

**Town of Round Hill
Planning Commission Meeting
November 10, 2020
7:00 p.m.**

A meeting was held by the Round Hill Planning Commission on Tuesday, November 10, 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, and Staff attended this meeting electronically using Zoom. The public was given the opportunity to attend the meeting electronically.

Planning Commission Members Present

Manuel Mirabal, Chairman

Peter Buxton

Frank Etro

Michael Hummel

Todd Tschantz (arrived at 7:39 p.m.)

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator

Danielle Albright, Town Planner

Members of the Public Present

There were no members of the public present.

IN RE: CALL TO ORDER

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

IN RE: PLEDGE OF ALLEGIANCE

Commission Member 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

Commission Member Hummel asked to clarify if the Planning Commission has chosen a Vice-Chairman and a representative to the Board of Zoning Appeals (BZA); it was noted that a Vice-Chairman has not yet been chosen, but a representative to the BZA has. Commission Member Hummel requested that the selection of a Vice-Chairman be added to the Agenda, and placed as the final item, to allow for Commission Member Tschantz to join the meeting; Town Administrator/Zoning Administrator Hynes stated that the item could be included as the final

Action Item. Chairman Mirabal suggested that this action be postponed until the full complement of Planning Commission Members is in attendance. Commission Member Hummel noted that the item may be tabled if Mr. Tschantz has not joined the meeting by the point in the meeting for which it is scheduled. Chairman Mirabal called for a vote **to amend the Agenda to add the decision on choosing a Vice-Chairman.** The vote was held; the motion was approved 3-1-1, with Chairman Mirabal not voting, and Commission Member Tschantz absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Peter Buxton	Aye
Michael Hummel	Aye
Frank Etro	Aye
Manuel Mirabal	No Vote
Todd Tschantz	Absent

IN RE: APPROVAL OF MINUTES

a. September 1, 2020

Commission Member Hummel requested that, under the section entitled *Pledge of Allegiance*, the title *former Mayor* be included with Mr. Etro's name; Mr. Hummel also noted a misspelling of Commission Member Tschantz's name, on page four, under *Action Items*.

Chairman Mirabal requested the following corrections/additions:

- On page two, under *Business Item "a," New Member Orientation*, in the final bullet point, that the name of the consultant be included.
- On page two, under *Business Item "a," New Member Orientation*, in the paragraph following the bullet point items, that a notation be added explaining that this action happened previously, and is under review.
- On page three, under *Business Item "b," Proposed Text Amendments: Parking Chapter (Shared Parking)*, in the first paragraph, ensure that the language regarding parking is removed from the *B-1 Business District* section. Chairman Mirabal requested that the language contained in the Ordinance and language contained in the meeting minutes be consistent.
- On page three, in the second paragraph, Chairman Mirabal asked about the use of the word *sketch*. Commissioner Etro explained the reference. It was decided to retain the word in the minutes.
- On page three, in the third paragraph, Chairman Mirabal requested that the word *housekeeping* be removed. Discussion ensued, with concern expressed regarding changes made by Staff to an Ordinance, without a Public Hearing being held. It was decided, as this is a draft document, to remove the reference, with proper nomenclature to be determined prior to the document being finalized.

There were no further corrections. Discussion ensued regarding the time which had elapsed between the meeting and the presentation of the minutes for review, with Staff noting the unusual circumstances which exist this year.

Commission Member Buxton then made a motion **to approve the minutes**; Commission Member Hummel seconded the motion. A vote was held; the motion was approved 4-0-1, with Commission Member Tschantz absent. The vote is recorded as follows:

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

Following the Approval of the Minutes, the Commissioners and Chairman Mirabal discussed the use of Town parks, specifically regarding the location of a military/veterans' memorial, with the question being raised if there is a need for a policy directing the use of public areas in the Town. It was noted that the Town Council should address and/or adopt a policy. Commission Member Etro requested that the Planning Commission work on a mission statement for each Town park.

IN RE: BUSINESS ITEMS

a. Review Draft Parking Study (*Draft 3 for Staff Presentation Purposes*)

Town Administrator/Zoning Administrator Hynes presented Draft Three of the Parking Study, noting that she reorganized the Study based on suggestions and comments made by members of the Planning Commission. Ms. Hynes provided a virtual tour of Round Hill's business area, highlighting areas and structures included in the study. The recommendation was made that improved signage be installed to direct drivers to existing parking areas, including parking at the Town Office building. Town Administrator/Zoning Administrator Hynes explained the effect the Main Street Enhancement Project will have on parking in the business district.

Town Administrator/Zoning Administrator Hynes put forth the possibility of utilizing "pocket" parking – small lots, located throughout the Town, which would assist with providing needed parking. Previous shared parking arrangements were discussed, as were changes which have occurred related to the arrangements.

A map of business-zoned properties in the B-1 Business District was reviewed, with residential structures in the commercial area noted.

Town Administrator/Zoning Administrator Hynes pointed out that there exists approximately one acre of parking throughout the Town, with a portion of it located at churches; Ms. Hynes discussed how these lots may be used for public parking, with correct agreements made and signage erected. Ms. Hynes also noted how stormwater management at these sites could be addressed. Requirements for crosswalks and other safety measures at these lots were explained. The necessity of shared parking and creative measures to address parking needs were discussed. Additionally, potential difficulties at some existing parking areas were discussed, such as overcrowding which could happen during a special event. The possible addition of bike racks at the parking areas was discussed; this would be in an effort to encourage travel to the Town's business district via a method other than vehicles. It was noted that the Town could work with businesses on this effort.

Town Administrator/Zoning Administrator Hynes then presented an overview of the changes made to this document, and of information to be included in a future draft, following completion of various studies. A drawing of parking changes which will occur due to the Main Street Enhancement Project was reviewed, with discussion ensuing of how to enforce new parking regulations.

Chairman Mirabal commended Town Administrator/Zoning Administrator Hynes and Town Planner Albright for their work on this document. Chairman Mirabal stated that he did not see a need for any further changes to pages one through five of the draft study and requested that this portion of the study be provided to the Town Council; Town Administrator/Zoning Administrator Hynes stated that she will ensure that those pages are forwarded to the Council.

Town Administrator/Zoning Administrator Hynes then presented recommendations made in the Draft Parking Study. It was noted that there likely will not be, for the foreseeable future, a large public parking lot available in the business area of Round Hill; additionally, Ms. Hynes noted, it may be possible to affect some zoning changes which will allow for additional parking to be located in this district. Town Administrator/Zoning Administrator Hynes asked Planning Commission Members to consider these recommendations as they continue their work on the study. It was noted that Commission Member Hummel will provide to the group information related to the potential costs of adding parking spaces.

Chairman Mirabal noted that there is no master plan for stormwater management and other issues which may arise at these potential parking areas. Discussion ensued regarding potential effects of the Main Street Enhancement Project on parking and stormwater management. Town Administrator/Zoning Administrator Hynes stated that she will confer with Project Specialist Lohr and with County representatives regarding these issues, and will report her findings to the Commission.

Other topics discussed were the number of bicyclists there currently are in Round Hill on weekends, the potential for additional biking upon completion of the Franklin Park Trail Project, and the possibility of the inclusion of a *Fee in Lieu* option in the study.

At the request of the Chairman, a timeline for completion of the study was discussed; Town Administrator/Zoning Administrator Hynes stated that Staff will revise the draft document, based upon discussion this evening, with the next draft to be provided to the Planning Commission in advance of its January meeting.

The Planning Commission discussed the Joint Public Hearing, scheduled for December 2, 2020, with it being noted that pertinent information will be sent to Planning Commission Members prior to the hearing. It was decided to cancel the Planning Commission meeting scheduled for December 1, 2020. Commission Member Etro made a motion **to cancel the Planning Commission meeting scheduled for December 1, 2020**; Commission Member Hummel seconded the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

MEMBER

VOTE

Peter Buxton	Aye
Todd Tschantz	Aye
Michael Hummel	Aye
Frank Etro	Aye
Manuel Mirabal	Aye

b. Draft 2021 Planning Commission Meeting Schedule

Chairman Mirabal introduced this item. It was noted that the finalized schedule will be published. Commission Member Etro requested that information regarding Zoom meetings be included. It was decided to move the November meeting from November 2, 2021 to November 9, 2021. Commission Member Hummel then made a motion **to approve the 2021 Planning Commission Meeting Schedule, with the changes requested**; 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>
Peter Buxton	Aye
Todd Tschantz	Aye
Michael Hummel	Aye
Frank Etro	Aye
Manuel Mirabal	Aye

IN RE: TOWN COUNCIL REPORT

Commission Member Hummel reported that the Town Council held its annual Strategic Planning Retreat on October 28, 2020, in lieu of its regular meeting scheduled for October 21st. The Town Council set fourteen priorities for the Town for the coming year.

Town Administrator/Zoning Administrator Hynes reported that the Town Council, at its meeting last week, removed Voluntary Water Restrictions, and approved the bond for the Poplar Hill subdivision.

IN RE: STAFF UPDATES

Town Administrator/Zoning Administrator Hynes provided a map which highlights Planning/Zoning projects currently underway; these include:

- Poplar Hill
- West Lakes
- Creekside
- Darling Property, Phase Two
- Dean Hazen
- Yatton Road

Chairman Mirabal requested that a copy of this map be provided to all Planning Commission Members.

There was brief discussion of work being done at the stormwater retention pond in Creekside (Brentwood Springs).

IN RE: ELECTION OF VICE-CHAIR OF THE PLANNING COMMISSION

The Commissioners asked Commission Member Buxton if he would be willing to serve in this capacity; Mr. Buxton agreed to this request. Commission Member Tschantz made a motion **to appoint Peter Buxton as Vice-Chairman of the Round Hill Planning Commission**; Commission Member Etro seconded the motion. A vote was held; the motion was approved 4-0-1, with Commission Member Buxton abstaining. The vote is recorded as follows:

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

IN RE: ADJOURNMENT

The meeting was adjourned by Chairman Mirabal at 9:05 p.m.

Chairman Mirabal wished everyone a great Thanksgiving.

Respectfully submitted,

Manuel Mirabal, Chairman

Debra McDonald, Recording Secretary