

**Town of Round Hill  
Planning Commission Meeting Minutes  
May 2, 2023**

A meeting of the Town of Round Hill Planning Commission was held on Tuesday, May 2, 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**

Melissa Hynes, Town Administrator/Zoning Administrator  
Bobby Lohr, Town Planner  
Martha Semmes, Zoning Specialist  
Maureen Gilmore, Town Attorney

**Others Present**

Megan McCarthy, Loudoun County Department of Transportation and Capital Infrastructure  
Rob Balinger, Loudoun County Department of Transportation and Capital Infrastructure  
Sean Haislip, Loudoun County Department of Transportation and Capital Infrastructure  
Jhoel Prevendido, Samaha Associates, PC  
Randy Beard, Samaha Associates, PC  
Tiffany Caceres, IMEG Corporation

*Due to technical difficulties with the audio recording, the following sections are based on staff notes.*

**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**

Vice-Chairperson Buxton led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were none.

**DISCLOSURES AND COMMISSIONERS' COMMENTS**

The Commissioners had no disclosures or comments.

## **APPROVAL OF THE AGENDA**

The Commissioners agreed to amend the agenda to move the Review of the Round Hill Volunteer Fire Department Site Plan to the first Business Items. The motion was seconded and approved unanimously.

## **APPROVAL OF MINUTES**

### **1. March 7, 2023**

The Commissioners asked staff to revise lines 100 and 101 based on reviewing the recording of the comments that were provided. The minutes were approved based on the requested amendment; The motion was seconded and approved unanimously.

*The audio recording began working at the beginning of the first Business Item.*

## **BUSINESS ITEMS**

### **1. Review of Round Hill Volunteer Fire Department Site Plan**

Randy Beard, Samaha Associates, presented the preliminary site plan and noted the following:

- Green Building strategies will be used with the goal of Silver Leadership in Energy and Environmental Design (LEED) Certification at completion.
- Elements of the existing vernacular of historic buildings in Round Hill (fiber cement and batten siding, a native stone foundation, and a standing seam metal roof) are featured in the design of the new building.
- The new building will include a community room, support offices, a bay room for the firefighters, a kitchen, and an exercise room. The rear of the building will house the apparatus.
- Site improvements include a flagpole and a digital sign facing West Loudoun Street.
- Services for the site (electrical generator and propane storage tanks) will be screened to match the building.
- Shielded exterior lighting will be installed in the parking areas; security lighting is proposed for the building.

Tiffany Caceres, IMEG Corporation, continued the presentation and noted the following:

- Emergency vehicle access to the site will be by a separate entrance from that used by the public.
- Stormwater management will be handled underground by a chamber system and the existing stream will not be affected under normal storm conditions.
- Open space is provided in the rear for use by first responders as an exercise area.
- An elevated bridge/walkway will prevent any adverse impact on the existing wetlands area.

Mr. Bobby Lohr explained that the preliminary site plan addresses many of the initial comments provided by Town staff, the Town's civil engineer, and the Virginia Department of Transportation (VDOT). Ms. Semmes pointed out that there is a considerable amount of landscaping proposed that will help shield the adjacent residentially zoned property to the north should it be developed.

Mr. Lohr reviewed other outstanding comments that will be addressed including the VDOT buffer requirements, dimension of the dumpster screening pad, adding a requirement on the site plan that would ensure the future storage building matches the design of the main building when the permits

are submitted, and correcting a street name error for the access road (misabeled as “Michelle Way”).

Commissioner Etro provided a number of written comments based on discrepancies he identified on various sheets of the preliminary site plan including the Cover Sheet, Construction Notes, Zoning Requirements, Parking Tabulation, Building Information, Pedestrian Bridge, Parking Spaces, Existing Conditions & Demolition Plan, Site Plan, Fire Safety Plan, and Landscape Plan/Trees. Commissioner Etro and Mr. Lohr presented these comments and discussed them with the Commissioners and the County’s team.

Chairperson Mirabal recommended postponing action on the preliminary site plan to provide the consultants time to address the outstanding comments and to give staff time to consult with Loudoun County officials on the questions raised by the Planning Commission. Mr. Lohr will compile a written list of comments raised tonight and provide them to the County with the hope that the comments and questions can be addressed by the June Planning Commission meeting. Commissioner Hummel noted that the Vicinity Map on the first sheet should be corrected to show the current Town boundary line and the submission date for the final site plan should be removed. Commissioner Etro stated that the County presented a good set of plans and that the architectural components were done very well.

## **2. Discussion of CPAM 2023-01 Western Boundary Line Adjustment Small Area Plan**

Mr. Lohr presented this item. He explained that 17 properties were recently brought into the Town’s jurisdiction through a Boundary Line Adjustment (BLA). All parcels are zoned R-1A except for two “Hill High” parcels that were brought in as Planned Development Commercial Center (PD-CC). Mr. Lohr provided background information and highlighted the existing policies for some of the parcels that were brought in; a draft of the new policies will be discussed on June 6, 2023.

Commissioner Hummel disclosed that he owns Parcel 6. When he purchased the lot, it was in Loudoun County and was added to the lot that contains his home. He noted that he donated the property known as Parcel 6 as permanent open space as part of his existing lot. He will derive no financial gain as a result of this BLA. His entire lot is now within the Town.

The Town Council requested that the Planning Commission develop a timeline for completion of the Small Area Plan to develop policies for future development. Chairperson Mirabal asked if there would be any direction from the Town Council and what happens after staff makes its presentation to the Town Council on May 3; Mr. Lohr explained the process. Commissioner Etro wanted to ensure that the Planning Commission would have the latitude to look at the area as a “clean slate.” Commissioner Hummel stated that it will be up to the Planning Commission to create a Small Area Plan for the Town Council’s review. Commissioner Etro encouraged community involvement through special meetings, the creation of committees of interested residents, and community outreach. Commissioner Hummel said the Planning Commission should give the Town Council a progress report in September.

Ms. Gilmore noted that new laws go into effect July 1 that deal with comprehensive plans. She will update the Planning Commission on those new laws at an upcoming meeting.

## **TOWN COUNCIL REPORT**

Commissioner Hummel reported on these items:

- The Town Council has been focusing on the budget and receiving reports on the status of the water tank and other projects.
- At the May 3 Town Council meeting there will be a public hearing on the Comprehensive Plan Amendment (CPAM) for the Central Commercial District, approval of a contract to replace filters at the treatment plant, completion of the utility rate study, a vote on the Intent to Amend the Western BLA Small Area Plan, and scheduling a public hearing on the budget.
- Ms. Gilmore reported that the Town acquired the easement for Well D; they are still working on the Evening Star Treatment Plant renovation. They are also working on the special election for a recent vacancy on the Town Council.

## **STAFF UPDATES**

Mr. Lohr stated that the Town Council may not be voting on the CPAM at the May 3 meeting; it is likely that the vote will be postponed to the May 17 meeting.

## **ADJOURNMENT**

Chairperson Mirabal adjourned the meeting at 9:40 p.m.

Respectfully submitted,

Manuel Mirabal, Chairperson

Debbie Calhoun, Recording Secretary

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: June 6, 2023