

**MINUTES
of the
ROUND HILL TOWN COUNCIL
JOINT PUBLIC HEARING
with the
ROUND HILL PLANNING COMMISSION
and
REGULAR MEETING MINUTES
January 18, 2018**

A Joint Public Hearing held by the Round Hill Town Council and Round Hill Planning Commission, and a Regular Town Council Meeting, were held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, January 18, 2018, at 7:00 p.m.

Council Members Present

Scott T. Ramsey, Mayor (arrived at 7:15 p.m.)
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Michael B. Hummel
Michael K. Minshall
Frederick J. Lyne

Planning Commission Members Present

Manuel Mirabal, Chairman
Michael Hummel
Lori Minshall

Council Members Absent

Christopher J. Prack

Planning Commission Members Absent

Jean Daly
Stephan Evers

Staff Members Present

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator
Robert Lohr, Project Assistant

Others Present

Deputy LoPreto, Loudoun County Sheriff's Office
Clinton Chapman
Tim Swanson
Phil Larsen
Alden Larsen
Ashton Larsen
Adler Larsen
Tracie Wolf
Dan Kovalchick

IN RE: CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice-Mayor Graham called the meeting to order at 6:58 p.m. Councilperson Lyne led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Vice-Mayor Graham led the Roll Call for the Town Council; with all members present except Mayor Ramsey and Councilperson Prack, there was a quorum. Roll Call was then held for the Planning Commission, with Mr. Mirabal, Ms. Minshall and Mr. Hummel present. Commission Member Hummel explained that, at this time, a quorum is not present for the Planning Commission, as Chairman Mirabal must be reappointed by the Town Council. A Special Meeting of the Town Council is to be held, as noted on the Agenda, at which time Mr. Mirabal will be reappointed; upon his reappointment, a quorum will be present.

SPECIAL MEETING OF THE TOWN COUNCIL

1. Reappointment of Planning Commissioner

Vice-Mayor Graham explained that Manny Mirabal is up for reappointment; a motion from a member of the Town Council, to reappoint Mr. Mirabal, was called for. It was noted that his term in office will be from January 1, 2018 to December 31, 2022. Councilperson Heston then made a motion **that Manuel Mirabal be reappointed to the Planning Commission, for the term starting January 1, 2018, to expire December 31, 2022;** Councilperson Lyne seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

Vice-Mayor Graham congratulated Mr. Mirabal on his reappointment to the Planning Commission. Mr. Mirabal thanked the Council and assured those present that the Planning Commission will discharge its responsibilities faithfully for the Town of Round Hill.

Mr. Mirabal and Mr. Hummel stated that the Planning Commission now has a quorum.

IN RE: JOINT PLANNING COMMISSION AND TOWN COUNCIL PUBLIC HEARING

1. ZMAP-2018-01: Rezoning of Yatton Road from AR-1 to R-1A

The Joint Public Hearing was opened by Vice-Mayor Graham at 7:04 p.m. Planning Chairman Mirabal called the Planning Commission to order at 7:05 p.m.; Vice-Mayor

Graham called the Town Council to order immediately thereafter. Vice-Mayor Graham called for another Town Council Roll Call; a quorum was present for the Public Hearing. Planning Chairman Mirabal read the Public Notice of the Joint Public Hearing into the record; Mr. Mirabal noted, as a point-of-order, that the date in the Public Notice was incorrectly listed as 2017.

Town Planner/Zoning Administrator Hynes provided information regarding this action, noting that it is rare to have a rezoning in Round Hill. Ms. Hynes explained that the subject area is south of the Route 7 Bypass, and is located along Airmont Road at Yatton Road. There is a total of four lots inside the Town limits and located on Yatton Road. Ms. Hynes further explained that areas south of the Bypass were brought into the Town limits in 2005; these areas were brought in using County zoning, as is customary. Following a boundary line adjustment, Ms. Hynes explained, the area is then rezoned, using a Town zoning designation. Staff worked with the Planning Commission and the Town Council to draft two new zoning districts for properties being brought into Town; these districts are R-1A and R-1B. The Planning Commission and the Town Council also moved forward on rezoning the properties on Hayman Lane and Yatton Road. Hayman Lane was to be rezoned R-1A and Yatton Road was to be rezoned R-1B. At that time the Planning Commission held a public hearing and made a recommendation to the Town Council regarding these properties. The Town Council adopted the R-1A Zoning District but did not adopt the R-1B Zoning District; additionally, the Council rezoned Hayman Lane to R-1A, but did not rezone Yatton Road. The purpose of that was due to utility issues, and to provide time for research into possible future wells. It was ultimately decided not to locate a well at the Yatton Road site. More recently, the property owners have come forward to request that the Planning Commission pick up the zoning map amendment application, and complete the process begun in 2005. Town Planner/Zoning Administrator Hynes explained that this is an administrative issue and is not a typical rezoning. Ms. Hynes explained that the four lots are currently zoned AR-1, an agricultural zoning designation which requires a minimum lot size of twenty acres to build a house. There are new property owners of the Yatton Road lots, who wish to develop the four lots, and have requested that the parcel be rezoned to a Town zoning district. Ms. Hynes explained that an R-1B Zoning District was considered for these lots; however, the Town Council recommended to the Planning Commission that R-1A be considered instead, to provide for continuity in the entire area. The R-1A Zoning District was written for Hayman Lane, based on the configuration of the lot size and existing structures, and provides for nine-foot side-yard setbacks, and a minimum lot size of 12,500 square feet. Ms. Hynes stated that the Town did not want to create a new zoning district which would have the effect of creating more non-conforming lots. Ms. Hynes noted that the Planning Commission has reviewed this application, and, as they believed this represents an administrative application, a joint public hearing was decided upon; the Town Council has been aware of the entire application process. Finally, it was noted that the R-1A zoning under consideration for this site will allow for either regarding the site as one large parcel upon which cluster

development will take place, or for building on each of the four existing lots. Councilperson Lyne asked for clarification of the size of the lots; Ms. Hynes stated that they are between .33 acres and .50 acres, and that the total size of the four lots is 2.2 acres. Discussion ensued regarding lot size and how that allows for the possibility of cluster development at the site; Councilperson Hummel noted that no existing lot can be subdivided, but that the owners could, through a boundary line adjustment, combine the four lots and move them around somewhat to account for the topography of the site. Further, Mr. Hummel noted, if the owners vacated the lines, created one big lot, and started over, the most they could do is two lots at the site. Vice-Mayor Graham noted that this language still seems contradictory. Following further discussion, Mayor Ramsey noted that the language is not contradictory, but may have been misinterpreted.

Vice-Mayor Graham then opened the floor to public comment, regarding the Public Hearing only. Mr. Tim Swanson, of Autumn Ridge, asked what the density will be for the site, specifically, how many units, maximum, will be allowed at the site. Town Planner/Zoning Administrator Hynes stated that there are four existing lots; if the current lot lines are maintained, four houses may be built, and if the lot lines are removed, only two houses may be built. Councilperson Hummel stated that there will never be more than four houses at the site, due to the density language included in the Zoning District. There were no further public comments. Vice-Mayor Graham closed the Public Comment portion of the hearing at 7:24 p.m.

Chairman Mirabal closed the Planning Commission portion of the Public Hearing immediately thereafter.

Vice-Mayor Graham directed the Town Council to excuse itself, to allow for the Planning Commission to hold a Special Meeting to discuss the findings from the Public Hearing. Ms. Graham stated that the Town Council's Regular Meeting will begin at 7:30 p.m.

IN RE: SPECIAL MEETING OF THE PLANNING COMMISSION

1. Recommendation from Planning Commission on ZMAP-2018-01

Chairman Mirabal called the Special Meeting of the Planning Commission to order at 7:24 p.m. Roll Call was held, and a quorum was established. Chairman Mirabal explained that this Special Meeting has been called to review the rezoning of the Yatton Road lots, and asked if there were any Commission Members who wished to discuss the issue further; there was no further discussion. Chairman Mirabal then called for a motion. Commission Member Hummel stated his belief that no further discussion was warranted because the Planning Commission has worked on this issue during its meetings, and brought the item forward; therefore, the Commission has already deliberated on this rezoning. Commission Member Hummel then made a motion **to recommend approval of ZMAP-2018-01 to the Town Council for its consideration, to rezone the four lots specified on Yatton Road, from AR-1 to R1-A, as advertised, subject to the date correction on the advertisement;**

Commission Member Minshall seconded the motion. Chairman Mirabal asked if there were any discussion of the motion; Commission Member Hummel noted that this action will take lots, which, by being brought into the Town limits, were made non-conforming, and make them conforming lots to the Ordinance. A vote was then held; the motion was approved 4-0, with Commission Members Daly and Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Jean Daly	Absent
Stephan Evers	Absent
Michael Hummel	Aye
Lori Minshall	Aye

Commission Member Hummel then made a motion **to nominate Manuel Mirabal to serve as Chairman of the Planning Commission for 2018, and to nominate Stephan Evers to serve as Vice-Chairman, for 2018**; Commission Member Minshall seconded the motion. A vote was held; the motion was approved 3-0, with Commission Members Daly and Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Aye
Jean Daly	Absent
Stephan Evers	Absent
Michael Hummel	Aye
Lori Minshall	Aye

The Special Meeting of the Planning Commission was adjourned at 7:27 p.m. by Chairman Mirabal.

Vice-Mayor Graham noted that the Town Council will reconvene at 7:30 p.m. Ms. Graham also informed Mayor Ramsey that the Community Policing portion of the meeting was not addressed as shown on the Agenda, as the Loudoun County Sheriff's Office representative was not present at that time; however, the representative is now present. Mayor Ramsey stated that the Community Policing Report will be given upon the opening of the Town Council Regular Meeting at 7:30 p.m.

Mayor Ramsey called the Regular Meeting of the Town Council to order at 7:30 p.m.

IN RE: COMMUNITY POLICING

Deputy LoPreto stated that he was happy to report that there have been no incidents in Round Hill, and asked if there were any questions. A resident noted that there does not seem to be much activity at the Western Loudoun Sheriff's Office Substation; Deputy LoPreto stated that the winter months are usually quiet. Deputy LoPreto reported that the Sheriff's Office Quarterly Meeting

will be held on February 7, 2018, beginning at 7:00 p.m., and noted that these meetings are usually very informative. Council thanked the Deputy for this report.

IN RE: PUBLIC COMMENT

Mayor Ramsey opened the meeting to Public Comment, noting that anyone who wishes to address the Council may do so at this time, and asking that anyone who wishes to speak state his/her name and address for the record. Mr. Clinton Chapman, of the Stoneleigh subdivision, announced that Stoneleigh has submitted a letter to the Town to show their interest in possibly being annexed to the Town, subject to the Town's official decision on the boundary line adjustments. Mr. Chapman noted that the letter submitted by Stoneleigh presents the positive aspects of including the area inside the Town limits, including an increase in revenue. Councilperson Hummel asked if this is regarding the neighborhood, or the golf course; Mr. Chapman stated that this is strictly in regard to the golf course. Mr. Chapman also noted that the letter addresses the same type of request made by the owner of the Hill High Orchard parcel, which is located across the Route 7 Bypass from Stoneleigh. Mayor Ramsey stated that the letter will be provided to Council Members for their review. Mr. Chapman thanked the Council. There was no further Public Comment.

IN RE: ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)

Vice-Mayor Graham made a motion **that the Town Council adopt the Agenda, with the addition of the *Resolution of Appreciation*, as Item #1, with all other Agenda items following;** Councilperson Heston seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

IN RE: RESOLUTION OF APPRECIATION

Mayor Ramsey stated that this Proclamation is in honor of Mr. Phil Larsen and the Larsen family, and invited the Larsen family to step forward. Vice-Mayor Graham then made a motion **by reading the Resolution into the record, noting the Larsen Family's contributions to the Town's 2017 Holiday Light Display at the Town Park, and proclaiming Monday, January 22, 2018 as Larsen Family Day;** Councilperson Hummel seconded the motion. A vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

Mayor Ramsey then presented a copy of the Resolution and a gift to the Larsen Family. Mr. Larsen then spoke, thanking the Council on behalf of his family. Mr. Larsen stated, "we had the tremendous pleasure working with Buster, I don't know how much I had to twist his arm, to allow us to help, but we're grateful for him and everything he allowed us to do." Mayor Ramsey stated that it was, and still is, an amazing display. Council Members thanked the Larsen's for their efforts, with Mayor Ramsey noting that he received many compliments regarding the display. Mr. Larsen stated that it is a truly gifted season, and that he and his family like working on these light displays and have done so for several years at their own home. Mr. Larsen stated that he and his family enjoyed doing this, and that they hope they can help next year.

IN RE: APPROVAL OF MINUTES

1. November 16, 2017 Town Council Regular Meeting Minutes

Vice-Mayor Graham noted that, on page nine, under "Action Item 1 – Position Reclassification," in the first line, *Job Description* is singular; it was determined that multiple job descriptions were being discussed, and that the word *Description* should be plural. It was also noted that *job description* need not be capitalized. Councilperson Hummel noted that, on page twelve, under "Council Comments," in the middle of the paragraph, the phrase *Selected titles* should be *Title reports*. Also, on page twelve, in line thirteen, the phrase *and springs there are irrelevant* should include *for surface water sources*. There were no further corrections. Vice-Mayor Graham then made a motion **that the minutes be approved, subject to the stated amendments**; Councilperson Lyne seconded the motion. There was no further discussion. A vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

IN RE: BUSINESS ITEMS

1. Monthly Main Street Project Update

Project Specialist Lohr presented this item, explaining that, since the last report, four major items have been worked on – lighting, nutrient credits, the MOU, and the VDOT Environmental and Right-of-Way Certification. Mr. Lohr noted that a summary sheet, and a chart of tasks addressed, have been included in Council Members' packets. Mr. Lohr noted that the Town Attorney and the Town Administrator "applied positive pressure" on the entities involved, during the period since the last update was provided, which resulted in the documents requested being before the Council this evening. Mr. Lohr stated that some of the items included are on the Agenda for further discussion this evening, and that Staff will endeavor to answer any questions Council may have. Vice-Mayor Graham requested that issues regarding the subject *nutrient* be clarified. Mr. Lohr explained that, due to the built-out location of both the Main Street portion and the Franklin Park Trail portion of this project, it is impossible for the Town and the County to fully comply with current storm water requirements adopted by the Commonwealth of Virginia. The State offers a program in which a locality may purchase nutrient credits provided by agricultural interests in the State; under this program, farms take a portion of land out of active agricultural use, planting trees and other types of vegetation which decrease nutrient runoff into waterways, thereby allowing municipalities to purchase credits for nutrients which may infiltrate waterways during construction of this type. This program helps to balance the nutrient load going into the State's waterways. Mr. Lohr stated that the cost to the Town to comply with State regulations, if this program had not been available, would have been quite high. It was also noted that the County is participating in the program for the construction of the Franklin Park Trail. Mayor Ramsey asked for the estimated cost of the purchase of these nutrient credits; Mr. Lohr noted that the original cost was \$20,000.00 per pound, but that the cost was eventually reduced (for this project) to \$16,000.00 per pound, bringing the cost to the Town for the purchase of these credits to \$4,664.00. There was brief discussion of how this program works, and of costs generally incurred. Councilperson Minshall asked to clarify that this will be a one-time fee; it was noted that it will be. Mr. Minshall also asked how participation in this program will impact storm water issues currently faced by the Town; Mr. Lohr stated that the Main Street Enhancement Project will result in a significant improvement of storm water issues, particularly on Main Street. Mayor Ramsey noted that the Main Street Enhancement Project will result in the Town putting more nutrients into Goose Creek than a normally designed storm water system would; participation in the nutrient credit program allows for this. Councilperson Hummel also noted that credits are purchased from participants located in the same watershed. Mayor Ramsey noted that the Main Street Enhancement Project will be discussed later in this evening's meeting.

2. Presentation of Streetlight Options for Main Street & Franklin Park Trail

Ms. Tracie Wolf and Mr. Dan Kovalchick, of Spring City Electrical, provided this presentation. Mr. Kovalchick noted that they have been working with Town Administrator

Nicholson, Project Specialist Lohr, and with the engineering firm of Dewberry in providing options for lighting for the Main Street Enhancement Project. Mr. Kovalchick stated that they are working with Staff to finalize the type of fixture desired, and the locations for the lighting, so that infrastructure can be installed prior to construction of the project beginning. The two fixtures being suggested for purchase by the Town, Augusta and Riverside, were demonstrated. It was noted that including a lens in the fixture (as in the Riverside model) expands the required spacing for each light. Mr. Kovalchick explained that the Riverside model is not dark-sky compliant, however, the amount of up-light would be lower than the cobra lights currently in use in the Town. Mr. Kovalchick also explained the number of fixtures which would be required for each type of light – eleven for the Riverside versus seventeen for the Augusta. Mr. Kovalchick noted that the proposal provided to the Town includes lights on both Loudoun Street and Main Street. In response to a question from Council, it was noted that there will be more light trespass on surrounding properties with the Riverside model; however, an illuminated source will not be seen but an illuminated pavement will be seen. Town Administrator Nicholson further explained that the Riverside model would require fewer poles, with wider spacing of the poles possible, which would help to cut down on visual clutter in the Town. Mr. Kovalchick explained that both single and twin fixtures would be used; this proposed arrangement would require eleven fixtures on Main Street, and twelve single fixtures on Loudoun Street, with four twin fixtures at the entrance to Main Street. The cost of each pole and fixture assembly would be \$7,000.00. There was discussion of the total cost of the project for each type of fixture. Mr. Kovalchick explained that the fixtures contain LED lights, which are mounted in the roof, and will account for up-light of less than a 60-watt incandescent bulb. There was discussion of light encroachment onto residential properties, with Mr. Kovalchick explaining that they strive not to place a fixture directly in front of a residence but recognize that that is not always possible. In response to a question from Councilperson Lyne, Mr. Kovalchick noted that the lifespan of the product is approximately seventeen years, with the lifespan of the housing being thirty to thirty-five years; Mr. Kovalchick also stated that there is a ten-year warranty on the product. It was suggested that the Town keep an extra light assembly in stock. In response to a question from Councilperson Heston, Mr. Kovalchick stated that the globe is made of acrylic, which rarely breaks; also, it was noted that the LED light and acrylic globe will not discolor. Mayor Ramsey noted that the Town would like, eventually, to use the fixture chosen throughout the Town. Councilperson Hummel asked if existing lights can be retrofitted on existing poles; it was noted that that can be done. Mayor Ramsey expressed his concern that, if the decision is made to purchase the higher-cost design, the entire lighting project may never be completed. Project Specialist Lohr stated that the first fixture demonstrated to the Council is now in Leesburg but will be brought back in for comparison to the fixture on display this evening. Mr. Kovalchick stated that he will provide data on the upward lumens produced by the Riverside fixture under consideration this evening. Councilperson Lyne asked to clarify if dark-sky requirements are included in the Town's Comprehensive Plan; Mayor Ramsey stated that dark-sky is recommended. Town

Administrator Nicholson reiterated the concern which exists regarding the aesthetics of the area, considering the number of poles required for dark-sky compliant lighting added to the large number of poles already in place. Mayor Ramsey explained that all the fixtures will not be purchased at this time, but that the type of lighting must be determined now. It was noted that poles currently in place will not be removed, as they contain telephone cable in addition to lighting. In response to a question from Mr. Lohr, it was noted that the lighting being recommended to the Town will meet VDOT minimum requirements, which are based on the classification of the roadway. It was also noted that the only way to decrease the number of poles/fixtures under consideration would be to increase the wattage of the lights. Mr. Kovalchick stated that all of the products offered by his firm have the lights mounted in the roof of the fixture, and noted that shielding may be included; additionally, it was noted that LED lights are more focused toward the street. There was discussion of how to determine needed shielding in the fixtures. Mr. Lohr reported that some changes are underway at VDOT which may impact the Town's decision regarding lighting. Mr. Kovalchick and Ms. Wolf then demonstrated the Riverside fixture. Mayor Ramsey explained that the decision regarding pole spacing must be made soon, with Mr. Nicholson explaining that the fixtures may be bought over time. Mr. Kovalchick provided a brief history of his company, and stated that the products his firm provides will be available for many years in the future. Following the presentation, Council discussed the spacing preferred for lighting for the Town, deciding upon the 120-foot spacing; Mayor Ramsey instructed the Town Administrator to proceed on work with Dewberry using the 120-foot spacing. Mr. Kovalchick noted that acknowledgements for donations of lights can be included. Council thanked the representatives for their presentation.

3. Review of Draft FY2019 Town of Round Hill Strategic Plan

Town Planner/Zoning Administrator Hynes presented this item, providing a brief recap of work done on this at the Fall Strategic Meeting. Ms. Hynes noted that the document before Council this evening is a draft; the final plan will be voted upon in February. Ms. Hynes also explained that the items contained in the Strategic Plan will be tied to the budget. Ms. Hynes noted that it is difficult to prioritize the entire list, but that it will be prioritized by category/section. Additionally, it was noted that an ultimate goal is to think of the Strategic Plan in terms of a three-year focus. The Town Planner/Zoning Administrator then read the following introductory section of the Strategic Plan, for inclusion in the record: *In contrast to the Comprehensive Plan, the Strategic Plan is a short-term plan, that does not address all the work completed by Town Staff throughout the year. Instead, the Strategic Plan brings focus to those aspects that need attention, improvement and change. While the Comp. (sic) Plan sets a compelling direction for the Town over the course of twenty years, this Strategic Plan provides specific action for the near-term – one to three years. This Strategic Plan is another step towards accomplishing the goals of the Comprehensive Plan. The Town Council priorities expressed in this plan will ultimately be attained through a multitude of specific actions; numerous ideas and potential actions were discussed during the Strategic Planning Meeting, the intent of this Plan is to narrow the scope and to create*

a more focused to-do list for Staff. This Strategic Plan starts to frame initiatives that Staff may pursue in the near-term. However, the adoption of the FY2019 Budget provides the actual bridge between the FY2019 Strategic Plan and the FY2019 Work Plan. Following adoption of the Budget in June, Staff will use the FY2019 Strategic Plan to develop a FY2019 Work Plan that will indicate the potential sequence and/or timing of associated steps and specify which individual or entities will be responsible for initiating, administering and participating in the implementation process. The Work Plan will be presented to the Town Council in July 2018.

Town Planner/Zoning Administrator Hynes then highlighted specific sections of the plan, beginning with the *Administration and Communication* portion. The *Archives, Records, and Information Services Program* was presented first, with the steps used to accomplish the goal broken down in the draft document. This was done to provide Council with a greater understanding of the time, personnel, and materials which may be needed to complete the project. Ms. Hynes explained that completion of the *Records Management* project will take several years. Ms. Hynes also explained that quarterly reports will be provided to track progress on the projects.

Website Redesign was the next project included in the draft Strategic Plan discussed, with Ms. Hynes explaining steps included in the Plan which will assist in completion of this project.

In response to a question from Council, Ms. Hynes explained how the projects were prioritized, and explained the length of time decided upon for completion of each, with many short-term completion goals included. Ms. Hynes noted that the number of short-term projects included must be prioritized further, in order to be completed by Town Staff in a timely manner. It was noted that "short-term" projects are those which can be completed, or largely completed, within the year during which they are scheduled. Mayor Ramsey further clarified that the "short-term" projects are, generally speaking, the top priority. Town Planner/Zoning Administrator Hynes explained that Staff will be working very hard to complete the goals provided for in the Strategic Plan within the next three years.

Discussion ensued regarding the content of the draft Strategic Plan, with comments provided by Council Members. The level of priority of the redesign of the Town's website, and striking the use of a storage pod for Utility records were among topics discussed.

It was also noted that work on an update of the Town Code will, during the current fiscal year, be done by Council Members; after the beginning of the next fiscal year (July 1, 2018), and following review of work done on the Town Code by Council, requests for Staff assistance may be made. Discussion ensued regarding the update of the Town Code, with Mayor Ramsey suggesting that the document be looked at in its entirety, and that it be

compared to those of other jurisdictions. Town Administrator Nicholson reported that he has written a procedure for editing the document, and suggested that further discussion of the item be included on a future Council Work Session Agenda. Mayor Ramsey stated that the Council will determine the schedule for the update of the Town Code and will determine how it wishes the document to appear in its final form.

Town Planner/Zoning Administrator Hynes stated that Staff will begin work on this Strategic Plan at the start of the new fiscal year, July 1, 2018.

The update of the Town Charter was also discussed, with it being noted that Councilpersons Heston and Lyne will undertake the initial stages of the process, by reviewing and providing direction on moving forward on the update.

Town Planner/Zoning Administrator Hynes then discussed the *Fiscal Health* portion of the draft plan, focusing first on the subsection entitled *Seek Innovative Funding Strategies*. Grant funding was reviewed, with it being noted that the receipt of a grant sometimes includes up-front costs, which are recouped upon receipt of the grant monies. Mayor Ramsey noted that this is to be an on-going background project, in which Staff will identify new grants and bring those to the Council's attention. Also included in this subsection is the creation and implementation of an *Asset Management System*, which will include management of both land assets and vehicle/equipment assets. Determining which assets to retain, and for what period of time, is a goal in implementing this system. Ms. Hynes noted that work on cataloging land assets has already begun. It was noted that implementation of this system will result in a reduction of the list of assets the Town's auditor tracks.

The *Five-Year Capital Improvement Program and Budget* subsection was discussed next; Ms. Hynes explained that funding for capital projects is tracked in the Town's budget, however, an actual plan currently does not exist. The goal is to have a draft plan prepared in time for consideration at the Council's next Strategic Planning Meeting.

It was noted that *Town Expansion* has also been included as a subsection.

The *Community Character and Quality of Life* section of the draft plan was presented next, beginning with the subsection *Beautification of Round Hill*. Ms. Hynes explained that this represents a larger umbrella for various projects, such as leaf collection, and that a line-item will be included in the budget for purchase of such items as flower baskets, trashcans, and new signage; painting and other improvement will be included as well. It was noted that partnerships may be utilized to assist with items in this category.

Mayor Ramsey stated that it seems as though Staff wishes to include many of the annual items in the Strategic Plan; however, Mr. Ramsey noted, discussion by Council at the

Strategic Planning meeting seemed to be geared less toward these types of items being discussed every year, and more toward a focus on projects and their prioritization. Discussion of items Council wants to have included in the Strategic Plan, and of on-going projects ensued; it was noted that quarterly reports will be presented to Council. Mayor Ramsey noted that he does not want the Strategic Plan to become too large, and that recurring items should be included in job descriptions and statements of procedure. There was further discussion of how to structure the Strategic Plan, and of steps to take to ensure that it doesn't become too large, with the goal being to have a leaner document which is, essentially, rewritten each year. Mayor Ramsey stated that the Strategic Plan should be compact, with each project backed-up by a project sheet. Town Planner/Zoning Administrator Hynes explained how items contained in the Strategic Plan are tied to the budget, providing the example of the zoning ordinance amendments planned for this fiscal year; funding was not included in the budget for the project, however, legal fees have been incurred. Ms. Hynes stated that that is a reason this draft Strategic Plan has been structured in the manner it has – in order to consider funding which may be required to accomplish certain tasks. Town Administrator Nicholson noted that the process of compiling this year's Strategic Plan has been valuable for Town Staff. Mayor Ramsey reiterated that the Strategic Plan should be a short list of items to be focused upon, with other vehicles used to provide broader explanations/details of items contained in the plan; additionally, it should be considered an internal document. Council Members noted that they are comfortable with an informal document.

Town Planner/Zoning Administrator Hynes provided a brief explanation of work to be done on the Town's Zoning Ordinance and explained that it will be represented in a budget line-item, with Mayor Ramsey stating that he is comfortable with working on the Zoning Ordinance in a piecemeal fashion at this time.

Councilperson Lyne requested that the wording contained in the Strategic Plan be as close as possible to the language provided and discussed at the Strategic Planning Meeting, to provide clarity for Council Members; Town Administrator Nicholson stated that that feedback is appreciated, as Staff discusses items and issues on a daily basis that Council may only discuss once or twice a month, and that will help them be mindful of the need for clarity.

The subsection *Administration of Parks and Open Space* was presented next by Ms. Hynes, with it being noted that methods of managing and maintaining the parks must be devised. This will be a large project for Staff.

Other subsections included in the draft Strategic Plan were briefly discussed, including the *Future Round Hill Community Center*, and *County Enforcement of Parking, Speeding and Other Nuisance Violations*. It was noted that these represent medium-term projects for the Town. Mayor Ramsey also noted that *County Enforcement of Parking, Speeding and Other*

Nuisance Violations is tied to the Town Code, with an important focus in the update of the Town Code being to improve the enforceability of the Town Code.

Town Planner/Zoning Administrator Hynes continued with her review of the draft Strategic Plan, briefly discussing the following subsections: *Implement Key Utility Related CIP Projects* (noting that replacement of a records storage building will be removed), *Maintain Compliance with Current and Evolving State and Federal Regulations*, *Complete 2018-2019 Utility Rate Study*, *Sidewalk Maintenance Program*, and *Implement Key Street and Sidewalk CIP Projects* (noting that the decision was made at the Strategic Planning Meeting to maintain funding in this budget line-item). Ms. Hynes reported that the Town's subcontractor has been asked to begin preparing the draft VDOT grant for future phases of the Main Street Enhancement/Franklin Park Trail Project, proceeds from which would be used for engineering and design. Town Administrator Nicholson also noted that a request for funding may be made to the County, as is done each autumn.

Town Planner/Zoning Administrator Hynes completed the review of the draft document, noting that the final items included are items which will always be completed. Ms. Hynes also noted that the southern water tank project has been broken into two phases, and that the request will be made to the County to include a future community center on its CIP list. Town Staff indicated that they have been provided enough direction to proceed in producing the final Strategic Plan document.

IN RE: ACTION ITEMS

1. Ordinance 2018-01: Amend Round Hill Zoning Map (ZMAP-2018-01)

Mayor Ramsey explained that this item was the subject of this evening's public hearing, and that the Planning Commission voted to recommend this Zoning Map amendment. It was noted that all steps have been completed, and that Council may adopt this Ordinance this evening. Councilperson Lyne moved **to approve ZMAP-2018-01 to rezone the four lots on Yatton Road from AR-1 to R1-A, as advertised**; Vice-Mayor Graham seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Absent

2. Resolution 2018-02: Commitment to Fund Main Street Project

Town Administrator Nicholson presented this item, explaining that this subject was discussed in a meeting of Town Staff and the Town Attorney with County Staff and VDOT representatives, held on December 21, 2017; the method to be used to ensure funding for the project was discussed, as there are two sources for funding, and it had yet to be determined if funds would be paid directly or would be placed in escrow. Mr. Nicholson explained that Mr. Jim Zeller, the representative from VDOT, requested that both entities agree to and pass this Resolution. Project Specialist Lohr explained that this represents a check-list item for the project, and that it serves to ensure the Council does support having the County as a partner in the project. Prior to a motion being made, the acronym *TAP* was defined; it stands for *Transportation Alternative Programs*. Mayor Ramsey further clarified that the purpose of the Resolution is to assure VDOT that the Town is committed to the project. Vice-Mayor Graham then made a motion **that the Council approve Resolution 2018-02, Commitment to Fund Main Street Project, and that the Town Administrator is authorized to execute all agreements and/or addendums for this project**; Councilperson Lyne seconded the motion. There was no further discussion of the Resolution. A voice vote was held; the Resolution was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Aye
Frederick J. Lyne	Absent

3. Adoption of MOU for Main Street and Franklin Park Trail Project

Town Administrator Nicholson provided information regarding events which occurred after Council packets were sent out this past Friday, including a meeting with Project Specialist Lohr and Town Attorney Gilmore, held on January 16, 2018. Comments made by Ms. Gilmore were provided to Council Members, and were reviewed by Mr. Nicholson; they include: 1) the ability for changes to be made to the MOU, thereby providing flexibility for both the Town and the County in the event problems surface during the execution of the project, and which is low-risk to the Town; 2) ensuring that language is included in the MOU which demonstrates that the County has sufficient funding for the project – this language is included for the Town of Round Hill; 3) noting that the Town may object to the award of the project to a provider, on funding grounds; 4) inclusion of language that would identify the Town as a third-party beneficiary with all applicable enforcement and warranty rights and remedies, to insure that the Town has standing to make claims against the contractors for defective work and to maintain warranties; 5) County agreement to the Town's request that change-order costs be apportioned according

to the respective projects, and where apportionment cannot be determined, the costs are to be split fifty-fifty; and, 6) addition of language, in Paragraph 12, which limits requirements that construction adhere to post-approval regulations that increase costs. Discussion ensued regarding if County representatives have seen, and approve of, these changes, and of how these issues may be handled by the Council and the Town, in order to move the project forward. Mayor Ramsey noted that the Council will meet every two weeks, as it is budget season, and therefore, he sees no need to provide forward authority to Town Staff regarding potential changes to the MOU. Mr. Ramsey stated that Council will vote on approval when the document is complete and has a "clean stamp." Mr. Ramsey also noted that the goal is to ensure that the Town is protected regarding fiscal issues, and not ignored following the signing of the contract. Town Administrator Nicholson reported that Town Staff will be trained in the use of the County's tracking system, so that the Town may be informed of progress on the project in an on-going manner. Regarding the changes requested to the MOU by the Town Attorney, Mayor Ramsey noted that an Executive Session may be held, with the Town Attorney in attendance, if needed to discuss those changes. Town Administrator Nicholson stated that it will be ensured the County understands the Town is working under older regulations. The process in going forward with this agreement was discussed, with Project Specialist Lohr explaining that the MOU will be presented again to Council at its next Work Session. Mr. Lohr also noted that the County seems nervous regarding unknowns in the project, and that Town Staff will ensure that commitments made to Town residents will be kept. It was noted that the next County meeting regarding this document is slated for the second week of February; Mr. Lohr stated that Staff will ensure that the revised MOU is included in the agenda packet for that meeting. Mayor Ramsey asked to be informed of the date for that meeting. Mayor Ramsey also asked if Dewberry has completed its work regarding lighting; it was noted that they have. It was also noted, in response to a question from the Mayor, that both sections of the project will go to bid, and that Dewberry has completed all documents required for the bid package. Mr. Lohr reported that approval of the MOU will be required before the project can go out to bid, and that County Staff feels sure it will be approved.

4. Resolution 2018-03: Adoption of 2018 Town Council Meeting Schedule

Mayor Ramsey noted that this schedule had been discussed at the last Council meeting, with the possibility of a conflict identified regarding the July 5th Work Session; that Work Session may be changed, closer to the scheduled date. Discussion ensued at this evening's meeting regarding the proposed date for the Strategic Planning Session; it was decided to notate that this is *To Be Decided*. Vice-Mayor Graham then moved **that the Town Council Meeting Schedule and Inclement Weather Policy, Resolution 2018-03, be adopted**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Prack absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael K. Minshall	Aye
Janet L. Heston	Aye
Michael Hummel	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Absent
Frederick J. Lyne	Aye

Mayor Ramsey suggested that a review of the Council's committee structure, and appointment of committee chairs, be included as the first item on the February Work Session agenda, with Council's approval; there was no objection.

IN RE: DEPARTMENTAL REPORTS

1. Planning Commission

Councilperson Hummel presented this report, noting that the Planning Commission is continuing its work on eight Zoning Ordinance text amendments; a draft of these documents will be provided to the Council for comment. Mr. Hummel explained that there likely will not be a public hearing held for these amendments in March. Finally, Mr. Hummel stated that work on text amendments for the Non-Conforming Commercial portion of the Zoning Ordinance has not yet begun.

2. Town Administrator Report

Town Planner/Zoning Administrator Hynes noted that her report has been provided in writing, and asked if there were any questions. Vice-Mayor Graham asked if a resolution has been found to concerns regarding parking at the Round Hill Local Grocery; Ms. Hynes stated that she will meet with the owner of the property and will explain the Town's concerns regarding diagonal parking at the site. Mayor Ramsey asked if the owner is aware that parking for employees is available at an adjacent parking lot; Ms. Hynes stated that she is also working on that issue. Town Planner/Zoning Administrator Hynes reminded those present of the Appalachian Trail Art Show, scheduled for February 11th, at the Hill High Orchard building.

3. Town Administrator Report

Town Administrator Nicholson noted that his report has been provided in writing, and offered to take questions. Additionally, Mr. Nicholson reported that Mrs. Chernoff (Town Staff) has been taking an on-line class regarding records management and has been working on filing deeds and bonds. Mayor Ramsey asked if easements have been included in the Asset List; Mr. Nicholson and Ms. Hynes stated that Ms. Chernoff will work on that in conjunction with the filing of deeds. Vice-Mayor Graham asked if Mr. Mitchell will provide a quarterly report to Council, and if his firm will provide to Council the work on utility issues as requested; Mr. Nicholson stated that he will follow-up on those items with Mr. Mitchell.

4. Mayor's Report

Mayor Ramsey stated that he will have the letter he is currently working on ready for the February Work Session. Mr. Ramsey reported that he met with the Boy Scouts last week.

IN RE: COUNCIL COMMENTS

Councilperson Heston thanked Town Staff and Council for flowers received on the passing of her father. Councilperson Hummel noted that he will not be in attendance at the next Council meeting. Vice-Mayor Graham reported that she has received two thumb drives containing pictures and slides provided by John Sleeter; Ms. Graham noted that Mr. Sleeter has indicated his willingness to be interviewed by either Staff or Council Members. Vice-Mayor Graham noted that, although Colonel Sleeter is usually highlighted in information regarding Sleeter Lake and the adjoining orchards, it was Mrs. Sleeter who provided leadership on these projects. Councilperson Hummel noted a recent incident in which someone was accidentally locked-in at a gated portion of West Lakes; discussion ensued regarding ways it may be ensured this does not happen, with the request made that Town Utility Staff ensure they lock the gate after they enter the site. It was noted that this occurred at the Lerner gate. Councilperson Lyne requested that anyone who knows of references to Round Hill in films/books/media inform him of those resources, so they may be added to the collection at the Town Office.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:40 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary