

**Town of Round Hill  
Planning Commission Meeting Minutes  
August 8, 2023**

A meeting of the Town of Round Hill Planning Commission was held on Tuesday, August 8, 2023 at 7:00 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia. Instructions for participating remotely were provided on the agenda.

**Planning Commission Members Present**

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

**Planning Commission Members Absent**

Manuel Mirabal, Chairperson

**Staff Members Present**

Bobby Lohr, Town Planner  
Martha Semmes, Zoning Specialist

**CALL TO ORDER, ROLL CALL, AND QUORUM DETERMINATION**

Vice-Chairperson Buxton called the meeting to order at 7:00 p.m. Roll call was held. Vice-Chairperson Buxton and Commissioners Etro and Tschantz were physically present constituting a quorum. Commissioner Hummel participated remotely.

**PLEDGE OF ALLEGIANCE**

Vice-Chairperson Buxton led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were none.

**DISCLOSURES AND COMMISSIONERS' COMMENTS**

Commissioner Hummel disclosed that he was participating remotely due to personal travel.

Commissioner Etro reported that a workshop was held about the proposed project for the 12-acre commercial site. The workshop was attended by members of the Planning Commission, two members of the Town Council, the developer and the developer's engineers, the Town's Engineer, and Town staff. Comments included reducing the footprint of the assisted-living component of the development; providing more duplexes or attached housing to increase the amount of open space; creating "useful" open space; rotating building orientation to better integrate the grade of the property; and orienting the commercial uses to discourage traffic through the residential section. Mr. Lohr noted that the developer has not submitted anything additional for staff to review at this time; once he receives the revised site plan, he will send it to the Planning Commission and the review agencies.

## **APPROVAL OF THE AGENDA**

Commissioner Tschantz moved **to approve the meeting agenda as printed**; Commissioner Etro seconded the motion. There was no discussion. 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>
Peter Buxton	Aye
Frank Etro	Aye
Michael Hummel	Aye
Manuel Mirabal	Absent
Todd Tschantz	Aye

## **APPROVAL OF MINUTES**

### **1. July 11, 2023**

Commissioner Hummel noted the following corrections:

- Line 148: The comment about the existing curb cut should be its own bullet point.
- Line 150/151: Staff was asked to reword this sentence to clarify that the amenities are not for each unit in the assisted living facility.
- Line 186: Add “Round Hill” before the Home Owners Association.
- Line 214: Reword the end of this line to... “water and sewer tap fees.”

Commissioner Etro asked if something could be placed at the top of the minutes to link to the audio/video of the meeting.

Commissioner Hummel moved **to approve the minutes of July 11, 2023, with the revisions that I described and Frank described, the insertion**; Commissioner Tschantz seconded the motion. There was no discussion. 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>
Peter Buxton	Aye
Frank Etro	Aye
Michael Hummel	Aye
Manuel Mirabal	Absent
Todd Tschantz	Aye

## **ACTION ITEMS**

### **1. Round Hill Volunteer Fire Department Final Site Plan**

Sean Haislip, with the Loudoun County Department of Transportation and Capital Infrastructure, and Brandon Ferrell, Project Engineer, went over the changes that were made since the last meeting as outlined in the letter dated July 31, 2023 from IMEG, the County’s engineering firm, to the Town.

Mr. Lohr stated that there are no outstanding comments; staff is recommending approval of the final site plan, with the condition that the applicant correct any outstanding review comments and have the corrections accepted by the various Loudoun County review agencies regarding Storm Water Management and Erosion and Sediment Control.

A discussion ensued regarding several items on the Final Site Plan, including the ownership and maintenance agreement for the utilities, and the location of the water meter. The Commissioners also had comments and concerns about the responsibility for the maintenance of pedestrian trails, sidewalks, lighting facilities, and landscaping within public right-of-ways; the pedestrian bridge; the “decorative” native stone for riprap; the existing wrought iron gates on the site; and the monument sign details. Mr. Lohr reviewed the following changes to the Site Plan:

- The Town Council must approve the maintenance agreement pertaining to the utilities.
- Loudoun County will add a note that the property owner is responsible for maintenance of the bridge.
- Remove “decorative” from Note 12, and rephrase it to say, “to match the native stone from the area.”
- Remove the monument sign details and associated sections throughout the site plan.
- Add a note that the gates will be salvaged for reuse.

Commissioner Etro moved **to conditionally approve the Final Site Plan with the conditions that have been identified**; Commissioner Tschantz seconded the motion. Ms. Semmes recommended adding “and upon satisfactory approval and acceptance by the review agencies.” Commissioner Etro agreed to the amendment to his motion. A vote was held; the motion was approved 4-0. The vote is recorded as follows:

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

Vice-Chairperson Buxton called for a brief recess at 8:13 p.m. and resumed the meeting at 8:16 p.m.

## BUSINESS ITEMS

### **1. CPAM 2023-01 Western Boundary Line Adjustment (BLA) Area**

Mr. Lohr discussed the plan for the public input meeting, including notification of all property owners and adjacent property owners and a proposed agenda. The Commissioners agreed to hold a special public input meeting on September 12, 2023, at 6:00 p.m., at the Town Office, with a Zoom option.

Mr. Lohr reviewed the proposed text pertaining to the new planning area known as the Western BLA. The review included goals of the plan, general planning policies, and specific policies. The Commissioners discussed various aspects of the proposed plan and preparations for the September 12 public input meeting.

## TOWN COUNCIL REPORT

Commissioner Hummel had nothing to report; however, he noted the audio for tonight’s meeting was horrendous and made it difficult to hear what was being said. He suggested that the Town hire an audio-visual company to assist with recording the meetings.

Commissioner Etro stated he has been receiving the Town Administrator's weekly report and said the information is very helpful.

**STAFF UPDATES**

Mr. Lohr reported that the Design Review meeting for the 12-acre commercial property went well.

**ADJOURNMENT**

Vice-Chairperson Buxton adjourned the meeting at 9:23 p.m.

Respectfully submitted,

Peter Buxton, Vice-Chairperson

Debbie Calhoun, Recording Secretary

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: October 3, 2023