

**Town of Round Hill
Planning Commission Meeting Minutes
September 1, 2020
7:00 p.m.**

A meeting was held by the Round Hill Planning Commission on Tuesday, September 1, 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
Michael Hummel
Todd Tschantz
Frank Etro
Pete Buxton

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 in attendance.

IN RE: CALL TO ORDER

Town Manager/Zoning Administrator Hynes introduced the two new Planning Commissioners, Frank Etro and Pete Buxton. Chairman Mirabal welcomed the new members and called the meeting to order at 7:06 p.m. Roll Call was held; with Planning Commission Members Hummel, Buxton, Etro, Tschantz, and Chairman Mirabal present, a quorum was established.

IN RE: PLEDGE OF ALLEGIANCE

Chairman Mirabal asked former Chairman of the Planning Commission, former member of the Town Council, and former Mayor Frank Etro to lead those assembled in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT

There was no public comment.

IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS

There were no disclosures. Commissioner Hummel welcomed the new Planning Commission Members and noted their extensive experience.

IN RE: APPROVAL OF AGENDA

Commission Member Hummel made a motion **to approve the Agenda, as amended to add 7b. Selection of a Vice Chairman**; Chairman Mirabal seconded the motion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Todd Tschantz	Aye
Frank Etro	Aye
Pete Buxton	Aye
Michael Hummel	Aye

IN RE: BUSINESS ITEMS

a. New Member Orientation

Town Administrator/Zoning Administrator Hynes presented this item and provided an orientation to familiarize the new Planning Commission Members with the following past and present projects of the Round Hill Planning Commission:

- **2017 Comprehensive Plan.** Ms. Hynes noted that the Planning Commission reviewed every chapter of the Comprehensive Plan over a two-year period; she discussed key aspects of each chapter.
- **Zoning Text Amendments.** Ms. Hynes reviewed the 2016 Zoning Text Amendments including Temporary Family Health Structures (also known as Granny Pods), Family Day Homes, and Residential Care Homes. She then discussed the series of Zoning Text Amendments that the Planning Commission worked on in 2017 and 2018, including Bed & Breakfasts, Boutique Hotels, Nursing Homes, Assisted Living Facilities, and Accessory Apartments. She also discussed the 2019 Zoning Text Amendments for Restaurants, Food Trucks, Breweries, and Wine Tasting Rooms.
- **Other Notable Projects.** Ms. Hynes discussed the other major Planning Commission projects including the Creekside at Round Hill development, the 2014 Annual Community Survey, the 2014-2015 Community Outreach Meetings, the Floodplain Ordinance, the Eastern Commercial District Public Input, and the 2020 Comprehensive Plan Amendment.
- **Current Projects.** Ms. Hynes reviewed current initiatives including Non-Conforming Commercial Properties, Master Park Planning, and the Tree Care Section of the Zoning Ordinance.
- **Future Projects.** Ms. Hynes explained this includes sections of the Zoning Ordinance that the Town's consultant (the Berkley Group), has determined are not in compliance with State requirements. She noted that this will serve as the work plan for future Zoning Ordinance amendments.

During the new member orientation, Ms. Hynes noted that she included a copy of the General Fund and Utility Fund Capital Improvement Plan (CIP) Projects and the Strategic Action Plan in the packet that was distributed. She noted that at some point, the Planning Commission will be involved in reviewing the Town's CIP. Ms. Hynes discussed the process for updating the Comprehensive Plan.

Chairman Mirabal discussed the issues before the Town and noted that parking is a big concern for residents and businesses. A discussion ensued about the public input that has been received on this matter. Commissioner Etro asked to have that information distributed to the Planning Commissioners so they can review what has been discussed in the past.

b. Proposed Text Amendments: Parking Chapter (*Shared Parking*)

Town Administrator/Zoning Administrator Hynes presented this item. She discussed inconsistencies in provisions for shared parking in various sections of the Zoning Ordinance. Staff's recommendation is to delete the parking language in the B-1 District because it does not belong. Ms. Hynes discussed how shared parking can be used to address the parking needs of the Town's businesses and noted that it has always been permitted in the parking chapter.

Commissioner Etro asked if the Town Council had recently discussed getting involved in being a participant in shared parking; Ms. Hynes stated that the outcome of the parking study is to provide suggestions for how the Town Council can do that. A discussion ensued about the potential future uses and parking needs of the downtown area. Commissioner Hummel stated he had not seen the Town Council take any action on this in the time that he has been involved and since Mr. Etro left. A discussion ensued about Commissioner Etro's plan. Following discussion, Commissioner Etro referenced a plan that had been approved in 2005/2004 and stated he had a copy of it.

Chairman Mirabal referenced the document before them and asked why section (i) was not stricken; Ms. Hynes agreed that this section could be moved to the parking chapter. Chairman Mirabal suggested making these changes after the parking study is completed.

Commissioner Etro explained the background on the development of the Zoning Ordinance, which dates back to 1969. He noted that no one in the downtown B-1 District meets the requirements and agreed that rather than taking a piecemeal approach, they should look at everything together. A discussion ensued about the timing of the changes; Ms. Hynes noted that her original thought was to do the parking study with the recommendations for amendments. She agreed that these text amendments could wait until Staff completes the parking study.

c. Proposed Text Amendments: Landscape Chapter (*Types of Trees & Other Plantings*)

Town Planner Albright presented this item. In response to a question from Chairman Mirabal, Ms. Albright explained that the Town is applying for the Tree City USA program and the intent of the amendments is to support the application. She further explained the recommendations were provided by members of the Tree Board and noted the emphasis on native plants.

Commissioner Etro recommended adding the following to the end of Section **14.9. Tree and Shrub Species**: "*that is appropriate for the Piedmont Region of Northern Virginia.*" He also suggested adding ground cover and perennials to the list.

Chairman Mirabal asked about provisions for grandfathering owners who want to do something which is not on the approved list. He asked for clarification regarding who has to comply with the expanded native tree list and who does not have to comply. Commissioner Hummel noted this is addressed in Section 14.2. A discussion ensued regarding the color-coded chart summarizing the proposed changes that staff prepared

explaining the reasons for the changes. Ms. Albright verified that the chart matches the markups to Section 14.9.

Staff will make the changes discussed and distribute an amended version at the next meeting; a Joint Public Hearing will be scheduled with the Town Council to save cost and time.

d. Master Park Planning (*Review Niels Poulsen Park Capital Projects & Landscaping*)

Town Planner Albright provided background on developing a Master Park Plan, starting with Sleeter Lake which was discussed at the previous Planning Commission meeting. Ms. Albright then reviewed the background on Niels Poulsen Park and discussed the current amenities and events that are held at the park. She discussed current plans to pave the trail and install new resilient surfacing under the exercise equipment. Future plans include applying for a grant to install sunshade structures over the playground and constructing a bandstand to host music and movies in the park. Ms. Albright then reviewed ideas for the possible development of a civic lot, discussed concepts for a natural play area, and presented a summary of the FY21 CIP budget for the Niels Poulsen Park.

Chairman Mirabal asked if the Town had any information on the number of people using the park; Ms. Albright said there was nothing concrete. Town Administrator/Zoning Administrator Hynes noted that this will eventually be part of an interconnected greenway system where residents can walk to all of the parks in the loop.

Commissioner Etro asked if the Town has identified the primary usage of all three parks, so that they do not compete with one another; Ms. Hynes explained the primary purposes of each park. She noted that the civic lot was proffered to the Town. She explained that the County envisioned this being a commuter parking lot, but the Council did not want to see it limited to one use. It was noted that the civic lot is located in the County but in an area identified for future annexation into the Town. Commissioner Hummel noted that the lot is being used as the staging area for the construction company for the Main Street/Loudoun Street project.

Commissioner Etro noted the need to be mindful of potential impacts created by the proposed natural play areas; Ms. Hynes stated staff would be reaching out to the right experts to assist with this.

IN RE: ACTION ITEMS

a. Recommendation to Town Council – Member of Board of Zoning Appeals

Following discussion on the responsibilities of the Board of Zoning Appeals, Chairman Mirabal asked Ms. Hynes to send written information to Commissioners Tschantz and Buxton so they could better understand what this would involve.

b. Election of Vice Chair

Following discussion, Chairman Mirabal tabled this item until the next meeting.

IN RE: TOWN COUNCIL REPORT

Commissioner Hummel reported that recent Town Council meetings have been relatively short and have focused on addressing the immediate needs of the Town.

Ms. Hynes discussed the new business grant program and the \$120,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funds received by the Town.

Commissioner Hummel also reported on the groundbreaking ceremony for the Main Street/Loudoun Street project and awarding the engineering contract to get the next big well underway. He noted the current wells have recharged themselves with the additional rain since July. He explained that the two things that really impacted water usage were greater consumption due to people staying home and the sales pace at Creekside and Upper Lakes, with the number of new houses way ahead of projections. A discussion ensued on the proposed new well behind Kedleston Court and other utility projects.

IN RE: TOWN PLANNER REPORT

Ms. Albright reported on work that has been completed at the Town Office, zoning applications, the Community Garden, and the Virtual Arts Show for Round Hill Native Species.

Ms. Hynes stated most of the work she has been doing is related to water/sewer and managing the CARES Act funds.

Commissioner Hummel added that there is a new Council Member, Jessie Howe.

IN RE: NEXT PLANNING COMMISSION MEETING

Chairman Mirabal stated the next meeting is scheduled for October 6, 2020.

IN RE: ADJOURNMENT

Chairman Mirabal adjourned the meeting at 9:13 p.m.

Respectfully submitted,

Manuel Mirabal, Chairman

Harriet West, Town Clerk

Date Approved: November 11, 2020