

**Town of Round Hill  
Planning Commission Regular Meeting  
October 16, 2018  
7:00 p.m.**

A regular meeting of the Town of Round Hill Planning Commission was held Tuesday, October 16, 2018, at 7:00 p.m. at the Town Office – 23 Main Street, Round Hill, Virginia.

**PLANNING COMMISSION MEMBERS PRESENT**

Manuel Mirabal, Chairman  
Beth Caseman  
Stephan Evers  
Michael Hummel

**STAFF MEMBERS PRESENT**

Melissa Hynes, Town Administrator and Town Planner/Zoning Administrator

**MEMBERS OF THE PUBLIC PRESENT**

There were no members of the public in attendance.

**IN RE: PLEDGE OF ALLEGIANCE**

Commission Member Hummel led those present in the Pledge of Allegiance.

**IN RE: CALL TO ORDER**

Chairman Mirabal called the meeting to order at 7:06 p.m. Roll Call was held; with all members of the Planning Commission in attendance, a quorum was established.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

**IN RE: DISCLOSURES AND COMMISSIONERS' COMMENTS**

There were no Disclosures and Commissioners' Comments.

**IN RE: APPROVAL OF AGENDA**

There was discussion of the November meeting, which coincides with election day, and if the meeting should be held on that date; it was decided to hold the meeting as scheduled. Commission Member Caseman made a motion **to approve the Agenda, as presented**; Commission Member Evers seconded the motion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Manuel Mirabal	Aye
Beth Caseman	Aye
Stephan Evers	Aye
Michael Hummel	Aye

**IN RE: APPROVAL OF MINUTES**

**A. Minutes from March 6, 2018**

Commission Member Hummel noted the following corrections: on page six, under the *Town Planner Report*, in the last bulleted item, the word *Town* should be changed to *community*; and, on page two, under *Action Items – 6 Bridge Street Change of Use Site Plan*, the first bulleted item should read *A gap in the fence, which has been revised on the plan*, not *A gap in the fence, which has been repaired*. There were no further corrections. Commission Member Hummel made a motion to **approve the minutes, as amended**; Commission Member Evers seconded the motion. The motion was approved 3-0-1, with Commission Member Caseman abstaining. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Manuel Mirabal	Aye
Beth Caseman	Abstain
Stephan Evers	Aye
Michael Hummel	Aye

**IN RE: BUSINESS ITEMS**

Prior to discussion of the Business Items, and at the request of Chairman Mirabal, Town Administrator Hynes provided a summary of work to be undertaken by the Planning Commission in the next several months. Ms. Hynes began by explaining that the zoning amendment concerning Accessory Uses, for which the Planning Commission held a public hearing in April, has been discussed by the Town Council, with a public hearing on the item held at its most recent meeting; however, due to concerns on the part of a Council Member, the Council has postponed taking action on the item. Town Administrator Hynes stated that the delay on the currently pending zoning ordinance amendment makes moving forward on other amendments more difficult. It was noted that changes made to the amendment by the Town Council will likely require another public hearing, which will result in further delays. Ms. Hynes provided information on how this proposed zoning ordinance amendment could impact potential development at the Eastern Commercial District parcel. Ms. Hynes noted that she recommended the PD-CC (Eastern Commercial District) be removed from the zoning ordinance amendment under consideration, and be dealt with separately. Town Administrator Hynes noted her appreciation for the hard work the Planning Commission did on this zoning ordinance amendment, and stated that she will continue to advocate for the recommendations made by the Commission. Ms. Hynes explained that the concern voiced by the Council Member is specifically in regard to Accessory Apartments, and stated her belief that mechanisms should be in place to allow for this use and its regulation.

**A. ZOAM-2018-02: Restaurants in the Central Commercial District**

Town Administrator Hynes provided background information on this item, explaining that current zoning for the Central Commercial District makes it necessary for most businesses to obtain a special exception for each use. Ms. Hynes noted that this is a lengthy and expensive process, and is a primary factor in the Town Council's desire to make restaurants in this district a by-right use, with *Use Standards* provided, to ensure that the process affords more certainty to prospective business owners. Town Administrator Hynes further explained that lack of parking in the district is a source of difficulty for anyone seeking to operate a business there, and that the Town Council and the Planning Commission need to think ahead about restaurant uses and the incumbent parking requirements for those uses

in this district – determining the type(s) of restaurant use appropriate for Round Hill, and how buffers and other zoning requirements may need to be adjusted to facilitate business uses next to residential properties. Town Administrator Hynes also explained that completion of the Main Street Enhancement Project will help to make the Central Commercial District feel more like a "downtown" area, and will be a factor in this discussion.

Discussion ensued among Planning Commission members and Town Administrator Hynes regarding issues to be considered by the Planning Commission in the coming months, with Chairman Mirabal noting the need for guidance from the Town Council regarding how it wishes the Planning Commission to proceed on these items. There was also discussion of the potential for shared parking arrangements in Town, ways to encourage residents to utilize central parking areas and then walk to businesses, and the possibility of the Town acquiring land to use for a municipal parking lot. The possibility of contracting with a consultant to conduct a parking study was suggested, as a way to identify and increase parking options, with Town Administrator Hynes explaining that County funding for transportation projects may be a source of capital for such a study. Ms. Hynes stated that the Planning Commission may make recommendations to the Town Council regarding potential projects and funding requests, with it being noted that a formal request may be made to the Council at its fall Strategic Planning Meeting. Town Administrator Hynes stated that other items the Planning Commission will consider include potential in-fill building and revitalization efforts. It was the consensus of the Commissioners that work on parking issues would be worthwhile for the Planning Commission to pursue, and to present to the Town Council. Chairman Mirabal asked Commissioners to send their ideas and requests regarding this issue to Town Administrator Hynes, so that a written request may be prepared and presented at the fall Strategic Planning Meeting. There was discussion of how the implementation of a parking plan could impact economic development in Round Hill, and of how public input could be obtained to facilitate the development of a parking plan.

#### **B. ZOAM-2018-03: Non-Conforming Commercial Properties**

This item was not specifically discussed; however, issues surrounding this item were included in discussion of ZOAM-2018-02.

#### **IN RE: ACTION ITEMS**

There were no Action Items.

#### **MISCELLANEOUS ITEMS**

- 1) Chairman Mirabal noted that the sign at the Town Park did not reflect this Planning Commission meeting; Town Administrator Hynes explained that posting the meetings on that sign is not required, and that the required notice is provided for on the Town's website, with the agenda for the meeting posted, as well.
- 2) Commission Member Hummel asked about efforts to find someone to fill the vacant seat on the Planning Commission; Town Administrator Hynes reported that no one has, as yet, expressed an interest, but that the search continues.
- 3) Commission Member Hummel asked about complaints received via e-mail from a resident; Town Administrator Hynes reported that she has spoken with him.

**IN RE: TOWN PLANNER REPORT**

Town Administrator Hynes explained that, at present, she is fulfilling the duties of the Town Administrator, Town Planner/Zoning Administrator, Town Treasurer, and Town Clerk, and thus, has not been able to provide a written report to the Planning Commission. Ms. Hynes explained efforts being made to hire needed staff, and noted that Town Council will reevaluate staffing needs in the future.

**IN RE: NEXT PLANNING COMMISSION MEETING**

**A. November 6, 2018**

**IN RE: ADJOURNMENT**

The meeting was adjourned by Chairman Mirabal at 8:39 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairman

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Debra McDonald, Recording Secretary