

**Town of Round Hill
Planning Commission Meeting Minutes
July 11, 2023**

A meeting of the Town of Round Hill Planning Commission was held on Tuesday, July 11, 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 (participated remotely)

CALL TO ORDER, ROLL CALL, AND QUORUM DETERMINATION

Chairperson Mirabal called the meeting to order at 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 Tschantz led the Pledge of Allegiance.

PUBLIC COMMENTS

There were no public comments.

DISCLOSURES AND COMMISSIONERS' COMMENTS

Commission members had no disclosures or comments.

APPROVAL OF THE AGENDA

Commissioner Hummel questioned the Action Item to approve the final site plan for the Round Hill Fire Station. Mr. Bobby Lohr noted that staff began review of the final site plan the day after the Planning Commission approved the preliminary site plan and that other review agency comments have been provided to the applicant. However, due to unforeseen circumstances resulting from a change in County staff working on this project, the applicant notified him today that they are withdrawing the request for review tonight because the site plan is not ready to be acted on.

Commissioner Hummel moved to **strike number 8**; Vice-Chairperson Buxton seconded the motion. Mr. Lohr indicated that the timetable would be revised accordingly. The applicant hopes to be ready for either the August 1 or the September 5 Planning Commission meeting. Commissioner Etro questioned whether a verbal extension of the site plan approval would be acceptable or if it needed to be in writing. Ms. Gilmore advised the Planning Commission to allow

the extension, conditioned on a written request from the applicant, setting forth the reasons for the extension. Following further discussion and without objection from Commissioner Hummel, Commissioner Etro moved **to delete Action Items number 8, Round Hill Volunteer Fire Department Final Site Plan, based upon the request from Loudoun County that they are asking us to not review this tonight and make final approval, and with the condition that we get something in writing to explain that there are many issues that are administrative and to give the reasons therefore in writing;** Vice-Chairperson Buxton seconded the motion. 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. June 6, 2023

Commissioner Etro moved **to accept the minutes as written;** Commissioner Tschantz seconded the motion. Regarding the Western Boundary Line Adjustment, Commissioner Hummel asked whether outreach meetings were held in July and whether letters were sent to affected and interested property owners. Mr. Lohr stated that has been delayed until August or September. Commissioner Hummel noted that because of vacations, August would not be a good month to hold outreach meetings. Concerning the letters, Mr. Lohr stated that a letter has been prepared but not mailed. Commissioner Hummel asked Ms. Hynes if the Planning Commission has been added to her weekly report distribution list. Ms. Hynes stated that she was just recently made aware of the request. Ms. Gilmore noted that she was not present at the June 6 meeting but that “Staff Members Present” shows her as being in attendance. Commissioner Etro amended his motion to include striking Ms. Gilmore as being present at the meeting. Vice-Chairperson Buxton seconded the amendment to the motion. A vote was held; the amended 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

SPECIAL PRESENTATION

1. Preliminary Site Plan of the Village Center at Round Hill

Mr. Lohr introduced the applicant/developer, Don Wooden, head of the Meladon Group, Igor Levine, also with the Meladon Group, and Project Engineer Scott Schwoppe, with J2 Consulting. Mr. Schwoppe participated remotely. Mr. Lohr noted that a review of the preliminary site plan will be on the Planning Commission’s August 1, 2023 meeting agenda. A discussion ensued about the timeline for this project. Commissioner Hummel asked that in the future, the timelines for all projects be stated up front so that the dates are obvious to everyone.

Mr. Wooden, Chief Executive Officer, with the Meladon Group presented the master plan for the project which is comprised of approximately 144,000 square feet of commercial, “by right” uses according to the Town’s Zoning Ordinance. All spaces will be leased, and the infrastructure will be built and extended for each pad. There are no tenants for the buildings; they are all being built on “spec.”

Building 1s:

- Consists of two independent, multi-tenant buildings containing 6,500 square feet each.
- A dock feature will be set over the stormwater retention pond at the rear of Building 1 shown on the western side of the plan. This building will have overhead doors that roll up to access the dock.
- The second Building 1 would have public seating in a plaza overlooking the pond.
- Three fountain jets that would be lit at night are proposed for the pond.
- Architecturally, the buildings are modeled after a train station concept in Round Hill and would include gooseneck lighting. On the back side, there would be multiple glass overhead doors that open out onto public seating. The buildings could accommodate three to four tenants each.
- Ceiling heights are shown at 16 feet.
- These two buildings will be built at the outset. KLNB, a predominant retail commercial leasing firm in the Washington area, will be looking for tenants.

Buildings 2 and 3:

- These buildings will be constructed in a future phase. The proposed site plan will hold space for these buildings until a tenant is identified.
- Building 2 is shown as a potential day-care use. The potential uses would be under Planned Development – Commercial Center (PD-CC) Zoning.
- Building 2 could possibly be two stories.

Buildings 2, 3, 5, and 6:

- These buildings will be retail-oriented uses.
- The storefronts will be similar.
- Buildings 3, 5, and 6 will be one story.

Building 4:

- This building will have upper and lower levels.
- The building is 220 feet long and the façade will be articulated to resemble rowhomes.
- On the lower level, they envision smaller tenants (i.e., coffee shop, ice cream shop) and a civic recreational area for community events and a farmers’ market.
- The building will have glass overhead roll up doors that open to the outside. A deck area is proposed for outdoor seating and space for pop-up tents. The surface of the deck area has not been selected, but it could be a “Trex-like” material or concrete. To show the relationship to the deck, Commission Etro asked that the “bump outs” be “dotted” on the plans. Outside dining is envisioned for the deck.
- Assisted-living units will be located on the upper floors. Most units will have one bath, but all will have kitchens.
- Future plans will reflect the topography of the site.

Building 7s (Cottage Units):

- Thirty-nine units are proposed. Each one-story cottage is approximately 1,600 square feet with no steps or stoops. Each unit includes a one-car garage.
- Proposed amenities include green spaces, dog areas, pickleball court, patios, and raised garden beds.
- Articulations will vary by colors and roof design.
- The cottages will be rentals and all outdoor maintenance is included. The concept is based on aging in place respectfully. A third-party provider will manage the property.
- The cottages and Building 4 will be completed in Phase 1.

General Points of Discussion:

- The private roads in the development will be available to the public to access parking lots for commercial uses in the front of the site.
- Sidewalks have been incorporated throughout the project.
- Fire access is still being considered; the engineer is holding minimum road widths to accommodate emergency vehicles. The Fire Marshal has not seen the preliminary site plan yet. An auto-turn analysis will be included with the final site plan to make sure the fire lanes are accessible.
- A discussion ensued about the proposed building elevations; the plan is to work with the topography of the site.
- Concerns regarding turning movements onto Evening Star Drive and whether a break in the median would be acceptable to the Virginia Department of Transportation (VDOT) to permit a full-motion turn from the southern access point. Mr. Schwoppe did not believe VDOT would agree to a crossover this close to an intersection. Signalization of the intersection of Evening Star Drive was discussed; Ms. Hynes explained that the proffers are tied to the overall traffic count, not just the commercial site.
- There were concerns about the amount of public traffic that will affect six of the cottages located along the access road to the commercial parking lot. A discussion ensued about possibly relocating several of the cottages and shared parking on the site.
- The applicant would like to meet with one or two Planning Commission members to discuss ways to make the project work within the existing zoning.
- Staff provided the applicant with a copy of the Town's Comprehensive Plan, the proffers, the design cabinet charette, and the survey.
- The applicant is hoping to begin construction by October or November 2023; with project completion in approximately 18 months.
- A discussion ensued about holding one or two work sessions to get additional comments from the Planning Commissioners and other stakeholders on the conceptual site plan, which the applicant will consider in preparation for final site plan engineering.
- Following further discussion, it was agreed that staff will set up a work session with the applicant and other stakeholders, including someone from the Round Hill Owners Association. The public is welcome to attend and listen.
- Engineering on the pond has not been completed yet, but it will be reviewed by Loudoun County during the agency review process.
- Commissioner Etro referenced provisions in the Town's Comprehensive Plan (Chapter 11, Land Use) which states the following for the Eastern Commercial District, "*Design shall comply with the future Round Hill Design Guidelines. In the event that the future Round Hill Design Guidelines have not been adopted and/or an Eastern Commercial District Design Review Board has not been established at the time a development*

application is accepted, the Round Hill Town Council shall appoint a Design Review Committee comprised of members of the public, Round Hill Town Council and Round Hill Planning Commission. This committee, described in the existing proffers of ZMAP 89-04, shall review the design, layout and elevations using the Round Hill Comprehensive Plan for guidance.”

- Mr. Wooden summarized his presentation by saying that they are designing the project for approximately 20 retailers that will be supportive of the community, bringing in complimentary food options, bringing in a civic recreational space and outdoor areas that are walkable, and providing a place where people can age gracefully and respectfully.

Commissioner Hummel expressed the following concerns:

- The constraints of the site could drastically affect the approved preliminary site plan.
- A more detailed version of the architecture will be required to meet the proffer requirements. For the record, Commissioner Hummel stated that he felt the schematic renderings as shown do not meet the standards of the proffer for architectural approval by the Town. Ms. Hynes explained that the final approval rests with the Planning Commission and that additional plans and approvals will be required before the Zoning Permit is issued.
- Before the final site plan is approved, there needs to be a complete understanding about the sewer and water tap fees.

A discussion ensued about drive-through restaurants; Mr. Wooden confirmed there are no plans for any drive-throughs.

Ms. Hynes left the meeting following the completion of this item.

The Planning Commission took a short break at approximately 9:00 p.m.

ACTION ITEMS

1. Round Hill Volunteer Fire Department Final Site Plan

This item was withdrawn from the agenda.

BUSINESS ITEMS

1. ZOAM 2023-01: Amendment to Off-Street Parking Requirements

Mr. Lohr presented the proposed amendment which addresses a discrepancy that was discovered in Article 12, Section 7 of the Zoning Ordinance, Off-Street Parking and Lane Requirements; specifically, 12.7.4, which states that no required parking shall be located in any required buffer or setback. This only pertains to nonresidential uses. The Town Council requested that the Planning Commission consider removing “or setback” from the language. Mr. Lohr explained how this could impact nonresidential projects, such as the new fire department, which may not be able to meet these requirements. He noted that none of the existing businesses in Town could meet this requirement.

Following discussion, Commissioner Etro moved **that the Round Hill Planning Commission direct staff to schedule a Joint Public Hearing with the Town Council in September in order to receive public comments and consider approving the Zoning Ordinance amendment referred to as ZOAM 2023-01, also known as deletion of the word “or setback” in Section 12 of the Round Hill Zoning Ordinance;** Commissioner Tschantz 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:

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

2. 2023 Legislative Update

Ms. Gilmore discussed recent amendments to the State Code and new laws concerning land use including resiliency; advertising for public hearings and deadlines for action; Green Ordinances for green space; and approval of extensions for site plans and solar facilities. The amendments and laws go into effect July 1; however, a few non-land use amendments have a delayed date.

TOWN COUNCIL REPORT

Commissioner Hummel reported that Town Council meetings have been discussions about the water and sewer rates. The real estate tax rate was equalized again.

STAFF UPDATES

Mr. Lohr reported on the following:

- He is working with the summer intern on the preliminary work that is needed to begin the process to update the Comprehensive Plan maps.
- He is working on the Comprehensive Plan Amendment for the August 1 meeting.
- Loudoun County wants to move forward with the fire station site plan.
- He will be attending the American Planning Association workshop next week.

ADJOURNMENT

Chairperson Mirabal adjourned the meeting at approximately 9:35 p.m.

Respectfully submitted,

Manuel Mirabal, Chairperson

Debbie Calhoun, Recording Secretary

CERTIFIED:



Harriet West, Town Clerk

APPROVED: August 8, 2023