

**Town of Round Hill
Planning Commission Meeting Minutes
October 5, 2021**

A meeting was held by the Round Hill Planning Commission on Tuesday, October 5, 2021, at 7:00 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using the information provided on the agenda.

Planning Commission Members Present

Peter Buxton, Vice-Chairperson
Todd Tschantz
Frank Etro
Michael Hummel (participated remotely)

Planning Commission Members Absent

Manuel Mirabal, Chairperson

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Martha Mason Semmes, Deputy Zoning Administrator
Maureen Gilmore, Town Attorney (participated remotely)
Danielle Albright, Town Planner (participated remotely)

CALL TO ORDER, ROLL CALL, AND QUORUM DETERMINATION

Vice-Chairperson Buxton called the meeting to order at 7:01 p.m. With Commissioners Tschantz, Etro, and Vice-Chairperson Buxton physically present, a quorum was established.

PLEDGE OF ALLEGIANCE

Vice-Chairperson Buxton led those present in the Pledge of Allegiance.

PUBLIC COMMENTS

There were none.

DISCLOSURES AND COMMISSIONERS' COMMENTS

There were none.

APPROVAL OF THE AGENDA

Vice-Chairperson Buxton reviewed the items on the agenda. Commission Member Hummel suggested striking the Town Council Report since he was not at the meeting. Commission Member Tschantz **moved to strike the Town Council Report and approve the meeting minutes otherwise**; Commission Member Etro seconded the motion. There was no discussion of the motion.

APPROVAL OF MINUTES

a. July 6, 2021

Vice-Chairperson Buxton asked if there were any comments or corrections to the minutes. Commission Member Hummel asked to make a change to line 72, deleting the first "moved" from the motion. Commission Member Tschantz moved **to approve the minutes with the revision from Mike Hummel accepted**; Commission Member Etro seconded the motion. There was no

discussion of the motion. A vote was held; the motion was approved 4-0-1, with Chairperson Mirabal absent. The vote is recorded as follows:

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

BUSINESS ITEMS

a. ZOAM-2021-01 – Public Facilities

Ms. Hynes presented this item. She stated that Chairman Mirabal and Commission Member Etro attended the Town Council meeting on September 15, 2021 to review and discuss the work the Planning Commission has done to date on the Draft Zoning Ordinance Amendment for Public Facilities. Ms. Hynes stated that staff made edits based on discussion at the meeting but she noted the Planning Commission has the final say as to what goes in the final draft. Ms. Hynes stated she has provided the September 8th version, which went to the Town Council, and the September 28th version, which includes the Council's feedback. She reviewed the following points:

1. "Schools" will be listed in the definition of Public Facility.
2. "Public Utility Facility" and "Town Utility Facility" will be set aside since they were not part of the Intent to Amend.

Ms. Hynes discussed adding "Setbacks from Lot Lines" to Article 25, Use Standards based on the County's requirements. A discussion ensued regarding setbacks and landscape buffers. Ms. Hynes clarified that the two options before the Planning Commission are using the average of the two setbacks in the previous draft or to mimic what the County has. Commission Member Etro stated that based on previous discussions, the average of the two setbacks is more appropriate for the Town. Following further discussion, the Planning Commissioners agreed to the following language:

Rear and Side Setback from Lot Lines: Structures associated with public facilities shall have a side yard and rear yard setback of a minimum of 100 feet from all lot lines. A side yard and/or rear setback may be reduced to a minimum of 60 feet from a lot line if the width of the required buffer yard is extended 10 feet along such lot line (see Section 14.4 for buffer yard requirements).

Front Yard Setback from Lot Lines: Structures associated with public facilities shall have a minimum front yard setback from the public road equal to the average front yard set back of the nearest adjacent properties fronting the public road.

Ms. Hynes then reviewed the September 28, 2021 changes to Article 2, Definitions:

- Delete "Public Utility Facility" and "Town Utility Facility" definitions.
- Add "schools" to the list of facilities included in the definition of "Public Facilities."
- Add "Public Utility Facility" to the list of facilities not included in the definition of "Public Facility."

Ms. Hynes then reviewed the process for moving forward with the Joint Public Hearing with the Town Council. She noted that following the public hearing, the Planning Commission could either make the recommendation to adopt or table for more discussion.

Ms. Hynes explained that the Town Council will need to direct the Planning Commission to define “*Public Utility Facility*” and “*Town Utility Facility*” through a separate Intent to Amend. The following future amendments were also discussed – adding lot coverage to Article 21, landscape buffers, and tree canopy.

Ms. Hynes reviewed modifications to the Public Facilities Use Standards for “*Architecture*” and “*Design Compatibility*” recommended by the Town Attorney. Town Attorney Gilmore explained the basis for her recommendations, which is to reduce potentially unconstitutional reasons for the Town’s approval or denial of land use applications. A discussion ensued about how the Town Zoning Administrator would interpret the compatibility of the architectural elements. Commission Member Etro suggested striking the last sentence, “*The Architectural Concept Sheet shall note the design element from the contributing building listed on the Round Hill National Registry (2009).*” Following further discussion, Commission Member Tschantz moved **to strike the last sentence, make the corrections noted, and submit to advertise**. Commission Member Etro seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 4-0-1, with Chairperson Mirabal absent. The vote is recorded as follows:

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

Commission Member Etro asked what the advertising requirements are. Ms. Hynes explained it would be published in the newspaper two Fridays in a row. Ms. Gilmore added that it would also be posted on the Town website, and she further explained the timing for the public notice.

TOWN COUNCIL REPORT

This item was removed from the agenda.

STAFF UPDATES

Ms. Hynes reported on the following:

- Staff is preparing for the annual Town Council Strategic Meeting.
- Staff will be meeting with the County to discuss the kayak launch at Sleeter Lake.
- The Town Council will be considering the sale of the Large Reservoir on Tree Crops Lane; this will require a public hearing.
- The Virginia Municipal League Conference was held in Leesburg earlier this week.
- She and the Town Planner will be attending the Virginia Association of Zoning Officials conference this week; attendance is required to retain her certification.

Commission Member Etro asked about the Trails Project. Ms. Hynes explained there were issues between the County and the contractor that are being resolved. She noted that the Town opposed the night-time work hours.

NEXT MEETING

The tentative date for the ZOAM-2021-01 Joint Public Hearing with the Town Council is October 27, 2021.

ADJOURNMENT

Vice-Chairperson Buxton adjourned the meeting at 8:37 p.m.

Respectfully submitted,

Peter Buxton, Vice-Chairperson

CERTIFIED:

A handwritten signature in blue ink, appearing to read "Harriet West", is written above a horizontal line.

Harriet West, Town Clerk

APPROVED: February 1, 2022