected as Vice-Chairman at the November 2020 meeting, with those minutes approved by the Planning Commission.

Chairman Mirabal then called for a motion, with Vice-Chair Buxton making a motion **to approve the minutes**; Commission Member Tschantz seconded the motion. Chairman Mirabal noted that the minutes are to reflect the changes made by members of the Planning Commission at this evening's meeting. A vote was held, with the motion being approved 5-0. The vote is recorded as follows:

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

IN RE: PARKING STUDY VIRTUAL WORKSHOP

a. Staff Updates

Town Administrator/Zoning Administrator Hynes stated that she will present new information included in this study, and asked that members of the Planning Commission provide their suggestions and/or comments regarding areas of interest/concern to each.

There was discussion of the preferred method for continuing work on the *Parking Study*, with the suggestion made that a different section/topic/task included in the Study be assigned to each Commission Member for further refinement. A Commissioner put forward his belief that all members of the body should be involved in all discussions. Town Administrator/Zoning Administrator Hynes explained that the document before the Commission this evening represents a starting point, with the goal being for the Planning Commission to review the entire document, and suggest the placement of specific sections on future meeting agendas for discussion/additional work. It was the consensus of the Planning Commission to begin the process with the presentation by the Town Administrator/Zoning Administrator.

Town Administrator/Zoning Administrator Hynes highlighted the following in her presentation:

- Changes made to the document since the last Planning Commission meeting.
- Clarifications provided since the last Planning Commission meeting.
- An explanation of parking conflicts which have arisen recently.

- An explanation of extra parking which may be available at three churches inside the Town limits, with it being noted that formal agreements for parking at the churches do not currently exist.
- An explanation that, due to the Franklin Park Trail/Main Street Enhancement Project currently underway, there may be unknown items/issues which may arise, and which could impact the study.
- That an effort to facilitate conversations between businesses and other entities could be beneficial.
- That efforts to mediate conflicts may be considered.
- Signage at businesses, and for shared parking, which may be considered.
- That consideration may be given to installation of Town-owned bike racks.
- That Zoning Ordinance amendments may be necessary to facilitate shared parking
- That the need for a full-size public parking lot does not exist, as consolidation, redesign and reconstruction of existing parking could fulfill parking needs.
- That construction of public *Pocket Parking* lots may not be possible, as the funding does not exist for purchase of needed land.
- A map illustrating parking currently available in Round Hill.
- A chart outlining total parking spaces in the Round Hill Central Commercial District; additionally, information regarding parking at, and uses of, various business properties in this district were provided.
- A memorandum from the Town Attorney providing information regarding various approaches to addressing shared parking in Round Hill.

Town Administrator/Zoning Administrator Hynes completed her presentation by asking if members of the Planning Commission require additional data or more ideas to facilitate their review of the *Parking Study*, and asking that requests and/or comments be provided to her.

b. Virtual Workshop

This portion of the meeting began with Commission Members asking a number of questions about, and putting forth suggestions to address, parking in the Central Commercial District. The following items were discussed:

- The total number of parking spaces needed during peak business hours – Town Administrator/Zoning Administrator Hynes explained that this number is difficult to ascertain, due to the ebb and flow of traffic during the business day.
- If there have been instances when all available parking spaces have been in use at one time, requiring the purchase of land for an additional parking lot – Town Administrator/Zoning Administrator Hynes stated that this scenario has not occurred.
- Commissioners were in agreement that a reasonable solution is a shared parking lot for public use, as the number of spaces available at the proposed parking areas are greater than was expected, and would support the shared parking concept.

- Concerns regarding who is responsible for maintenance, and for liability issues, at these shared lots.
- If impacts expected from the Franklin Park Trail/Main Street Enhancement Project should be cause for a delay in work on the *Parking Study*.
- That business owners should be included in discussions regarding shared parking.
- That street addresses, and historical names of buildings, be included in the study, to provide clarity and consistency.
- The possibility of locating a parking lot at 15 West Loudoun Street, as that parcel is large enough to support the use. Town Administrator/Zoning Administrator Hynes noted that zoning changes would be required to facilitate the use at this site.
- Possible future uses of the current Round Hill Volunteer Fire Department building, and its sizable parking lot, as a new fire department building is expected to be constructed adjacent to the Sheriff's Office Substation on West Loudoun Street.

Potential next steps in the review of the *Parking Study* were then discussed, including speaking with business owners as a group, and possible development of a document by Town Administrator/Zoning Administrator Hynes and Town Attorney Gilmore to provide a parking plan, to be presented to the Town Council at its Strategic Planning Retreat held in the fall. Chairman Mirabal suggested that both short-term and long-term proposals for parking are needed, with infrastructure concerns, and concerns regarding possible conflicts between business owners, considered. Possible mechanisms for funding these parking proposals were discussed, as well. Chairman Mirabal stated that he will provide additional comments to Staff.

Town Administrator/Zoning Administrator Hynes stated that she will compile a document to address shared parking; Commission Member Tschantz requested that applicable Ordinances, and other pertinent information, be included in this document. Commission Member Etro requested that it be ensured the study is referenced in the *Comprehensive Plan*, and that relevant references from the *Comprehensive Plan* be included in this document.

c. Preparation of April Agenda

It was noted that items to be included on the Agenda for the April Planning Commission meeting were discussed during the Virtual Workshop portion of this evening's meeting.

Chairman Mirabal thanked all involved, noting that this was a good discussion.

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported on the following items, which were addressed by the Town Council at its recent meeting:

- Preparation of the FY2022 Budget continues.
- Utility Department updates were provided to Council.
- Updates on the Franklin Park Trail/Main Street Enhancement Project were provided.
- Information was provided that, due to legislation under consideration by the General Assembly, Town elections may be moved to the general election date in November; a number of western Loudoun towns are fighting this proposal.
- A proposed Boundary Line Adjustment at the Thomas property on West Loudoun Street, to facilitate the building of a new fire department building; the boundary line adjustment was requested by the County.

Discussion of this potential boundary line adjustment ensued, with the possibility raised of requesting that the County build workforce housing on the extra land at the site; additionally, issues involved in completing a boundary line adjustment and rezoning for the parcels in questions were examined. There was also discussion of the lot adjacent to Walraven Way, which could be included in this potential boundary line adjustment.

IN RE: STAFF UPDATES

Town Administrator/Zoning Administrator Hynes reported on the following items:

- Work on the FY2022 Budget continues; it is expected that this work will soon be completed.
- There are many projects underway upon which she and Staff are working.
- A Utility Management and Maintenance Plan is under development.
- Work is underway on additional phases of the Franklin Park Trail/Main Street Enhancement Project.
- Work continues on the acquisition of the Well D site.
- Work continues on the upcoming construction of the Southern Water Tower.
- Town Planner Albright has been working on the opening of Sleeter Lake Park; the park officially opened for the season on Monday.
- Town Planner Albright reported that Round Hill's *Tree City USA* applications have been approved; the recognition of this award to the Town will be announced at an Arbor Day event.
- Town Planner Albright is working on the refurbishment of the Community Garden.
- Work is underway on the fourth annual *Appalachian Trail Art Show*, with artwork now being accepted.

Chairman Mirabal asked if there were any other items which should be raised, for the good of the order. Vice-Chair Buxton asked if any method of redress exists regarding the disorder on the sidewalks left behind by the plowing of Loudoun Street and Main Street during recent snowstorms; Town Planner Albright reported that this will be addressed by the Town's landscape contractor in the spring.

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 9:29 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary