TOWN OF MIDDLEBURG
PLANNING COMMISSION
WORK SESSION AND REGULAR MEETING MINUTES

MONDAY, FEBRUARY 23, 2026
PENDING APPROVAL

PRESENT: Donald Woodruff, Vice Chair
Kim Basinger, Member
Morris "Bud" Jacobs, Member
Paul "Drew" MacMahon, Member
Michael Rocconi, Member
Christopher Hersh, Councilmember

STAFF: William M. Moore, Deputy Town Manager
Rhonda S. North, MMC, Town Clerk
Amy Rogers, Planner

ABSENT: Carolyn Hersh, Member (excused)

The Middleburg Planning Commission held their work session and regular monthly meeting on Monday, February 23, 2026 in the Town Hall Council Chambers. Vice Chair Woodruff called the work session to order at 6:30 p.m. Town Clerk North called the roll.

Pre-Application Discussion: Redevelopment of 201 Windy Hill Road - Windy Hill Foundation

Commissioner MacMahon recused himself from this item, as he had a conflict of interest.

Deputy Town Manager Moore advised the Commission that this application was in the form of a rezoning application, which was incomplete; however, after some discussion with the applicant, it appeared a rezoning may not be necessary to accomplish the redevelopment. He explained that regardless, he thought it would be a good idea to give the Commission a heads up that this would be forthcoming. Mr. Moore noted that the Council would also discuss their support for the project, which could be in the form of the Town being a loan guarantor. He reviewed the location of the property. Mr. Moore advised that when the Comprehensive Plan was amended in 2019, the property was originally proposed to be designated as medium density on the future land use map, which would allow for three to six units per acre; however, knowing the foundation had acquired it, the designation was changed to high-density residential, which would allow for between six to ten units per acre. He reported that after talking with Mr. MacMahon, it appeared the foundation was looking at six units in the form of townhouses; however, they had not made a firm decision. Mr. Moore advised that if this was what they wished to pursue, no rezoning would be necessary, and the rezoning application would be withdrawn. He noted that even if that were the case, this would come to the Commission in the form of a site plan or subdivision plan for the development. Mr. Moore advised that the property was currently zoned R-3, which would allow for up to six townhouses on what was slightly larger than an acre. He noted that the properties immediately to the north and south were zoned R-4 and that there was some multi-family development located on the west side of Maple Street.

In response to inquiries from the Commission, Drew MacMahon, President of Operations for the Windy Hill Foundation, reported that the land was owned outright by the Windy Hill Foundation and advised that the conversation was now related to funding. He noted that once the funding was available, they were ready to proceed immediately to design and build. Mr. MacMahon advised that the property was currently accessed via a gravel road. He noted that there was a single-family home on the left, which Windy Hill did not own, with an access easement heading toward the right for this property. Mr. MacMahon advised that in the long term, Windy Hill would love to create a circular access

that would be connected to the access for the Levis Hill House. He noted, however, that this would not occur with this application. Mr. MacMahon advised that the property consisted of 1.2 acres. He confirmed the access would be identified as a part of the site plan. Mr. MacMahon advised that there were two rundown houses in this area, one of which was owned by Windy Hill and one that was not. He explained that if this project moved forward, the building would be removed; however, there were no plans to develop that particular site. Mr. MacMahon advised that water runoff would also be addressed with the site plan and noted that grading was one of the driving costs of the budget, as the site was very slanted.

Deputy Town Manager Moore advised that the site plan phase would be critical to this project and noted that many of the Commission's questions would be addressed at that time. He acknowledged that these were critical elements with any development, but in particular for this one as it had some grade challenges.

Mr. MacMahon announced that the goal was to rent these in a range that would make them 30% to 40% AMI, which would be the lowest earnings Windy Hill would offer. He advised that ideally, the majority, of not all, would be housing for the most vulnerable population.

Deputy Town Manager Moore reminded the Commission that one of the high-level strategies in the Population & Housing Chapter of the Comprehensive Plan was to provide continuing support for the Windy Hill Foundation and others that provided these types of housing products in Middleburg.

In response to inquiries from the Commission, Mr. MacMahon confirmed this project would consist of affordable housing. He advised that there would be no tax credits associated with it. Mr. MacMahon noted that each of Windy Hill's sites had different tax credits, with different income limits. He advised that they were aiming to not take out any tax credits and would not borrow money from the Commonwealth of Virginia so it could operate in the fair free market at a 30% AMI.

In response to an inquiry from the Commission, Deputy Town Manager Moore reported that the median household income in Loudoun County was $175,000. He noted that Loudoun County was one of, if not the wealthiest county in American in terms of median income.

Mr. MacMahon reported that Windy Hill's waiting list contained more than one hundred people on any given day. He further reported that their units were 99% occupied and would be 100% occupied next week.

(Commissioner MacMahon resumed his seat on the dais.)

Vice Chair Woodruff closed the work session at 6:43 p.m. He called the regular meeting to order at 7:00 p.m.

Election of Officers

Commissioner Rocconi nominated Commissioner Bud Jacobs as Chair. No other nominations were offered. By consensus, the Commission agreed to elect Mr. Jacobs as the Chair.

Chair Jacobs assumed the Chair. He advised that he was happy to serve in this capacity and noted that the Commission had historically done really good work. Mr. Jacobs opined that it was a strong Commission. He noted that the town was facing a number of issues, some of which would come before the Commission, including water. Mr. Jacobs advised that the towns in Loudoun recently met with a representative from the County Board of Supervisors to discuss water requirements for all the towns in Western Loudoun. He suggested the second issue was development and trying to preserve what Middleburg had. Mr. Jacobs advised that the third issue was the Commission's long-standing interest in supporting affordable housing. He noted that Middleburg already had a fair amount of it; however, it could always use more. Mr. Jacobs opined that Loudoun County as a whole was not in good shape with regard to workforce or affordable housing. He further opined that some of these issues would appear on the Commission's agenda and advised that he looked forward to addressing them.

Chair Jacobs nominated Don Woodruff as Vice Chair. Councilmember Hersh seconded the nomination. No other nominations were offered. By consensus, the Commission agreed to elect Mr. Woodruff as the Vice Chair.

Disclosure of Meetings with Applicants

No meetings were reported with applicants.

Approval of Meeting Minutes

Vice Chair Woodruff moved that the Planning Commission approve the December 15, 2025 Work Session & Regular Meeting Minutes as presented.

Vote: Yes – Commissioners Basinger, MacMahon, Rocconi and Woodruff and Councilmember Hersh
No – N/A
Abstain – N/A
Absent – Commissioner Hersh
(Chair Jacobs only votes in the case of a tie.)

Council Representative Report

Councilmember Hersh reported that the Town Council followed the Planning Commission's recommendation and voted to deny the special use permit request from Purple Cherry Architects. He reported that there was a wonderful celebration at the Community Center, during which the Oral Histories Project videos and schematic design plans for the Asbury Church Restoration Project were unveiled. Mr. Hersh noted that the fundraising for that project also kicked off at that time. He advised that Town Clerk North confirmed there had already been some activity in that regard. Mr. Hersh reported that the Middleburg Citizen's Academy would be held on March 11th. He noted that five people were registered and, although the deadline had passed, there may be room for a couple more. Mr. Hersh announced that the Town Council would hold their Strategic Planning Retreat on March 6th-7th. He advised that he would be happy to carry forward any issues the members would like him to and asked that they give him a call with anything they may have to raise.

Chair Jacobs asked that a copy of the retreat agenda be distributed to the Commission once it was available.

Town Clerk North confirmed she would do so. She noted that it would also be posted on the Town's website.

Discussion Items

Comprehensive Plan Review

Deputy Town Manager Moore reminded the Commission that they would resume their review of the Comprehensive Plan next month and reported that they had completed much of their chapter-by-chapter review. He further reported that they would review the transportation chapter during their next meeting. Mr. Moore advised that the only other remaining chapter was the Economy one and noted that the staff was waiting for the submission of the business license renewals in order to update the statistics in that chapter. He advised that it would be reviewed in April, after which the staff would begin collating the comments from the review and packaging them into a product that would be used as a part of the public process for the update.

Introduction of Planner

Deputy Town Manager Moore introduced Amy Rogers, the Town's new Planner. He noted that she had thirty years of planning experience and previously worked as the Director of Zoning for Fauquier County. Mr. Moore advised that she served as their Zoning Administrator and Subdivision Administrator and noted that Middleburg was happy to have her on its staff.

Quorum for March Meeting

Those members who were present confirmed they would be present for the March 23rd meeting.

There being no further business, Chair Jacobs adjourned the meeting at 7:11 p.m.

RESPECTFULLY SUBMITTED:

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Rhonda S. North, MMC, Town Clerk

Middleburg Planning Commission Transcript
February 23, 2026

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video that is on the Town's website – www.middleburgva.gov)

Don Woodruff: We'll call the work session to order. Rhonda.

Rhonda North: Vice Chair Woodruff.

Don Woodruff: Present.

Rhonda North: Commissioner Basinger.

Kim Basinger: Present.

Rhonda North: Commissioner Hersh is absent. Commissioner Jacobs.

Bud Jacobs: Present.

Rhonda North: Commissioner MacMahon.

Drew MacMahon: Present.

Rhonda North: Commissioner Rocconi.

Mike Rocconi: Present.

Rhonda North: Council Member Hersh.

Chris Hersh: Present.

Don Woodruff: Okay. So, we're here to discuss the pre-application discussion for the redevelopment of 201 Windy Hill Road by the Windy Hill Foundation. Will.

Drew MacMahon: I'll go ahead and recuse myself for this topic.

Don Woodruff: Okay.

Will Moore: Thank you, Mr. Woodruff, Members of the Commission. Good to see you. Happy new year. Finally. I guess it's our first meeting since the new year. So, you have my staff report on this was kind of quickly thrown together over the weekend. The application that came in was in the form of a rezoning application. It's incomplete at this time. And after some discussion with Mr. MacMahon, it appears that it's possible that a rezoning of the particular land may not be necessary to accomplish the redevelopment. But we thought it would be good just to give you a quick heads up that this is forthcoming at some point. Separately, the foundation is having some discussions with the Mayor and Council about their support of the project, which could come in the form of the town being a loan guarantor for the project or something along those lines. But just to give you kind of a quick if you will, orientation of the subject property. The aerial is shown on the screen here. So West Washington Street is at the bottom of the screen. Kind of circling here is the fire station. And then immediately to the west of the fire station is Levis Hill House, where they have the age restricted apartment component of Windy Hill, then Windy Hill Road leading back. They have a number of the cottages along Windy Hill Road and kind of a spine gravel drive that comes off of there. Windy Hill Road ends at a cul de sac, beyond which is the Llewellyn Village Apartments, which are also one of their products. So quite a bit

of different housing types in this area, both single family detached and apartments. Those of you who were on the Commission at the time, which may just be Mr. Jacobs and Mr. Woodruff you may recall that during our comp plan update that was ultimately adopted in 2019 the subject property, which is shown here on our land use policy map, as well as a property immediately to the west of it were originally proposed to be designated for medium density residential in the plan, which is between 3 and 6 units per acre. But knowing that the foundation had acquired this particular property there was kind of a late substitution on the land use policy map during the comp plan process. Again, that was adopted in 2019 to change that designation of the subject property to high density residential, which could be between 6 and 10 units per acre. Again, after talking with Mr. MacMahon, it sounds like they're shooting for six units on the property likely in the form of a townhouse product, but they're not 100% on that yet. And that's why I said that if they proceed with townhomes and proceed with limiting it to six units, there would be no rezoning of land likely necessary. So, the rezoning application that has been filed to this point would be withdrawn, but eventually it would come to you in the form of a site plan and or subdivision plan for the development. So, we thought we would just give you kind of a heads up about this to start an open dialog, make sure that the public is aware that this could be pending as well. Have the opportunity to ask questions of Mr. MacMahon at this time for anything that you might any questions that you might have that he might be able to answer at this time? Scrolling back to the existing zoning again, you see here, the subject property is outlined here. It's R-3 again, that would allow for up to six townhouses on a slightly larger than one acre parcel. We do have the R-4 designation, which the rezoning application, if necessary, would seek both immediately to the north with the Federal Towers development, as well as some multifamily development on the west side of Maple Street. And then we also have the multifamily R4 just to the south of it. Again, that's the Levis Hill age restricted apartments. So that's the quick intro to it. I'm happy to answer any questions. I don't know that I have much more information myself to give you at this time, but again, Mr. MacMahon is here if you have any questions for him.

Don Woodruff: Anyone with questions? Please address Mr. MacMahon to start with or Will. I'll kick it off. What do you have a time frame for when you plan to do this or hope to do this?

Drew MacMahon: Yeah. The land is owned outright by Windy Hill. So, we have the land. It's good to go. The next conversation of the project is funding. That's kind of where we are with it. When that is supplied, we're pretty much going to immediate design and build phase from there. So not a tomorrow project by any means.

Chris Hersh: Just a quick question and realize that there's no site plan, but is it, would the entrance going up to that parcel come from Windy Hill itself, or are you planning something else?

Drew MacMahon: So, there's already a gravel access road that goes up. There's a single-family home on the left that Windy Hill does not own. There is an easement that cuts to the right, and that would be the primary point of access. Ideally, we'd like to make Windy Hill long term somewhat of a circle where it's not just one point of entry. We obviously own Levis Hill House, so to find a way to connect it to that section would be an ideal accomplishment as well. But not within this application.

Bud Jacobs: How big is this parcel?

Drew MacMahon: 1.2 acres.

Bud Jacobs: 1.2. [off mic]

Drew MacMahon: 1.2 acres.

Chris Hersh: The possible egress area on the site plan you'd have if you're planning an additional one. That would be part of that site plan. Correct?

Drew MacMahon: Correct.

Mike Rocconi: On the map that Will sent out, it looked like there's some probably some other lots in that general area that have some older homes on them, I think. Are there any other plans in the works too, besides this particular project for the future to develop any of those other lots?

Drew MacMahon: The other, there's two really rundown houses on that lot. The white one, there's one. There's a yellow one that Windy Hill owns. The white one is not owned by Windy Hill.

Mike Rocconi: Okay.

Drew MacMahon: That building is in an easement that if this project were to go forward, that building would be removed. But with no plans of development on that particular site.

Mike Rocconi: Okay. Thank you.

Drew MacMahon: Yes.

Kim Basinger: I'm not sure if Commissioner Rocconi was talking about when I look, if you could zoom out a little bit from what we're looking at right now, as you're coming into Windy Hill Lane or Road on the left, it appears there's lots. Is that correct? Are there also plans to build there?

Drew MacMahon: Not at this time.

Kim Basinger: Okay. And my other question just has to do with knowing that it's quite a steep incline in knowing that water runoff is a really big deal, at least at our end of the town for sure. That will be addressed at the time.

Drew MacMahon: Correct? Are you assuming, referring to the left side.

Kim Basinger: Yeah. Coming back to the. Well, in thinking of the house that you would be taking down, knowing that it's really big hill that it's on, and knowing that at our end of town we definitely have rainwater issues.

Drew MacMahon: Grading is one of the driving costs on the budget we're trying to accomplish. Okay. The site is very at a slant.

Kim Basinger: Slope. Yeah. Thanks.

Don Woodruff: Will, do you have anything to add to what has been said? Questions?

Will Moore: No, not really. But just to expand on Commissioner Basinger question. And, and others, the site plan phase of the project will be a critical phase for it. And, you know, many of the questions regarding access and drainage and grading will have to be addressed at that time. They're not to an engineering phase yet so to answer any of those questions. But obviously those are critical elements with any development, but in particular development like this that already has some challenges grade wise.

Don Woodruff: Thank you. Anybody else have any questions or comments?

Drew MacMahon: One comment to add. Yeah. One comment if I can. The goal with the rent ranges on these is to make them at 30 to 40% AMI, which is the lowest of the earnings you know that that we offer. So ideally the majority, if not all, would be providing housing for the most vulnerable population.

Will Moore: Yeah. I guess I did kind of skip over when talking about the comprehensive plan, I did make note in my opening remarks about a change to the land use policy map that was made. But there is some language referenced in my staff report as well, just in general under the chapter on population and housing. One of the high-level strategies is essentially providing continuing support for Windy Hill Foundation and others that provide these types of housing products here in Middleburg.

Don Woodruff: Bud did you have another comment or question?

Bud Jacobs: When I hear Windy Hill, I automatically assume you're talking about affordable housing. [off mic] Is that what's going to happen on this parcel?

Drew MacMahon: Yes, sir.

Bud Jacobs: [off mic] Without exception.

Drew MacMahon: There would be no tax credits associated with this deal. So, Windy Hill, when you really peel back the layers, it's very complicated. Each site has different tax credits, income limits. But this one, we're aiming to not take out any tax credits, to not borrow money from the state of Virginia and to operate it fair free market. But at the 30% AMI.

Bud Jacobs: What's [off mic].

Drew MacMahon: In Loudoun we had 158,000, I believe. Yeah.

Will Moore: Yeah. It might even be higher than that. Yeah. Yeah. 175 or so now. Yeah. It's year after year. It raises. Yeah. Still one of the wealthiest, if not the wealthiest county in America in terms of median income.

Drew MacMahon: And Windy Hill the waiting list. It's 100 deep, you know, at a given day of applications. Yeah. And we're 99% occupied. The next move in will be next week. 100% occupied once again. So, it's a very high demand for sure.

Don Woodruff: Yeah. Do you have a comment?

Will Moore: I have nothing else. Unless there are any other discussion items for the work session. Mr. Chairman, you could convene or could adjourn until 7:00 for the regular meeting.

Drew MacMahon: Okay. Thank you.

Don Woodruff: Our discussion items. All right. Call the work session closed and we have [off mic]

Don Woodruff: Okay. We'll call the meeting to order. The first order of business is since Mr. Roszel [off mic], we have to elect a Chair and a Vice Chair of voting for the nomination.

Mike Rocconi: I would like to nominate Commissioner Bud Jacobs to be Chair.

Don Woodruff: Any other nominations? [off mic] You are the new Chair. Thank you. Thank you. [off mic] I hope it's not long. Never mind. Go ahead.

Bud Jacobs: I'm happy to do this. I think the Planning Commission historically has done really good work. I think we have a really strong Planning Commission. I'm glad to see you guys all here. And I can assure you that among the drudgery and boring tasks, there will be moments of sunshine for us when we realize we might have done something right and people appreciate it. The town, as you all know, I'm sure, has a number of issues that face us. Some of which are going to wash up on our shores. And obviously one issue is water. I don't know if you saw the paper today, but the first meeting, I guess, of the towns and the representative of the Board of Supervisors met in Round Hill Wednesday or Thursday, I guess, to start a process anyway, of looking at the water requirements for all the towns in western Loudoun. Did you guys have you had a chance to talk about that at Council? Well, that meeting I was curious. There was a Middleburg rep. I just didn't know who went. Do you know who went? Was that you Will? Okay. The second issue, obviously, is development and trying to preserve what we've got. And I would say the third issue, and it's germane for this evening's discussion, is our long-standing interest in promoting, developing, and supporting

affordable housing, which we actually have a fair bit of. But we could always use more. And certainly, the county as a whole is in not very good shape with respect to their workforce or affordable housing. So, I imagine in different forms and manifestations, some of these issues will be on our agenda as well. And I look forward to grappling with them with you guys. Thank you.

Don Woodruff: Thank you, Bud. And we need to get a Vice Chair. Any nominations?

Bud Jacobs: I nominate Don Woodruff.

Chris Hersh: Second.

Don Woodruff: Thank you. Well, I've done it for as long as you promise that you will not miss meetings. Without warning. [off mic] Oh, okay.

Bud Jacobs: Can we reconsider? [off mic] Next up is disclosure of meeting with applicants.

Rhonda North: Chair Jacobs.

Bud Jacobs: I've had no meeting with any applicants with any matters before this board.

Rhonda North: Vice Chair Woodruff.

Don Woodruff: I've had no meetings with applicants either.

Rhonda North: Commissioner Basinger.

Kim Basinger: I've had no such meetings.

Rhonda North: Commissioner MacMahon.

Drew MacMahon: I've had no meetings.

Rhonda North: Commissioner Rocconi.

Mike Rocconi: I've had no meetings with applicants.

Rhonda North: Council Member Hersh.

Chris Hersh: I've had no meetings with applicants.

Bud Jacobs: Thank you very much. I guess we don't have any public commenters tonight, Rhonda. Not online. None in the hall. Okay, we'll move on. Would anyone like to approve the minutes prepared for our December 15th work session and regular meeting?

Don Woodruff: I move that those minutes be approved as presented.

Bud Jacobs: Any discussion? All those in favor say aye.

All Commissioners: Aye.

Bud Jacobs: Opposed? Meetings are approved. And next up is our Council representative report. Is this your first one?

Chris Hersh: This is my first one.

Bud Jacobs: Great.

Chris Hersh: It's rather auspicious to do it with you in the room. [laughter]

Don Woodruff: Remember, it's the most exciting part of the meeting.

Chris Hersh: I'll have to work on my delivery then. First off, Council followed the recommendations of Planning. Planning just giving a follow up on the application with the architecture firm that that was denied following the recommendations of the Planning Commission. So, Council voted on that. And then the church the videos that have been done of the oral histories and the Asbury Church project, there was a wonderful celebration at the community center and kind of kicked off the fundraising for the church project the city, the town voted to accept donations. And so that's in the works. And Rhonda was saying that already there's been some activity in that regard and very much as always, acknowledging Rhonda's insight as well as hard work on the project. Citizens Academy is March 11th. I think you said there's five people signed up so far. There might be a room for maybe a couple more, but right now it's five and the deadline has passed. And then coming up will be, at least for me, the first Council retreat, which is March 6th and 7th coming up. So, if there's Planning issues that you all think about that you'd like me to carry forward to Council, I'm more than happy to do that and give me a call or grab me on the street kind of thing. So that's my report, sir.

Bud Jacobs: Is there an agenda yet for your strategic retreat? Oh. [off mic] Could we ask that that be shared around Rhonda?

Rhonda North: Sure.

Bud Jacobs: Thanks.

Rhonda North: We will be posting it online as soon as it's available, but we'll also send it to Planning.

Bud Jacobs: Well, online is good enough. I didn't know how you do these things.

Chris Hersh: Thanks.

Bud Jacobs: All righty. Thank you. Council Member Hersh. Where is your spouse this evening if I may ask?

Chris Hersh: She is. [off mic] She is enjoying getting out of town, right?

Bud Jacobs: Fair enough. Are there any other discussion items, anything for us to worry about tonight?

Will Moore: Just a quick update. Mr. Jacobs, I referenced in the email where I sent out the agenda that we do intend to resume our review of the comprehensive plan next month. I was pleasantly surprised. I went back and looked at how much we had accomplished in our chapter-by-chapter review last year, and we knocked out a good chunk of it. So, we will likely delve into chapter eight, which is the transportation chapter next month. We the only other remaining individual chapter was the economy chapter, which we had leapfrogged. We're going to wait another month on that before going back to it, because it's business license renewal time. So, we want to make sure all those come in this month, and then we'll get with our treasurer to get some updated statistics on the data that is included in that chapter. So likely next month transportation and then April economy. And after that, we will then begin collating and all the different responses and comments on the multiple chapters that we've reviewed and start packaging it together in a product where we could then look to go out to the public process part of the update.

Bud Jacobs: I'm glad to know we're further along than I thought we were. I've got one discussion item. Have we met your new colleague, Will?

Will Moore: I thought you had. Yes, I thought, but

Bud Jacobs: Well.

Will Moore: No, no, no, let me say this is this body's first meeting. So, Council has met Amy as well as the Historic District Review Committee, our Streetscape Committee. So, I guess you're one of our last, but Amy Rogers, Planning Commission. Planning Commission, Amy Rogers very, very excited to fill the position, but let alone with somebody who brings the resume and background that Amy does over 30 years' experience in planning. She came to us most recently from a stint as the Chief of Zoning in Fauquier County, where she supervised more staff members than we have total staff here in the town. But she served as their zoning administrator and subdivision administrator for the county. So just a wealth of experience. And she has been fitting in seamlessly so far with support to other groups. So very happy to have her.

Bud Jacobs: Welcome, welcome, welcome. We have to decide whether we're going to have a quorum on March 23rd. Is everybody going to be available? Do we think? Yeah. We good? Okay, I guess we're March 23rd then. And in almost the fastest Planning Commission meeting on record in less than any other business, I'm going to adjourn us. Any business? We are adjourned.