

**ROUND HILL TOWN COUNCIL  
JOINT PUBLIC HEARING  
with the  
ROUND HILL PLANNING COMMISSION  
and  
REGULAR MEETING MINUTES  
February 21, 2019**

A Joint Public Hearing with the Round Hill Planning Commission, and a Regular Meeting of the Round Hill Town Council, were held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 21, 2019, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Donald W. Allen  
Amy E. Evers  
Melissa Hoffmann (arrived at 8:59 p.m.)  
Michael B. Hummel

**Planning Commission Members Present**

Manuel Mirabal, Chairman  
Beth Caseman  
Stephan Evers  
Michael Hummel  
Reed Mayer

**Council Members Absent**

Frederick J. Lyne

**Staff Members Present**

Melissa Hynes, Town Administrator, Town Planner/Zoning Administrator  
Rob Lohr, Project Specialist  
Maureen Gilmore, Town Attorney  
Sue Holland, Town Treasurer  
Marty Feltner, Utility Supervisor

**Others Present**

Deputy Fornwalt, Loudoun County Sheriff's Office  
Patrick Szabo, *Loudoun Now*  
Jill Lannon  
Michael Lannon  
Marlene Shaffer  
Padrick Weber  
Jeff Fitzgerald  
Paul Smith  
Gil Paste  
Sherry Waldridge

Brian Land  
Ellen Land  
Eric Hirsch  
Justine Phelan  
Colin P. Buckner  
Vicky Quick  
Tim Newman  
Drew Smith

### **IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Ramsey called the meeting to order at 7:32 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

Mayor Ramsey conducted a brief review of the Agenda, to explain how the meeting would proceed. Mr. Ramsey clarified that, during the Joint Public Hearing portion of the meeting, comments would be taken only for *ZOAM-2018-02 – Restaurants and Craft Beverage Establishments*; however, an opportunity would be provided later in the meeting for those wishing to speak to other issues.

### **IN RE: ROLL CALL**

Roll call was held for both the Town Council and the Planning Commission. All members of the Planning Commission were present, establishing a quorum. Councilpersons Hoffmann and Lyne were absent; with all other Council Members and the Mayor present, a quorum was established.

### **IN RE: JOINT PLANNING COMMISSION & TOWN COUNCIL PUBLIC HEARING**

#### **a. ZOAM-2018-02 – Restaurants & Craft Beverage Establishments**

Town Administrator/Zoning Administrator Hynes reviewed the order in which the Joint Public Hearing will proceed. Mayor Ramsey read a portion of the advertisement for the Public Hearing, which stated that the purpose of the hearing is to *hear public comment on proposed text amendments to the Zoning Ordinance, to permit various types of restaurants, food establishments, breweries, wineries and distilleries, to create consistency with Virginia Code revisions, and to remove ambiguous terms, standards and means in the Zoning Ordinance. These amendments are authorized by Virginia Code, §15.2-2286.* Town Administrator/Zoning Administrator Hynes then provided the *Staff Briefing* for ZOAM-2018-02, noting that its purpose is to amend Round Hill's Zoning Ordinance to provide for a by-right restaurant use in the Town's Central Commercial District; that use, at present, is by special exception. Ms. Hynes briefly reviewed printed documentation related to this amendment, and explained that the proposed amendment does not pertain to the Eastern Commercial District (the PD-CC District). It was noted that the uses allowed by this amendment must meet all State regulations for restaurants/craft beverage establishments, and that any mobile food trucks used must not negatively impact parking requirements. Town Administrator/Zoning Administrator Hynes explained that the amendments were drafted to meet requirements for parking in the district, and to adhere to currently established opening and closing times, with a permitting process put in place to account for five special events during the year. It was also noted that a drive-through restaurant use is not provided for in this district. Ms. Hynes stated that Town Attorney Gilmore completed a review of the amendment package.

Mayor Ramsey asked if the hearing was duly advertised; Town Administrator/Zoning Administrator Hynes stated that it was, in the newspaper *Loudoun Now*, on two consecutive Fridays, and on the Town's website.

Mayor Ramsey then opened the hearing to comments and/or questions from members of the Planning Commission and the Town Council. Planning Commission Chairman Mirabal stated that the Planning Commission reviewed the amendments, and discussed them at length over several months, and come to the meeting with a consensus regarding the document presented this evening. There were no additional comments by any member of the Planning Commission. Mayor Ramsey then requested comments by Town Council members, with Vice-Mayor Graham noting seeming inconsistencies in opening and closing times contained in the document. It was noted that those inconsistencies result from text taken from the PD-CC District section of the Zoning Ordinance and used in this document, which was done in an effort to avoid penalizing existing food establishments in the B-1 Business/Central Commercial District. Town Administrator/Zoning Administrator Hynes explained that those inconsistencies will be corrected when the PD-CC section of the Zoning Ordinance is amended. Ms. Hynes also noted that scrivener's errors found in the document will be corrected.

Mayor Ramsey then opened the floor to comments by the public; none were provided. Mayor Ramsey closed the Joint Public Hearing at 7:47 p.m.

#### **IN RE: SPECIAL MEETING OF THE PLANNING COMMISSION**

The Town of Round Hill Planning Commission held a special meeting to consider its decision on ZOAM-2018-02.

Mayor Ramsey called for a brief recess at 7:50 p.m.

Town Administrator/Zoning Administrator Hynes announced to the Planning Commission that a new Town Planner has been hired.

Mayor Ramsey opened the Regular Meeting at 7:52 p.m., stating that the Public Comment portion of the meeting will follow the *Community Policing Report*.

#### **IN RE: COMMUNITY POLICING REPORT**

Deputy Fornwalt reported that he has been focusing on traffic issues in the Town. The Deputy noted that Greenwood Drive, which connects Main Street with Evening Star Drive, has now opened; he has spoken with the developer of Brentwood Springs regarding speed limit signs, which will soon be posted. Once the signs are installed, enforcement of those speed limits will begin. It was also noted that the streets in the development have not yet been turned over to VDOT. Deputy Fornwalt reported that he spoke to the detective investigating larcenies/break-ins occurring in the area, and that leads, on a case-by-case basis, are being investigated; if there are no leads, the case is inactivated. There were no questions for Deputy Fornwalt. Council thanked Deputy Fornwalt for his report.

## **IN RE: PUBLIC COMMENT**

Mayor Ramsey opened the meeting to general public comment, suggesting a three-minute limit on comments, and requesting that anyone speaking provide his/her name and address for the record. Mayor Ramsey explained that the purpose of the Public Comment portion of the meeting is for Council to hear residents, and that Council may or may not provide answers to questions. Mayor Ramsey also stated that no action will be taken this evening regarding the Weona Villa site. Mr. Ramsey then recognized Mr. Jeff Fitzgerald, a member of the Round Hill Owners' Association Board representing Sycamore Village, and Mr. Paul Smith, representative of Tree of Life Ministries, and invited them, with the Council's indulgence, to feel free to answer short questions or provide clarifications. The following members of the public then spoke:

Mr. Michael Lannon, of 17520 Tedler Circle, Round Hill, spoke regarding his and his wife's concerns regarding the proposed use of the Weona Villa property, noting that the only information they have was provided in a recent article in the newspaper *Loudoun Now*. Mr. Lannon stated that he has made several calls to the County and the Town regarding the proposed use of the property, but there does not seem to be much more information than that included in the newspaper article. Mr. Lannon stated that part of the concern they have is that the proposed use of the property doesn't seem to be clear, and that the building of micro-cottages for lower-income residents could affect property values and crime rates in the area. Mr. Lannon noted that properties referenced as models for the proposed usage have not been highly regarded by neighboring residents. Mr. Lannon noted that the newspaper article stated that senior citizens would also be welcomed as residents; Mr. Lannon stated that they would support that use. Mr. Lannon explained that he has also been told the site may provide housing for disabled residents; however, there does not seem to be definitive documentation on how the property would be used. Mr. Lannon noted that the proposed community is adjacent to a neighborhood of single-family homes with many young children living there, and to Franklin Park, where sports and recreation events catering to children are held; the suggested uses of the motel property site could be of concern, in light of the number of children present in the areas adjacent to the property.

Ms. Jill Lannon, of 17520 Tedler Circle, Round Hill, spoke to her concerns regarding traffic in the area of her subdivision, which is adjacent to the Weona Villa site, and how development of this site could negatively impact traffic; Ms. Lannon also noted the lack of sidewalks/footpaths for the use of residents who may wish to go into Round Hill. Ms. Lannon stated that she does not believe this has been a well-thought-out situation, and expressed concerns regarding the possibility of mentally handicapped residents living at the site.

Ms. Marlene Shaffer, of 17437 Tedler Circle, Round Hill, spoke, noting that her concerns are similar to those expressed by the Lannon's, and that she feels the proposal would be detrimental to her community, in more than one way. Ms. Shaffer referenced her concerns regarding ingress/egress to her community, as well as safety issues currently occurring in the neighborhood which could be further impacted by the development of the site. Ms. Shaffer stated that the uses for the property, as she understands them, and for which there seems to be little information made public, seem to provide for housing for indigent persons; she noted that there is concern in the

neighborhood regarding this potential use. Ms. Shaffer stated that there has been little information provided, outside of the article in the newspaper, regarding the proposal, which will affect her community greatly. Ms. Shaffer asked how the proposed development would be subsidized, and what, exactly, is proposed to be built there. Ms. Shaffer stated that there is a lot of confusion, and she would like to have clarification.

Mr. P.J. Weber, of 17633 Tedler Circle, Round Hill, read from his prepared statement, as follows: *I'm here as an individual from my community, and do not represent the whole community, but will talk about some things I've heard from neighbors within our community. Primarily, I come before you tonight to ask you not to grant utilities to the Tree of Life proposed property, until Tree of Life codifies within their documents exactly who these tenants will be; that they make a standard. If it's for elderly, people sixty-five and above, that's fine; if it's for veterans, or those who are fully disabled, that's something that I think our community can talk about and get behind. But, I think, not having clarity on that, and this low-income that Loudoun Now put out there, in this article, creates a lot of questions within our community's minds, with what's going to take place here. I think our community would support a community of the elderly, or disabled, or veterans, who have a low income or are not able to have a full-time job. I think our community is a gracious, giving community, that would be happy to accept and be a part of that community; but, I think, the standard needs to be set-in-stone, we have to know what this is going to be. That will play a big role in breaking this mistrust that takes place between our community and the Mayor; these non-specific conversations that we, as a community, don't normally get to hear. A rush to judgment about how maybe the Mayor has forced something down our community, whether it's trails or walking trails. We can build a trust together in Round Hill; if we want to have a community, we have to be able to do that – you have to accept us, and we have to accept you, and we have to look back to the history of Round Hill, and accept what this community has always been about. I knew this community ten years before I moved here, and I think it's important that we all listen to each other. But, I think that, in order to listen to each other, even though we're not part of "the Town," we would ask that you not just blanket-grant these utilities, until you get this codified, until they codify this as a standard of their business, their foundation; of who and what are the regulations of who will live there.*

Mr. Jeff Fitzgerald, of 17168 Magic Mountain Drive, Round Hill, spoke, noting that he has been in the community since December of 2013, and that he serves on the Board of Directors of the Round Hill Owners' Association, representing Sycamore Village. Mr. Fitzgerald stated that he is here this evening, not to represent RHOA in any shape or form, or in his role as the immediate past-president of the Round Hill Volunteer Fire Department; rather, he is here as an individual. Mr. Fitzgerald stated that he is a friend of Paul Smith, of Tree of Life, and that he wants to share what he thinks about this proposal. Mr. Fitzgerald agreed with Mr. Weber that, at present, there is not much information available regarding the proposal for the motel property; he also noted that concerns raised this evening are extremely valid. Mr. Fitzgerald noted that the lack of information can make these issues seem greater than they may actually be. Mr. Fitzgerald also agreed that the Lake Point community is a welcoming and gracious community, where all the residents do their best to make it a place where they want to live. Mr. Fitzgerald then challenged all present to

get to know more about Tree of Life, to learn who they are separate from this issue. Mr. Fitzgerald stated that Tree of Life is probably the most stellar organization he has seen, and noted that they help more people than anyone can imagine; he also noted that the organization helps people in ways "that don't hit the spotlight." Mr. Fitzgerald stated his belief that residents have the capacity to handle people who are challenged in many ways. Mr. Fitzgerald also told of times when Tree of Life has helped him personally, and stated that the people who may avail themselves of the services Tree of Life offers "don't look like the thug you think they are," and that those who may commit illegal acts in the area don't necessarily hail from low-income neighborhoods. Mr. Fitzgerald closed his comments by saying, "Regardless of what happens with this – and I absolutely agree with you, none of us want more trouble, none of us want more traffic – but we have an opportunity as a community here to do something that could be, in my opinion, maybe a model for what we should be doing anyway, which is all of us find a way to personally invest in the people that we say we love. We all talk about tolerance and inclusion, except – and we put a little side over here for the people we don't like or are afraid of." Mr. Fitzgerald noted that he is thankful for the opportunity that this proposal may offer, and noted that the project may or may not take shape as it is currently presented, stating that there is not yet enough information to make a decision about the proposal. Mr. Fitzgerald encouraged those in attendance to look into the services Tree of Life provides and to get the know more about the organization. Mr. Fitzgerald thanked Mayor Ramsey for the opportunity to speak.

Mr. Eric Hersch, of 36062 Welland Drive, Round Hill, spoke, stating that he feels what Tree of Life is doing is great, and makes sense, but that it seems uncertain, at this time, who would be living in the neighborhood. Mr. Hersch stated his belief that it makes sense for a project such as this to be built in an area such as Purcellville, where there is easier access to stores and services, and noted that negative impact this could have on traffic in Lake Point. Mr. Hersch also expressed concern regarding the impact developmentally challenged residents of the community could have on the children living in the Lake Point subdivision. Mr. Hersch reiterated his concern regarding traffic and how residents of the proposed community would access needed services. Mr. Hersch thanked the Council.

Mr. Gil Paste, of 37230 Grassroots Lane, Purcellville, spoke, noting that he served for five years on the Purcellville Planning Commission, and recently became Chief Program Officer for Tree of Life. Mr. Paste explained that he accepted the position with Tree of Life in order to do something different with his life, and in an effort to be involved with and help the community. Mr. Paste noted that he previously served as a Senior Advisor to the Treasury Department. Mr. Paste explained that he attended Tree of Life's weekly executive meetings for a number of months, as an observer, prior to Mr. Smith proposing, and him accepting, a position with the organization. Mr. Paste explained that Tree of Life carefully considers the projects it undertakes, in order to help the poor and needy in the area, and undertakes regular risk assessments to make determinations regarding how its programs affect the community. Mr. Paste also noted that he understands that the Town's representatives want to ensure that any use of the land is done properly, and encouraged those responsible for these decisions to get all the facts about the proposal. Mr. Paste also stated

that the questions posed by the Town's leaders and area residents will help Tree of Life to most effectively develop this proposal. Mr. Paste thanked the Council.

Ms. Vicky Quick, of 14536 Purcellville Road, Purcellville, spoke, stating that she is the Communication Manager for Tree of Life, and has worked with them for many years. Ms. Quick also noted that she is the daughter of senior citizens, who live in Purcellville, as well. Ms. Quick explained that her father is a veteran, and that her parents are in their seventies; they have experienced health issues, and have found obtaining/maintaining affordable housing in the area difficult. Ms. Quick explained that she and her siblings have needed to help their parents with expenses. Ms. Quick noted that she has met a couple, in their nineties, who are also struggling to afford their housing costs; the gentleman is a veteran of World War II. Ms. Quick stated, "There is a dire need, in this community – Purcellville and Round Hill are neighbors, and we have to realize that we have to work hand-in-hand together – and there are senior citizens who are struggling to live somewhere, and there are many senior citizens living on the street, that we don't even hear about." Ms. Quick reiterated that there is a need, and asked that those in attendance open up their hearts and minds, and be open to the proposal. Ms. Quick also encouraged residents to get involved, and invited anyone who wishes to take a tour of the organization's existing housing facilities. Ms. Quick stated that, "the one thing you need to realize about Tree of Life is that they are a hand-up, not a hand-out." Ms. Quick suggested that residents learn about the organization and its proposal, and noted that the proposed program is to help those who have nowhere else to turn. Ms. Quick thanked the Council.

Mr. Tim Newman, of 17620 Lakefield Road, Round Hill, spoke, noting that his primary concern is about traffic, explaining that it has become increasingly difficult to get in and out of his neighborhood in the three-and-one-half years he has lived there. Mr. Newman also noted that the opening of Sleeter Lake Park has resulted in increased traffic on Lakefield Road, and stated that the development of the park wasn't planned out and structured as well as he had hoped. Mr. Newman stated that he would like to see some structure regarding how this will be addressed, explaining that seven additional houses are to be built on Lakefield Road, resulting in additional traffic. Mr. Newman thanked the Council. It was noted that Lakefield Road is slated to be paved in the coming year, which will help to address some issues there; however, it was also noted that this effort will not address issues caused by the increase in traffic. Mr. Newman asked Deputy Fornwalt if the Sheriff's Office monitors traffic entering and leaving the park; he also noted his concerns that staffing at the park seems not to be sufficiently organized, and that paving of Lakefield Road will result in vehicles traveling at increased speeds. Deputy Fornwalt stated that he would be willing to speak with Mr. Newman privately regarding his concerns about traffic and speeding. Mr. Newman thanked the Council for its time.

Ms. Sherry Waldridge, of 205 Blue Mist Road Drive, Purcellville, spoke, explaining that she is quite privileged to lead a special-needs ministry through Tree of Life, which was started as an outreach to provide a respite to parents. Ms. Waldridge stated that the group she works with is an amazing group of kids, who are primarily high-schoolers; she stated that these young peoples' parents, like most parents, hope to see their children become as independent and successful as

possible, and have concerns regarding how their lives will unfold after the parents are no longer here to care for them. Ms. Waldrige noted that many of the young people in her group work, and drive, and that their parents want them to be able to lead independent lives. Ms. Waldrige stated that she just wanted to share that insight. Ms. Waldrige thanked the Council.

Mr. Drew Smith, of 1716 Marbury Street, Round Hill, spoke, noting that his concern, like many others who have spoken, is the unknown. Mr. Smith noted his background in working as a four-percent tax credit underwriter counsel for low-income housing, and stated that he knows the amount of documentation and regulations required for this type of use; Mr. Smith stated that he has not seen the same organization with this proposal. Mr. Smith stated that the organization should present its plan, and not allow the project to go forward only to have the particulars determined later. Mr. Smith noted his concern that this may be developed as a group home, and stated that he is not saying that is a bad thing, but that facts need to be presented, in order to be able to make a decision. Mr. Smith stated that more actual information needs to be provided, and that it is premature to be talking about this until that occurs.

There was no more public comment; however, Councilperson Hummel requested to speak. Mr. Hummel noted that he clearly hears the concerns presented by those speaking this evening. Councilperson Hummel stated that the group came to the Council with an informational presentation; however, nothing has, as yet, been designed, and no studies have been conducted. Mr. Hummel stated that residents are correct, that there is little information available for this proposal, as the proposal is in its earliest stages of development. Councilperson Hummel stated that it is unfortunate that the information came out in the newspaper article, and that residents believe that this is already "a done deal." Mr. Hummel noted that, in response to a presentation made regarding what Tree of Life does, both he and Mayor Ramsey expressed that they liked what they heard; however, Mr. Hummel explained, the newspaper article did not state that Mayor Ramsey suggested that Tree of Life's next steps should be to meet with the Round Hill Owners' Association and residents of Lake Point, and with representatives of the County. Councilperson Hummel stated that the thing he found the most frustrating was reading Facebook posts which levied personal attacks on the Mayor, which he found shameful and embarrassing. Councilperson Hummel stated that Mayor Ramsey is "one of the most honest, hard-working, selfless, unpaid – everything he does, the amount of hours he puts in for this job, unpaid, and has no personal agenda on anything – and some of the comments that were made about this man were shameful. I don't know if anybody in this room were some of the ones who said it, but I hope you'd think about it. This man is always looking out for everyone." Mr. Hummel provided the example of a comment he made at a prior meeting, regarding a development which is not inside the Town's limits, and noted that Mayor Ramsey corrected him, as he does not think in an in-Town versus out-of-Town way. Councilperson Hummel stated, "that's all I'd like to say."

Mr. Paul Smith, of Tree of Life Ministries, introduced himself, thanking the Council for providing the time this evening, and noting that he has been a fifteen-year resident of Bluemont. Mr. Smith stated that he has four children, all of whom were schooled in Round Hill-area schools, and thus understands completely some of the points made this evening. Mr. Smith stated that he is a father,

and a grandfather of three, and that is why he wants to listen to the points that have been made. Mr. Smith then provided background information on Tree of Life, noting that it began in 2008 during the financial crisis, at which time Purcellville Baptist Church made a commitment to set aside ten percent of its income to help the poor and needy of the community; Mr. Smith stated that, "from that decision, Tree of Life was birthed." Mr. Smith stated that currently Tree of Life operates in Leesburg, Purcellville and Round Hill, impacts the lives of approximately 16,000 people per year, and are supported by thirty-three local, predominantly Christian, churches. In the ten years since the creation of Tree of Life, twenty-eight ministries have emerged, including a housing ministry, outreach to the senior community, and outreach to families of children with special needs. Mr. Smith stated that he would like to try to talk about the three ministries he mentioned, and to emphasize that they are in the very preliminary stage of exploring the concept put forth for the Weona Villa property. Mr. Smith explained that they are consulting with representatives from the County, the special-needs community, and the senior community, to ensure that the final proposal is agreeable and acceptable to the community-at-large. Mr. Smith provided a brief history of the housing ministry Tree of Life currently operates in Purcellville, and explained that a goal in undertaking this proposal is to provide smaller cottages which would be more affordable for senior citizens, and to provide living arrangements for adults with special needs who can live independently with a little bit of help. Mr. Smith stated that Tree of Life is currently in a feasibility study period for the proposal, which provides four months for them to work with the Town, the community, and the County to discern if there is a workable, practical solution to the issues highlighted. Mr. Smith explained that their proposal is to build smaller cottages, and noted that some single-story homes on Tedler Circle in Lake Point are similar to the cottages envisioned. Mr. Smith stated that the residences at the site will not constitute a group home, but rather will provide independent living for seniors and special-needs individuals. Mr. Smith stated that there will likely be a staff member living on site, and noted that the organization is proposing a five-phase development, with the first phase to be a rehabilitation of the motel to create four small cottages for seniors and the creation of a communal gathering space at the currently existing house. Following this initial phase, four phases of development are being considered for the acreage behind the motel; these four phases would be completed over time, with one phase consisting of the construction of duplexes which face onto a common green area. There are also plans for a communal garden, for use of residents and Tree of Life's food pantry ministry. Mr. Smith stated that that is the plan, which is its very preliminary stages, and noted that they are consulting with as many people as possible. Mr. Smith explained that the purpose of the ministry in coming to the Town was to seek input and to look for information. Mr. Smith noted that he was somewhat disappointed that the publicity spread as quickly as it did, and stated that he, too, would be somewhat concerned with having the full facts. Mr. Smith stated that he could provide countless stories of senior citizens who wish to remain here, but find it economically unfeasible to do so, and explained that they are trying to create, under the umbrella of Tree of Life, something that would help people. Mr. Smith stated that he did, immediately after his first meeting with the Town Council, reach out to Mr. Joe Esposito of the Round Hill Owners' Association; he and Mr. Esposito subsequently met, and plan to hold additional meetings. Mr. Smith stated that he would be happy to take questions.

Mayor Ramsey encouraged Mr. Smith to hold a public information session, as a next step.

Mayor Ramsey explained that this item is included on this evening's agenda as an *Intent to Amend the Comprehensive Plan*; Mr. Ramsey explained that, under the current Comprehensive Plan, the Town does not provide utility service to the motel property. Mayor Ramsey explained the process the Town would undertake to amend the Comprehensive Plan, which was updated last year in keeping with the requirement that the document be updated every five years; Mr. Ramsey noted that this plan lays out goals for the community. The first step in the process would be to approve an amendment to the Comprehensive Plan which would allow for utility service to be extended to the site. The Intent to Amend, passed by the Town Council, would be referred to the Planning Commission; the Planning Commission would discuss the proposal and develop a plan amendment, if they agree to the change; this would then be returned to the Town Council. If both bodies agree to move forward with this change a public hearing (or two public hearings) would be held. This would not necessarily indicate that the site would be served with utilities, but it would put the policies in place which would be needed if the request was made. Tree of Life would work with the County regarding zoning, as the property is not inside the Town limits. If the project is approved by the County, the request would be made of the Town to provide a *Will Serve* letter for utilities. If it is determined the proposal meets the policies put forth by the Town in its Comprehensive Plan, the Town could decide to issue the Will Serve letter, to which conditions could be attached. Mayor Ramsey stated that a public-facing process for these types of changes is in place, and explained that only the Intent to Amend will be discussed this evening. Mayor Ramsey then closed the public comment portion of the meeting.

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

Vice-Mayor Graham made a motion **that the Agenda be adopted, with the following changes: delete *Approval of Minutes*, and add discussion of *Legal and Personnel Matters* to the *Executive Session*.** Mayor Ramsey requested that *Action Item "b," Resolution 2019-03 – Intent to Amend Comprehensive Plan*, be moved so that it is the first item discussed. Town Administrator Hynes requested that *Business Item "a," Comcast Franchise Agreement – Memo of Understanding Discussion* be postponed until the meeting of March 7. Finally, Councilperson Hummel requested that the *Planning Commission Report* be deleted. Vice-Mayor Graham agreed to these changes. Councilperson Hummel then seconded the motion. There was no further discussion. A vote was held; the motion was approved 4-0, with Councilpersons Hoffmann and Lyne absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Absent
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey called for a recess at 8:46 p.m., so that attendees who wished to leave the meeting could do so. The meeting was reconvened by the Mayor at 8:52 p.m.

### IN RE: ACTION ITEMS

#### **b. Resolution 2019-03 – Intent to Amend Comprehensive Plan**

Mayor Ramsey explained that Staff was directed to prepare this *Intent to Amend* resolution for discussion by the Town Council this evening. Mr. Ramsey explained that Council can decide to conduct further review of the resolution, or can vote to move this to the Planning Commission, and then asked for input by Council Members on how they wish to move forward. Discussion ensued, with several Council Members indicating the desire for more information on the proposal, and stating that the Council should insure the process is done impartially and with transparency. The steps to be taken in the process for an Intent to Amend was discussed, as well. It was decided to defer this item until the Town Council meeting of March 7, 2019, with Town Attorney Gilmore and Town Administrator Hynes working together to prepare a new draft of the document; it was requested that Council Members forward their comments and concerns to them. It was also noted that information regarding the Land Bays under consideration for this Intent to Amend will be provided to new Council Members. There was discussion, with Mr. Smith, of those who may be provided housing at the proposed community, and of sidewalks/trails from the site to the Town, with it being noted that a gap in this network exists on RHOA-owned property. Vice-Mayor Graham asked Mr. Smith to provide a copy of his PowerPoint presentation.

### IN RE: BUSINESS ITEMS

#### **b. Request for FY2019 Budget Adjustment**

Project Specialist Lohr presented this item. Vice-Mayor Graham, in a point-of-order, noted that the request had been made, at a previous Town Council meeting, that documents such as these presented this evening be provided prior to the meeting; Town Administrator Hynes explained that this is time-sensitive, and, at her direction, is being presented in this manner this evening. Project Specialist Lohr provided background information on this project, which is to provide security measures at various Town facilities, and the forty-five-day deadline which resulted in the request that this be designated as a Capital Project and that a budget adjustment be allowed. Mayor Ramsey called for a motion. Councilperson Allen then moved **that we transfer the Security Projects from an operational project to a CIP project; and, that we transfer funding from the FY19 Well Property Acquisition in the amount of \$40,095.69 to the security projects under the newly created Town Security Projects under the CIP. I further move that we transfer the previously approved \$8,000.00 from the FY19 Sleeter Lake Park CIP project to the newly created Town Security projects under the CIP.** Vice-Mayor Graham seconded the motion. Project Specialist Lohr noted that, during the FY2020 budget process, the possibility of allowing the Town Administrator to make transfers such as this, up to a predetermined amount, will be discussed. There was no further discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

**IN RE: ACTION ITEMS**

**a. Remote Electronic Meetings**

Town Attorney Gilmore presented this item, explaining that a policy allowing for remote attendance at meetings should be applicable to two meetings per year; however, the Council adopted a policy which allows for attendance in this manner for six meetings per year. Ms. Gilmore recommended that Council rescind the previously adopted policy, and adopt a new policy which reflects this change in the number of meetings allowed. Vice-Mayor Graham then moved **that the Round Hill Town Council rescind its February 7, 2019 motion adopting the Remote Electronic Participation in Meetings and Automatic Approval Policies**; Councilperson Evers seconded the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey stated that the original motion has now been rescinded.

Town Attorney Gilmore explained, in response to a question received from a Council Member, that any Town governmental body can operate under this type of policy; the entity would be required to adopt its own policy.

Vice-Mayor Graham moved **that the Round Hill Town Council adopt the following Remote Electronic Participation in Meetings and Automatic Approval Policies**:

***It is the policy of the Round Hill Town Council that individual Town Council members may participate in meetings of the Town Council by electronic means as permitted by Virginia Code §2.2-3708.2. This policy shall apply to the entire membership and without***

*regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.*

*Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Town Council to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.*

*When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings of the public body per member each calendar year, whichever is fewer.*

*Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then Round Hill Town Council shall vote whether to allow such participation. If the Town Council votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.*

*Note that if the member's electronic participation is disapproved, the member may still monitor the meeting, but MAY NOT participate.*

Councilperson Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey called for a recess at 9:46 p.m.; the meeting was reconvened at 9:53 p.m.

#### **IN RE: BUDGET WORK SESSION**

##### **a. Presentation & Discussion of Draft FY2020 Utility Fund Operating Budget**

Town Administrator Hynes presented this item, providing a PowerPoint presentation and paper copies of budget documents to the Council. Ms. Hynes and Council reviewed the documents provided, with discussion of various line items taking place. There was also discussion of how employee compensation should be divided between the General Fund

and the Utility Fund budgets, as well as provisions to be included for the hire or new employees in the Utility Department. The request was made that FY2019 Projected figures be provided. Discussion then turned to the adjustment of salaries, to ensure fairness, and to the request that a salary study be conducted; it was decided that a salary survey would be conducted in-house, for the next fiscal year. The amount of increase in compensation was decided upon; there will be a six percent increase in the salary pool. Expenditures included in the draft budget were discussed next; this included expenditures for equipment, engineering expenses, supplies, and remediation of safety issues determined during a recent safety audit. It was determined that Town Administrator Hynes and Utility Supervisor Feltner will work together to revise portions of the Utility Fund Budget, as requested this evening.

### **IN RE: REPORTS**

#### **1. Planning Commission Report**

There was no Planning Commission report.

#### **2. Town Planner & Town Administrator Report**

Town Administrator/Planner Hynes noted that a new Town Planner has been hired.

#### **3. Mayor's Report**

Mayor Ramsey reported on the following:

- The Coalition of Loudoun Towns (COLT) members will attend a Loudoun Chamber of Commerce Economic Development event to be held March 13, 2019, in Middleburg. All mayors are expected to attend and will speak at this meeting.
- The Towns of Hamilton and Purcellville recently met to discuss the Envision Loudoun comprehensive plan update; work will continue with the Board of Supervisors to address proposed development in the Transition Policy Area.
- He continues to work on the Water Rate Study.

### **IN RE: COUNCIL COMMENTS**

Vice-Mayor Graham noted that she is working on the resolution to recognize Deputy LoPreto, on his retirement.

Mayor Ramsey reported that a Hometown Festival Meet and Greet was held recently, and that most of the event's volunteers will return; there is a need for volunteers to help with the information table.

### **IN RE: EXECUTIVE SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss legal matters and personnel matters, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1) and §2.2-3711(A)(3), with the Town**

**Attorney invited to attend during the discussion of legal matters, and the Town Administrator invited to attend the entire session;** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey declared that the Town Council is now in Executive Session, and called for a recess at 11:58 p.m.

**IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING**

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting;** Councilperson Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey stated that the Town Council is now in Open Session

**IN RE: EXECUTIVE SESSION**

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss personnel matters, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1), with the Town Administrator invited to attend;** Councilperson Evers seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

**IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING**

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its Closed Session and reconvene its open meeting**; Councilperson Evers seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

**IN RE: CERTIFICATION OF CLOSED SESSION**

Vice-Mayor Graham moved **that the Round Hill town Council certify that, while in Closed Session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its Closed Session, and that were lawfully exempt from open meeting requirements**; Councilperson Hoffmann seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Michael B. Hummel	Aye
Donald W. Allen	Aye
Melissa Hoffman	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye
Frederick J. Lyne	Absent

Mayor Ramsey stated that the Town Council is now in Open Session, and asked if there is any further business. There was none.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 12:35 a.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary