

**Town of Round Hill  
Planning Commission Meeting Minutes  
July 27, 2021**

A meeting was held by the Round Hill Planning Commission on Tuesday, July 27, 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 information provided on the agenda.

**Planning Commission Members Present**

Manuel Mirabal, Chairperson  
Michael Hummel  
Todd Tschantz  
Frank Etro

**Planning Commission Members Absent**

Peter Buxton, Vice-Chairperson

**Staff Members Present**

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

**Members of the Public Present**

Mary Anne Graham, Vice-Mayor, Town of Round Hill

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

Chairperson Mirabal called the meeting to order at 7:04 p.m. Roll Call was held; with Commissioners Etro, Hummel, and Tschantz, and Chairperson Mirabal present, a quorum was established.

**PLEDGE OF ALLEGIANCE**

Chairperson Mirabal led those present in the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were none.

**DISCLOSURES AND COMMISSIONERS' COMMENTS**

There were none.

**APPROVAL OF AGENDA**

Chairperson Mirabal called for a motion to approve the agenda. Commission Member Tschantz moved **that the agenda be approved as written**; 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 Commission Member Buxton absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael Hummel	Aye
Todd Tschantz	Aye

Manuel Mirabal	Aye
Frank Etro	Aye
Peter Buxton	Absent

## **APPROVAL OF MINUTES**

### **a. June 15, 2021**

Chairperson Mirabal asked if there were any comments and/or amendments to the minutes. Commission Member Hummel asked if, as referenced on page four, in the second sentence, regarding discussion of a shared parking agreement between the Town and Next Generation Security Concepts, a written copy of the agreement has been provided to the Planning Commission; Ms. Hynes stated that she has not yet provided the document but will do so. Chairperson Mirabal asked for an update regarding the gravel road in the Dean subdivision; Ms. Hynes reported that the Town Council requested that Mr. Dean provide a revised construction plan, signed by all residents of the subdivision, which will allow for a gravel road. Commission Member Hummel noted that a 20-foot section of the road adjacent to Main Street will be paved. There was no further discussion of materials contained in the minutes. Chairperson Mirabal then called for a motion to approve the minutes. Commission Member Tschantz made a motion **to approve the minutes of June 15, 2021**; 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 Commission Member Buxton absent. The vote is recorded as follows:

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

## **BUSINESS ITEM**

### **a. ZOAM-2021-01 – Public Facilities**

Ms. Hynes presented this item, noting that documents related to this topic were provided to members of the Planning Commission prior to this evening's meeting. Ms. Hynes led a brief overview of *Resolution 2021-05 – Intent to Amend the Zoning Ordinance*, to amend the R1-A Zoning District to allow for public facilities to be located in the district, and of *Attachment #1 – Scope of Work*, which outlines the items to be addressed by the Planning Commission in its work. Ms. Hynes noted that this work is time sensitive, with the end goal being to hold a Public Hearing on the Zoning Ordinance Amendment by October 27, 2021; additionally, Ms. Hynes stated that the Town will work closely with Loudoun County on this effort.

The documents provided to the Planning Commission were then reviewed. Ms. Hynes explained that draft language contained in the documents, as provided by the Town Council, will be used as a starting point in the Planning Commission's work. The definition of a *Public Facility*, the use of more generalized language in the amendment, *Use Standards*, and the differentiation of a *Public Facility* from a *Public Utility Facility* were discussed. *Article 21* of Round Hill's Zoning Ordinance was reviewed; Ms. Hynes stated that Staff will research further the difference in terminology (between a *Public Facility* and a *Public Utility Facility*) and provide that information to the Planning Commission. The Commission also discussed the inclusion language related to a *Community Room* in the amendment, as well as parking requirements for the new fire station. *Article 25* of the Town's Zoning Ordinance was reviewed, with particular attention paid to *Item a – Architecture*; discussion ensued regarding possible requirements to put in place, to help ensure

that the new facility is compatible with nearby buildings. It was noted that it may not be necessary to ensure that the fire station is compatible with buildings in the Historic District of Round Hill, due to the distance between the new facility and that district. It was decided that Ms. Hynes and Commission Member Etro will work together to further refine this portion of the document.

The Commissioners then discussed the *Pedestrian Connections* portion of the document, with some changes to the language made, and with the request made that the fire station facility not face West Loudoun Street, in an effort to minimize possible encroachment of vehicle lights on neighboring properties.

The Planning Commission decided to strike two sections of the draft document – *Meetings and Gatherings*, and *Size of Use*.

There was discussion of the *Landscaping and Buffering* portion of the document; it was decided to review this section again at a future meeting, following submission of comments/suggestions by Commissioners to Staff.

Following this review, Ms. Hynes asked if there were any further concerns and/or comments from the Commissioners; Commission Members expressed concern regarding the prospect of completing the task prior to the October deadline, with a possible schedule for future work discussed in an effort to meet the deadline.

### **TOWN COUNCIL REPORT**

Commission Member Hummel reported that discussion at recent Town Council meetings have focused on continuing projects, such as work of the Utility Department, and the Franklin Park Trail/Main Street Enhancement Project. Commission Member Hummel also reported that the Town Council was provided with a presentation on potential future boundary line adjustments in various areas in the Joint Land Management Area. He also reported that an *Intent to Amend*, a contract with the firm *Municode* to provide for the update of the *Town Code*, and approval of a contract with Bowman Consulting for mapping utility infrastructure were undertaken by the Town Council.

### **STAFF UPDATES**

Town Planner Albright reported on the following:

- No responses were received to the recent *Request for Proposal* for the management of a farmers' market in Round Hill.
- A Board of Zoning Appeals hearing is scheduled for Wednesday, August 25, 2021, beginning at 7:00 p.m.
- Planning is underway for both the Appalachian Trail Festival and the Hometown Festival. The Hometown Festival will be smaller than in years past. The Appalachian Trail Festival will be held at B Chord Brewery, with the Hometown Festival to be held in Round Hill.

Commission Member Etro noted that a constituent has asked about the cleaning up of sidewalks in front of the Baptist and Methodist churches on Loudoun Street; Ms. Albright stated that she will look into this issue.

### **NEXT MEETING**

The next meeting of the Planning Commission is scheduled for September 7, 2021.

**ADJOURNMENT**

Chairman Mirabal adjourned the meeting at 9:29 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairperson

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Debra McDonald, Recording Secretary

APPROVED: February 1, 2022