

**Town of Round Hill
Planning Commission Meeting Minutes
June 6, 2023**

A meeting of the Town of Round Hill Planning Commission was held on Tuesday, June 6, 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

Manuel Mirabal, Chairperson
Peter Buxton, Vice-Chairperson
Frank Etro
Michael Hummel
Todd Tschantz

Staff Members Present

Bobby Lohr, Town Planner
Martha Semmes, Zoning Specialist

Others Present

Jhoel Prewendido, Samaha Associates
Tiffany Caceres, IMEG Corporation
Josh Cooper, Loudoun County Fire and Rescue
Rob Balinger, Loudoun County Department of Transportation and Capital Infrastructure
Maria Taylor, Loudoun County Fire-Rescue Planner
Megan McCarthy, Loudoun County Department of Transportation and Capital Infrastructure
Sean Haislip, Loudoun County Department of Transportation and Capital Infrastructure

CALL TO ORDER, ROLL CALL, AND QUORUM DETERMINATION

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

PLEDGE OF ALLEGIANCE

Commissioner Hummel led the Pledge of Allegiance.

PUBLIC COMMENTS

There were none.

DISCLOSURES AND COMMISSIONERS' COMMENTS

Commissioner Hummel disclosed the following:

- A friend of his who owns a home-building company contacted him about the six-acre parcel for sale on the western end of Town. He reviewed the sketch plan and provided his opinion on things that would have to be done for a by-right application. The home builder also met with Town staff.

- An attorney for a potential purchaser of the 15-acre parcel on the other side of the Walraven railroad tracks contacted him today with questions; this property used to be part of his Walraven application many years ago.
- He confirmed that he has no financial relationships with either of the above individuals.

Chairperson Mirabal noted the gaps in the recording for the May 2, 2023 minutes. He asked the two members of the Commission who made motions whether they were satisfied that their motions were recorded correctly. Vice-Chairperson Buxton and Commissioner Hummel had no objections to the wording of their motions.

APPROVAL OF THE AGENDA

Commissioner Hummel moved **to amend the agenda to make 7.a and 8.a a combined Business Item/Action Item**; Commissioner Etro seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

APPROVAL OF MINUTES

1. May 2, 2023

Chairperson Mirabal noted he was concerned that the Town Attorney was not present at this meeting to provide the Commission updates on new laws that will be going into effect on July 1. Mr. Lohr will ask the Town Attorney to email this information to the Planning Commissioners.

Commissioner Etro moved **to approve the minutes as they stand**; Vice-Chairperson Buxton seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

BUSINESS ITEMS

1. Review of Round Hill Volunteer Fire Department Site Plan

The project designer, Jhoel Prevendido of Samaha Associates, and members of the design team addressed the concerns raised by the Planning Commission at the last meeting:

- A sidewalk connection was added from the road to the community center.
- Building setbacks were added.
- Existing landscaping was taken into account and trees and shrubs were redistributed to screen the parking lot from the road.

- Photographs of foot bridge options and a materials list were added to the preliminary site plan.
- Decorative rip-rap options are noted in the plan.
- In response to a question about the second story, a note was added to the plans that clarifies that per the Building Code, this is not considered a “story,” it is a mezzanine.
- Rooftop mechanical equipment is screened with vertical cement siding on the front and on the east side.
- The proposed Memorial Garden will be in the bid documents; however, it is still being designed.
- The emergency vehicle egress and access to the site has been shifted slightly to the east to lessen conflicts with the residential property directly across the street.
- Further research indicates that a signal is not warranted per Virginia Department of Transportation (VDOT) standards. A warning sign will be installed per the Commissioner’s discussion at the last meeting, in coordination with VDOT.

Commissioner Etro suggested that if the Zoning Administrator determines an exception can be made to allow for a Ginkgo Tree to be planted, it should be a male Ginkgo.

In response to Commissioner Hummel’s question about timing, Ms. McCarthy indicated that construction is anticipated in 2024, contingent on approval of the preliminary plan at tonight’s Planning Commission meeting.

Commissioner Etro raised a concern about fire vehicles making the turn at Route 719 South when coming from the west; he noted there is a power pole on the corner. Chief Cooper explained firefighting apparatus response procedures for traveling to incidents that involve narrow/tight intersections.

Commissioner Hummel moved **to approve the preliminary plan for the Round Hill Volunteer Fire Department site plan as presented**; Commissioner Tschantz seconded the motion. Commissioner Etro asked the design team to ensure all the notes and comments are transferred completely. He noticed at least one instance where notes did not get picked up. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

Chairman Mirabal called for a brief recess.

Chairman Mirabal recognized a member of the public who was in attendance. The gentleman asked about the increase in the water rates. He was informed that he should bring this up with the Mayor and Town Council at their meeting on June 7. He also asked what the plans are for the old fire station; Mr. Lohr explained that the site is owned by the Round Hill Volunteer Fire Department.

2. CPAM 2023-01 Western Boundary Line Adjustment (BLA) Small Area Plan

Mr. Lohr reviewed the proposed timeline for this project which includes a preliminary report from the Planning Commission to the Town Council on September 6, 2023 and a public hearing on November 7, 2023. Key discussion points include the following.

- Commissioner Etro noted there are no allowances for community involvement in the beginning of the process. He stated the meetings do not need to be held during regular Planning Commission meetings; they can be independent meetings.
- Chairperson Mirabal expressed procedural concerns under what auspices community meetings could be held.
- The staff was directed to prepare an outreach plan for holding community meetings in July.
- Chairperson Mirabal requested that Mr. Lohr check with the Town Attorney on the requirements for these types of meetings, including providing reasonable notice.
- Information should be sent to affected property owners, adjacent property owners, and the Town's residents in general.
- Chairman Mirabal suggested not holding the public hearing on November 7 since it conflicts with election day.

Mr. Lohr then reviewed the 2004 Route 719 South Area Plan including the Purpose and Scope of Plan Amendment, Goals, General Planning Area Policies, and Policies of Specific Planning Areas. This plan amended the Town's 1993 Comprehensive Plan to add a new planning area (Route 719 South Planning Area), after it was incorporated into the Town's corporate limits. Mr. Lohr highlighted elements of the Route 719 Plan that seem to be applicable to the Western BLA Small Area Plan and suggested using a similar structure. Key discussion points included:

- For continuity, the name of the plan should correspond to how it is referenced in the Comprehensive Plan.
- A map should be prepared that identifies "Opportunities" and "Constraints" for the public outreach meeting.
- Walraven Way is part of Parcel 5.
- Consider providing access to properties to the north through the County's police station.
- Add goals to protect historical artifact structures and to provide access to view the structures or to have a walking trail.

The Commissioners asked staff to distribute a draft of the document at least a week prior to the next meeting.

3. Appointment of Planning Commission Representative to Board of Zoning Appeals

Commissioner Hummel moved **to reappoint Todd Tschantz as the Planning Commission's representative to the Board of Zoning Appeals**; Vice-Chairperson Buxton seconded the motion. A vote was held; the motion was approved 4-0, with Commissioner Tschantz abstaining. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Peter Buxton	Aye
Frank Etro	Aye
Michael Hummel	Aye

Manuel Mirabal
Todd Tschantz

Aye
Abstain

ACTION ITEMS

There were none.

TOWN COUNCIL REPORT

Commissioner Hummel reported on the following:

- The Town Council has been working on the budget. The water rate public hearing will be held at the June 7 Town Council meeting. A special meeting will be held on June 14 to vote on the rate increase.
- The Town Council interviewed three candidates for the open Town Council seat; the Council selected Dan Brzezynski.
- A plan is being circulated for the 12-acre commercial site which will be before the Planning Commission soon; it is his understanding that it is for an assisted-living facility and other components.
- Commissioner Hummel asked that the Town Administrator's Weekly Report be distributed to Planning Commission members.

STAFF UPDATES

Mr. Lohr reported on the following:

- A Geographic Information System (GIS) intern has been hired to create maps, including transportation maps and maps for the Western BLA.
- Loudoun County is in the early stages of its pedestrian trail wayfinding program.
- He is involved with several traffic studies being conducted by Loudoun County including the North-South Corridor Study and Evening Star Drive Study.

Vice-Chairperson Buxton said he was asked to bring up maintenance issues with the two VDOT-maintained medians on East Loudoun Street. He suggested opening it up to lawn mowing companies or landscape companies to mow it for free in exchange for advertising their business in the medians. The medians could be planted with flowers to create a pleasing gateway into Town. Mr. Lohr will look into this suggestion.

ADJOURNMENT

Chairperson Mirabal adjourned the meeting at 9:05 p.m.

Respectfully submitted,
Manuel Mirabal, Chairperson
Debbie Calhoun, Recording Secretary

CERTIFIED:



Harriet West, Town Clerk

APPROVED: July 11, 2023