

**Town of Round Hill  
Planning Commission Meeting Minutes  
September 7, 2021**

A meeting was held by the Round Hill Planning Commission on Tuesday, September 7, 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  
Peter Buxton, Vice-Chairperson  
Frank Etro  
Michael Hummel (participated remotely)  
Todd Tschantz

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Maureen Gilmore, Town Attorney (participated remotely)  
Martha Mason Semmes, Deputy Zoning Administrator (participated remotely)

**Members of the Public Present**

There were no members of the public in attendance.

**PLEDGE OF ALLEGIANCE**

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

**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 all members of the Planning Commission present a quorum was established.

**PUBLIC COMMENTS**

There were none.

**DISCLOSURES AND COMMISSIONERS' COMMENTS**

Commission Member Hummel requested a point of clarification regarding the wearing of masks at public meetings held in the Town Office; it was noted that masks are required. Commission Member Hummel also asked for clarification regarding an email to the Planning Commission from Round Hill Vice-Mayor Graham; Ms. Hynes explained that those comments were related to edits to the completed Parking Report and not ZOAM-2021-01.

**APPROVAL OF 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 5-0. 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  
Peter Buxton

Aye  
Aye

### **APPROVAL OF MINUTES**

There was brief discussion of why no minutes have been provided for approval at this evening's meeting; it was noted that the next set of minutes for review will be from the July 27, 2021, meeting.

### **BUSINESS ITEM**

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

Ms. Hynes explained the work to be accomplished on this zoning amendment at this evening's meeting, noting that the draft document completed this evening will be provided to the Town Council for review. Ms. Hynes stated that a joint Planning Commission/Town Council meeting will be held for work on the zoning amendment. The schedule of meetings going forward was discussed; the goal is to hold a Joint Public Hearing on ZOAM-2021-01 on Wednesday, October 27, 2021.

Ms. Hynes led a review of the ZOAM documents which have been revised during previous Planning Commission meetings. Ms. Hynes explained that the construction of *Public Facilities* will be allowed by-right; there was a brief review of structures/uses which are included in the *Public Facilities* category.

Ms. Hynes reported that the Loudoun County School Board has asked to confirm if the facility located on High Street is to be included in the updated classification system; it was determined that this building is a County-owned structure and will not be included in this effort.

A review of the draft document ensued; corrections were made to formatting and typographical errors, a review of changes made to the document since the last Planning Commission meeting was provided, and discussion took place regarding the correct way to classify public organizations (such as the Veterans of Foreign Wars) and companies (such as Comcast). There was also discussion of the most appropriate method by which to classify infrastructure related to Town Utilities, with a focus on both above- and below-ground infrastructure. Town Attorney Gilmore raised the concern that allowing for by-right construction could lead to a facility, such as a sewage treatment plant, being built in a residential area; discussion of this issue ensued, with Ms. Hynes stating that she will research the issue further and return her findings to the Planning Commission.

The Planning Commission then discussed parking requirements for a *Public Facility*, with it being decided to require one parking space per 250 square feet of a building.

Architectural guidelines were considered, with Ms. Hynes explaining her belief that it is important to include these standards, to serve as a guide for the Town in the future; discussion ensued of how standards should be applied. Members of the Planning Commission reviewed a drawing of the proposed fire department building and discussed possible requests to be made of the County regarding location of bay doors and the sidewalk at the site. There was discussion, as well, of architectural elements which could be included, and of the appropriate way to govern which elements are compatible with existing buildings in Round Hill. Commission Member Tschantz stated his belief that generalized language regarding design should be included in the amendment, to avoid imposing too many limitations; Commission Members Etro and Tschantz provided wording to be included in the documents, to accomplish this aim.

Ms. Hynes requested that members of the Planning Commission provide to her any additional comments they may have by noon on Friday, September 10, for inclusion in the document prior to it being sent to the Town Council.

### **TOWN COUNCIL REPORT**

Commission Member Hummel reported that the past two Town Council meetings were cancelled. He further reported that the Hometown Festival Committee is struggling regarding how to plan for the event in light of the uptick in COVID cases; however, as of today, they plan to go forward with the event, which is scheduled for October 9, 2021.

Ms. Hynes asked for an update on the Appalachian Trail Festival; Commission Member Hummel reported that this event is scheduled for this weekend and will be held at B Chord Brewery. It was noted that Saturday is the day on which the festival will be held, with workshops to be held on Sunday.

### **STAFF UPDATES**

Ms. Hynes reported that a meeting was held today with representatives of Loudoun County to discuss the new fire station and the possible inclusion of Sleeter Lake Park in the County's *Parks Master Plan*.

Commission Member Hummel asked for an update on the infiltration issue at Sleeter Lake Park; Ms. Hynes reported that the issue has been resolved.

### **NEXT MEETING**

The next meeting of the Planning Commission is scheduled for September 15, 2021 and will be a joint work session with the Town Council.

### **UPCOMING MEETING**

A joint Town Council/Planning Commission public hearing is scheduled for October 27, 2021.

### **ADJOURNMENT**

Chairman Mirabal adjourned the meeting at 9:13 p.m.

Respectfully submitted,

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Manuel Mirabal, Chairperson

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Debra McDonald, Recording Secretary

APPROVED: February 1, 2022