

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
November 17, 2016**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, November 17, 2016, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Frederick J. Lyne (arrived at 8:02 p.m.)
Michael K. Minshall

Council Members Absent

Christopher J. Prack

Staff Members Present

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator
Kimberly McGaha, Town Clerk

Others Present

Maureen Gilmore
Jeffrey Mitchell
Sarah Etro
Michael Hummel
Clinton Chapman
Patrick J. McNulty
Wes Cantrall
Meghan Cantrall
Tim Swanson
Lynnette Swanson
John Harris
Karen Harris

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:35 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Mayor Ramsey stated that, as Council Members Heston and Minshall, and Vice-Mayor Graham and himself are present, a quorum exists.

IN RE: COMMUNITY POLICING

As Deputy Moats was not in attendance this item was not presented.

IN RE: PUBLIC COMMENT

Mayor Ramsey opened the meeting to public comment, noting that anyone who would like to address the Council may do so at this time, and asking that the speaker's name and address be stated for the record. Mr. Ramsey noted that comment regarding the update of the Comprehensive Plan will be heard during that discussion.

Mr. Patrick McNulty, of 15 Mulberry Street, spoke regarding the turkey buzzards which roost in the large sycamore tree at the eastern entrance to Round Hill, noting that they now seem to be migrating to the east side of Evening Star Drive, as well. Mr. McNulty stated his concern regarding the effect this may have on prospective buyers considering purchasing property in Round Hill. Mr. McNulty noted that Leesburg has also dealt with this and was able to mitigate the problem; he asked if Council has any remedy to the situation here. Mr. McNulty also noted that the birds are a nuisance for current residents. Vice-Mayor Graham reported that this subject was discussed at the most recent Sheriff's Office Quarterly Meeting, at which State representatives suggested the remedy of hanging an effigy from the tree where the birds are roosting. Ms. Graham stated that she will look into this potential remedy. Mayor Ramsey stated that the Town has, in the past, tried to remedy this situation; however, many of the remedies suggested work only temporarily. Mr. Ramsey also noted that the buzzards are a protected species, and that the Town must work with the appropriate State agency in search of a solution. However, the Mayor stated that Council will revisit the search for a solution. There was brief discussion by Council Members regarding possible solutions, as well as other communities which have dealt with the problem and may be able to provide help. Vice-Mayor Graham again assured Mr. McNulty that Council will follow-up on his request. Mr. McNulty thanked the Council.

Mr. Wes Cantrall, of 17771 Airmont Road, in the area formerly known as Fantasy Farm, then spoke, stating his total opposition to the proposed annexation of the parcel at 17711 Airmont Road and the two blocks on Trebor Lane. Mr. Cantrall provided a variety of reasons for his opposition to this proposal, including: possible loss of the existing farm house, which is one of the few remaining old farm homes surrounding Round Hill; the creation of more traffic problems, as well as the effect of traffic on the roads, noting that New Cut Road is in a constant state of disrepair; the sewer system currently in existence for the neighborhood across the street, which does not function properly, and which causes concern regarding the addition of more homes to that system; concern regarding the AR-1 zoning designation, which does not seem to be in keeping with retaining the character of Round Hill, with the Lake Ridge subdivision noted as an example; and,

concerns regarding light-trespass. Mr. Cantrall discussed contributions that the Draisey family, who lived at Fantasy Farm for fifty years, made to the community, as well as the historical significance of the land and those contributions. Mr. Cantrall stated that a grassroots campaign is being launched to stop this annexation, and that those involved will speak to elected officials throughout the County regarding the issue. Vice-Mayor Graham asked for clarification regarding the malfunctioning of the sewer system in this area. Mr. McNulty explained that the sewer line for the subdivision is located on Airmont Road, and turns into the subdivision at the end of his driveway. An odor was noted after residents began moving into homes in Lake Ridge, and the Town was contacted; Utility Staff responded and explained issues regarding system capacity which affected the area. Utility Staff stated that the sewer line could be capped. The line was capped, which, in turn, created the same issue at the manhole located a short distance away on the same road. Mr. McNulty explained that the Town was again contacted regarding the problem; Utility Staff was hesitant to cap the second manhole, but did so in an effort to address the problem. Mr. McNulty referenced the grinder system; noting that, as explained by Utility Staff, this system is not expected to be fully functional until all of Lake Ridge is occupied, and the proposed subdivision located behind his property is completed. Vice-Mayor Graham thanked Mr. McNulty for providing this information. Mayor Ramsey noted that the Upper Lakes subdivision (the proposed development behind the McNulty property) may not be built for some time, and thus, the grinder system may not be fully functioning for some time; Mr. Ramsey asked that Utility Supervisor Wolverton look into a method for addressing this problem which may be safer than capping the lines at the manholes. Vice-Mayor Graham asked if this problem happened once, or is recurring; Mr. McNulty stated that it is present all the time. Mayor Ramsey also suggested that Utility Staff could introduce flow into the system from the West Lake subdivision.

Mr. John Harris, of 35688 Kelsey Hill Court, spoke, explaining that all the members of the homeowners' association for his development signed and sent a letter to the Town in opposition to the annexation spoken about by Mr. McNulty. Mr. Harris stated that the HOA members firmly agree with the historic and picturesque nature of the farm house and the property behind the house, which is unique to Round Hill and provides for an entry to the Town. Mr. Harris stated that he understands development will occur on the parcel, but that a lower density of development is preferred; Policy A and Policy B in the updated Comprehensive Plan propose higher-density development, and would not comport with the rural character of the area. Mr. Harris further stated his understanding that Policies A and B were included in order to avoid further development in the vein of Lake Ridge Estates, however, the development proposed by both policies would still degrade the rural viewshed which remains. Mr. Harris also noted that most of the residents of Kelsey Hill Court moved into their homes prior to the development of Lake Ridge; they understood that the area would likely be developed, under County zoning, and were not happy to see what occurred there. Mr. Harris stated that to add development further to the north would be to "add insult to injury to us." Mr. Harris thanked the Council.

There was no further Public Comment.

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

Vice-Mayor Graham moved **that the Agenda be adopted**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 3-0, with Councilpersons Lyne and Prack absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF MINUTES

a. October 13, 2016 Town Council Work Session Minutes

Vice-Mayor Graham asked Mayor Ramsey and Town Attorney Gilmore to clarify if the following statement is correct: *"Mr. Emery reported that, to move forward, a Special Exception Permit, as well as a Commission Permit, would be needed to obtain the wells."* Additionally, Ms. Graham asked to ensure that Mr. Emery's suggested next step of conducting a hydro study and Mayor Ramsey's response that hydro-testing should not yet begin, was correct, as well. Town Attorney Gilmore and Mayor Ramsey stated that the minutes reflect accurately what was said at the meeting. Vice-Mayor Graham noted that, on page ten, under the vote for Committee Chair Heads, Councilperson Lyne is noted as being absent, but was present and voted "Aye." Vice-Mayor Graham then moved **that the minutes be approved as amended**; Councilperson Heston seconded the motion. There was no further discussion. A vote was held; the motion was approved 2-0-1, with Councilperson Heston abstaining, and Councilpersons Lyne and Prack absent. The vote is recorded as follows:

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

b. October 20, 2016 Town Council Regular Meeting Minutes

Vice-Mayor Graham noted that, on page three, in the middle of the first paragraph, the notation is *Councilperson Lynes*; however, there should not be an *s* on the name. Councilperson Heston noted that, on page two, under the vote for Adoption of Regular Meeting Agenda, Councilperson Prack is noted as voting *Aye*; however, the notation should reflect that he was *Absent*. Mayor Ramsey noted that, on page seven, under Town

Clerk Report, the notation should read "*Town Clerk McGaha noted that her report...*," not "*Town Clerk McGaha noted that her reported...*" There were no further corrections. Vice-Mayor Graham then **made a motion that the minutes be approved as amended;** Councilperson Heston seconded the motion. There was no further discussion. A vote was held; the motion was approved 2-0-1, with Councilperson Heston abstaining, and Councilpersons Lyne and Prack absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF THE CONSENT AGENDA

There were no Consent Agenda items.

IN RE: BUSINESS ITEMS

1. Audit Review – Jeff Mitchell & Company

Mr. Mitchell, CPA, of Leesburg, Virginia, introduced himself and explained that the Audit being presented for review is through June 30, 2016. It was noted that the presentation report was forwarded to Council, but that printed copies were also available. Mr. Mitchell explained that the presentation report for this evening provides information contained in the larger audit report, which is also available for review. Mr. Mitchell stated that the Town's books and records were found to be in order, with transactions properly recorded. Mr. Mitchell also noted that listening to his presentation and reviewing the report is an important fiduciary responsibility of the Council. Mr. Mitchell reported that the Town's records were "scrubbed down," and thus the data contained in his report is accurate and complete. Mr. Mitchell explained that both statistical and historical summary data are provided for assets and liabilities for the period from June 2012 to June 2016. Two major funds exist, Mr. Mitchell noted, a Governmental Fund and a Utility (Water/Sewer) Fund; the total for those two funds, through June 30, 2016, are presented in the report. Mr. Mitchell explained the make-up of the cash balance reflected in the report, which includes twelve CD's and seven checking/money market accounts; Mr. Mitchell further explained that, if the Town were to utilize fund accounting, it would make these various funds unnecessary. Mr. Mitchell explained that, under fund accounting, money which comes in for the General Fund could be tagged for the General Fund, and that General Fund expenses could be paid with those funds; this would negate the need for several different accounts. Mr. Mitchell also explained that some of the Town's cash could be consolidated into the Local Government Investment Pool (LGIP); this is a state program which provides a very good rate and which is easy to "get involved in." Mr. Mitchell noted that the Town of Leesburg, the Town of Purcellville and the County of Loudoun all use this program. Mr.

Mitchell briefly reviewed the General Fund Accounts Receivable, which includes revenue from sales taxes and utility taxes, and rental income from cell phone equipment. The Water/Sewer Fund was reviewed next, with Mr. Mitchell reminding Council that billing done in June is not due until July, and thus is not completely reflected in the figures provided for the June 30, 2016 end date. It was noted that the sale of a truck, and an insurance reimbursement, were reflected in the Utility Fund figures. Mr. Mitchell next explained the Bond Escrow item, which reflects unspent money from a 2003 bond. The Overfunded Pension item was presented, with Mr. Mitchell explaining that last year was the first year municipalities were required to report any over- or under-funding of the VRS program; Round Hill is likely the only town in the State of Virginia which is over-funded in its VRS program. This over-funding is reported as an asset. Mr. Mitchell then moved to discussion of Fixed Assets, noting that he worked with management this year to identify all developer-deeded lines and infrastructure in the Town's utility program, as the Town is responsible for maintenance and repair of the lines/infrastructure. These developer-built facilities and lines, deeded to the Town, have been listed in the report in order for the Town to correctly plan for possible maintenance. Mr. Mitchell reported that the Town's Accounts Payable are ordinary and routine. Mr. Mitchell noted that, under Accrued Expenses, money set aside for retirees' health insurance costs is reflected, as is unused vacation, and accrued interest on bonds; this, Mr. Mitchell noted, is fairly routine. The Town's Long-Term Debt reflects one bond, from 2009. Mr. Mitchell stated that Round Hill's financial and cash position is strong, and noted that there are few Accounts Receivable which are old, most are current. The balance sheet as of June 30, 2016 reflects a strong financial picture for the Town. Mr. Mitchell stated that the bottom line of this report reflects a surplus in the Town's General Fund of \$55,281.00, which includes an appropriate transfer from the Utility Fund to the General Fund. Mr. Mitchell noted that the surplus also includes capital proffers of \$160,000.00. The review then turned to the Water/Sewer Fund, with Mr. Mitchell explaining that the value of developer-donated lines was deducted from the total, as that does not reflect an operating activity; the Principal Debt Service and Availability Fees were also deducted, and Depreciation was added. These deductions and additions allowed for a correct accounting regarding user-funding of the utility system, with it being determined that the system ran at a slight deficit of \$39,000.00. Mr. Mitchell stated that this last figure is the important one for Council to consider. Operating Revenues were reviewed, with Mr. Mitchell highlighting the Town's efforts to keep the real estate tax neutral, going back to 2006; it was noted that the Town has been fairly successful in this effort. The Water/Sewer Revenue item was also reviewed, with Mr. Mitchell stating that this includes operating revenue only. It was noted that, for the years 2008 to 2013, there were slight increases in utility rates, in 2014 and 2015 the rates were unchanged, and in 2016 the rates reflected a slight decrease; this accounted for a decrease in revenue. In commenting on the decrease in revenue noted for 2016, Mr. Mitchell spoke about the refinancing of the Water/Sewer debt which occurred in 2009, noting that this was followed by a period of "some pretty good" operating surpluses in the Utility Fund, which lead up to the slight reduction of utility rates. Mayor Ramsey stated that, as reserves had been

rebuilt, Council decided that the rates should be dropped. The General Fund Budget and Actual categories were then reviewed, with Mr. Mitchell explaining that a proffer received in the amount of \$160,000.00 accounted for the difference between budgeted and actual revenue. Actual and budgeted expenses were compared, as well, with Mr. Mitchell noting that the difference between these two categories was that projects included in the budget were not all undertaken. Mr. Mitchell explained that the General Fund contains a surplus of \$820,000.00; a working capital line should be set, however, part of this surplus could be used for General Fund projects if the Town wished. Mayor Ramsey asked to clarify that the use of this surplus is unrestricted; Mr. Mitchell noted that it is. Mr. Mitchell then provided final comments regarding his report, reiterating that the presentation and review of this report by the Council is an important function, and further noting that his firm does work for the Town Council. Mr. Mitchell explained that, if an issue had existed, he would have immediately communicated with the Mayor; no issues of this type existed. Mr. Mitchell again highlighted developer-deeded property, explaining the importance of capturing all developer-deeded water/sewer improvements, as the Town is responsible for maintenance. Mr. Mitchell noted that this is the second year during which the Town is responsible for recording excess assets in the Virginia Retirement System. Mr. Mitchell stated that, for budgetary purposes, budgeting for a project which would occur over a multi-year period would be an option; this would eliminate the necessity of budgeting for the same project during each fiscal year. Adopting a budget for a project would avoid this reappropriation issue. This manner of budgeting is easier for management, as well. Mayor Ramsey asked if there is a time limit for this budgetary measure; Mr. Mitchell noted that there is not. Mayor Ramsey asked how this would be reflected in the Town's advertised budget; Mr. Mitchell noted that it would be reflected in the budget for the year in which it was adopted; additionally, Mr. Mitchell noted, the line item for the project would need to be source-specific. Mr. Mitchell noted the transition which took place in the Town Treasurer position, stating that former Town Treasurer Wolford helped prepare for the audit and that the transition went well. Mr. Mitchell noted that both Town Treasurer Fletcher and former Treasurer Wolford were good resources for the audit. Mr. Mitchell also spoke about the Town's use of the Southern Software System, explaining that, overall, the program is okay, but that it contains "a lot of little annoyances." Mr. Mitchell stated that Town Administrator Nicholson and Town Treasurer Fletcher can provide more information on this issue. Mr. Mitchell noted that this software system has presented difficulties, especially in the reporting area; he believes the passage of time, and presenting complaints to Southern Software, may eventually help the system to run more smoothly. Mr. Mitchell stated that he appreciated the opportunity to be of service, and again noted that extra copies of his report are available. Mr. Mitchell stated that he would be happy to answer any questions. Vice-Mayor Graham noted that, on page five, under General Fund Budget/Actual, the Utility Water/Sewer Budget was not included. Mr. Mitchell explained that this was not included, as it is funded through user fees, and thus is not a State requirement; however, Mr. Mitchell stated, this could be included. Ms. Graham stated that she would appreciate the inclusion of this in the report; Mayor Ramsey requested that it be

included in future reports. Councilperson Lyne asked if Mr. Mitchell, upon executing the audit, looks at the Town's finances from a control standpoint, and asked if he has any recommendations in that area. Mr. Mitchell explained the three parts of the audit, these are: 1) testing the veracity of the numbers, in order to ensure they are accurate and complete; 2) testing to ensure compliance with laws and regulations; and, 3) looking at the Town's processes and procedures. Mr. Mitchell stated that, from the perspective of his firm, the Town has a pretty good approval process, and has a good budget process; these provide an excellent control. There were no further questions. Council thanked Mr. Mitchell.

2. Delinquent Personal Property Taxes – DMV

Town Administrator Nicholson presented this item, referencing the memorandum provided by Town Treasurer Fletcher regarding outstanding delinquent taxes owed to the Town. Mr. Nicholson noted that many of these taxes are owed by residents who have moved. These delinquent taxes represent of liability of \$8,873.88. From conversations with treasurers in other municipalities, and from training she has taken, Ms. Fletcher has determined a method by which the Town can try to recoup some of these delinquent taxes; The Town Treasurer has worked with the Department of Motor Vehicles to institute *registration withholding*, in an effort to collect these taxes. Town Administrator Nicholson reported that Staff does try to follow-up on these delinquencies by sending multiple reminders to those who owe money to the Town. Registration withholding would be reserved for the cases in which there is no response or a flat refusal to pay. Town Administrator Nicholson also reported that Town Treasurer Fletcher has sent delinquent tax notifications to residents prior to sending the actual tax bills; this has resulted in a recent collection of over \$1,000.00. Councilperson Heston asked if the administrative fee charged by the DMV is charged for each account presented to them, regardless of if a collection is made; Town Administrator Nicholson stated that the \$20.00 fee charged by the DMV is charged for each account presented to them. Mr. Nicholson further clarified that the \$30.00 fee referenced in the memorandum is the Town's administrative fee. Councilperson Heston also asked how many of the residents with delinquent accounts still hold Virginia tags; Town Administrator Nicholson stated that he was unsure, but would find out. Mayor Ramsey noted that this was reported as an information item for the Council, with the Town Administrator noting that this report was provided to inform Council in the event members receive any questions regarding this. Councilmember Minshall noted that, at present, two notices are sent – one regarding delinquent taxes and one regarding current taxes, and asked why they are not combined in one notice. Councilperson Heston noted that that method did not work, with Town Administrator Nicholson stating that many of these accounts are far past due. Town Administrator Nicholson stated that this is used as a last resort. Councilperson Lyne asked how far behind an account would be, prior to the registration withholding option being used. Town Administrator Nicholson stated that the account holder is given ninety days to make payment, after the initial bill is sent, with multiple reminders following. The account holder is also informed, in these reminders, that the

registration withholding will occur if the account is not paid. Town Administrator Nicholson stated that the registration withholding option would be invoked ninety days after the due date. Councilperson Minshall asked if some of the holders of delinquent accounts still reside in the Town; Town Administrator Nicholson stated that some do still reside here. Mr. Nicholson stated that Town Staff is happy that this is moving in this direction, and that Town Treasurer Fletcher took the initiative to find this solution on her own.

3. Comprehensive Plan Discussion

Town Planner/Zoning Administrator Hynes reviewed the schedule for Council discussion of the updated Comprehensive Plan, noting that, with seven chapters to be reviewed in three meetings, this schedule is "cutting it close" in regards to an on-time completion of the review. Ms. Hynes stated that she will make the current edits and provide a revised copy of the Plan to Council for review prior to the first December work session. Town Planner/Zoning Administrator Hynes provided the information to be covered during this evening's meeting, as well as the November 22nd and December 1st work sessions. The December 7th special meeting will be used to discuss "hot topics," and the December 15th regular meeting will provide the time for a final review of the Plan.

a. Chapter 11 – Land Use and Growth Management

Discussion this evening began with the Land Bays, on page ninety-four. Mayor Ramsey asked if there are any other Staff memoranda or reports to consider; Town Planner/Zoning Administrator Hynes stated that further Staff input will be held until discussion of the "hot topics." There was a request by an attendee for a paper copy of the Comprehensive Plan; it was determined that copies may be requested during a break or after the meeting.

Area 1 – Discussion of this section included the request that addresses and numbers in the description match, and that the description match the map. The proposed Train/Railroad District was discussed, with proposals put forth for possible future uses there. Town Planner/Zoning Administrator Hynes recommended that the wording of the section suggest an institutional use rather than a commercial one, with Mayor Ramsey asking that the Town Planner include this language in her editing of the section.

Area 2 – The commuter lot proffered by RHI, and the ensuing policy to consider its use in conjunction with the proffered Creekside subdivision lot were discussed, with particular attention paid to the impact these lots may have on surrounding homes. It was noted that owners of the adjacent homes would be given first consideration in regards to any proposal for these commuter lots.

Area 3 – The antique shop on Main Street, which is currently being operated as a business known as Etc., was discussed. It was noted that the business use of the property has been "grandfathered" in, and that sufficient parking does not exist. It was further noted that, if the property is vacant for two years, its use would revert to residential. The possible future use of this property as a bed and breakfast was discussed, with Town Planner/Zoning Administrator Hynes explaining where in the updated Comprehensive Plan policies are located which would support this use. Ms. Hynes also provided a more detailed explanation of her reasons for addressing this property/use as she did. During discussion it was noted that this building seems small for use as a bed and breakfast. Mayor Ramsey suggested that the property itself not be called-out in the Comprehensive Plan, but rather that the unique situation there be referenced.

Area 4 – This area includes The Round Hill Grocery, which has closed for business and is in the hands of a commercial real estate agent. This property also lacks sufficient parking for the business use there; discussion of the possible use of the bank and Town parking lots to provide additional spaces for this business ensued. There was also discussion of the issues surrounding a change of use for the property. Proposals were made by Council and attendees regarding how this property, and the area it is in, be addressed in the Comprehensive Plan. It was noted that, as these "grandfathered" and non-conforming uses occur in various places throughout the Town, they should not be called-out specifically in the Comprehensive Plan, but rather be referred to in generalized terms. As a result of this discussion, it was decided that Areas 3 and 4 would be merged, with potential shared parking identified. It was also decided to include the Town Office in this Land Bay, and to create a new Land Bay for the Loudoun Street/Main Street commercial area.

Area 5 – This area is comprised of the residence known as the Hammerly House, for which it was proposed in the updated Comprehensive Plan use as a bed and breakfast be considered. Following discussion it was decided to remove this Land Bay from the Plan.

Area 6 – This area includes the current post office building and the fire department building. It was decided to merge this Land Bay with Area 7, which includes Tammy's Diner and the Patterson Building; the possibility of including both 3 and 5 Main Street in this Land Bay was also discussed. It was noted that the commercial uses included in Area 7 are all under-parked; discussion ensued regarding the possibility of shared parking in the merged Land Bay. Upon further discussion, it was decided to include the old Texaco station, and the Round Hill Baptist Church, in this Land Bay as well.

Area 7 – This was discussed in conjunction with Area 6. It was recommended that this area be zoned as commercial, but more broadly and not called-out specifically as B-1 zoning.

Area 8 – This area is comprised by the Light Industrial Parcel on Bridge Street. It was noted that the narrative regarding this area conflicts with the Land Bay. It was decided to remove this parcel as a Land Bay, and to include a "Specific Planning Policy for Light Industrial."

Area 9 – This area is comprised of Town-owned property near the Potts' Barn. It was noted that only the foundation of the barn now remains, and that the property is currently in use as a community garden. Potential co-development with the adjacent parcel, which is zoned commercial and is part of the twelve-acre Eastern Commercial District, was discussed. Concerns regarding the continued existence of the barn foundation, and ensuring that it does not deteriorate or is not demolished, were discussed, as well. Possible uses for this parcel were discussed, with concerns raised regarding uses which may not allow for retaining historic features of Round Hill and uses which surrounding homeowners may not want. It was decided to include commercial and/or public facility uses for the barn foundation site, and to discuss the other three lots during the "hot topic" discussions.

Area 10 – This area is comprised of a land-locked parcel adjacent to the Town Park on Loudoun Street. Current wording in the Comprehensive Plan which implies that parking is available there was discussed. It was decided to retain this Land Bay, and ensure that a reference is provided that acknowledges the parcel's inclusion as a possible future extension of the Town Park.

Area 11 – This area is comprised of the property at 39 New Cut Road, which is proposed for use as a bed and breakfast. It was decided that existing policies regarding bed and breakfast establishments apply to this property, and that this Land Bay should be eliminated.

b. Chapter 12 – Greater Round Hill Area

The differences between the Greater Round Hill Area and the Joint Land Management Area were explained by Town Planner/Zoning Administrator Hynes. It was noted that the JLMA is under County control; the Town may choose, but is not required, to extend utility service to this area. The Urban Growth Line, over which the Town does have control, was briefly discussed, as well. The Urban Growth Line depicts the extent to which the Town may grow, if desired. Council was assured that a map of the Greater Round Hill Area will be included in the updated Comprehensive Plan. The possible future growth of the Town, and possible future extension of utility service to these areas, were also discussed, with it being noted that public input regarding these issues

would be an important aspect of any determination regarding expansion. Review of this chapter was conducted on a section-by-section basis, as follows:

Part 1, Section 1 – During review of this section of the Comprehensive Plan, Mrs. Sarah Etro provided suggestions, including that the 2001 County Revised General Plan be consulted regarding the Joint Land Management Area. It was noted by the Mayor that maps which delineate both the Greater Round Hill Area and the Joint Land Management Area will be included in the Comprehensive Plan.

Part 1, Section 2 – There were no changes to this section, as it simply restates County Policy.

Part 2, Section 1 – It was noted that the numbers included in this section are current. There were no changes.

Part 2, Section 2 – After discussion of sections of the narrative, it was decided no changes were needed; however, Points a and b, following the narrative, were switched, so that Point b was first.

Part 3, Sections 1, 2, and 3 – These sections had been previously discussed; no further discussion was held and no changes were made.

Council then returned to discussion of the Urban Growth Line and its relationship to the Joint Land Management Area boundary, with the suggestion made that it be stated in the Comprehensive Plan which areas may potentially be brought into the Town's limits. It was decided that additional study of this issue should take place before any decisions regarding this are made.

Part 3, Section 4 – Town Planner/Zoning Administrator Hynes explained that this concerns policies/principles which deal with development outside the Town boundary. These policies/principles include: discussion with the County regarding amendment of the JLMA; the phasing in of any new growth outside the Town's limits; and, placing a priority on conducting boundary line adjustments of existing neighborhoods.

Goals, Objectives and Strategies –

Goal 1 – Following brief discussion of terminology, and of "prime vacant areas" within the JLMA, no changes were made.

Goal 2 – There was discussion of AR-1 zoning and County support of this zoning designation; it was also noted that the County does not support commercial

development inside the JLMA. Town Planner/Zoning Administrator Hynes will obtain clarification on these issues, for further discussion.

Goal 3 – There were no changes.

Goal 4 – In Strategy 3, the phrase "narrow streets," was used; following discussion of the reason for including the phrase, possible VDOT involvement in issues regarding streets, and the possibility that some streets involved could be private, it was decided to remove the phrase.

Goal 5 – There were no changes.

There was brief discussion of boundary line adjustment/annexation requirements, with Mayor Ramsey noting that conducting boundary line adjustments seems to be the County's preferred method of changing a municipalities' boundary.

Goal 6 – Under Objective b, Strategy 1, it was decided to use the word "seek" in the discussion of bringing into the Town's limits a parcel included in a homeowners' association, with HOA approval sought for the boundary line adjustment; it was felt the current wording was too strong. Under Objective b, Strategy 2, it was decided to remove the phrase regarding sidewalk projects. Also, under this Goal, reference to the JLMA was changed to reference to the Urban Growth Line.

Goal 7 – There were no changes.

Greater Round Hill Area Land Bays Map – This section of the chapter was discussed next, with Land Bay 3 (Walraven and the Sheriff's Office Substation) generating discussion regarding the possibility of an events center being located there. Wording which will provide guidance on the possible location of an events center in this area was included. There was discussion of combining Land Bays 6 (the "Barn House") and 7 (Weona Villa), with Town Planner/Zoning Administrator Hynes recommending that these parcels be zoned AR-1. Further discussion regarding potential future uses of these properties ensued, with Town Attorney Gilmore explaining that a boundary line adjustment may not be affected for these properties without also including properties located between the current Town boundary line and these parcels. Following further discussion, it was decided to strike Land Bays 6 and 7 from the updated Comprehensive Plan. Following brief discussion of Land Bay 8, it was determined that it would also be stricken from the Plan.

It was decided to close discussion of the Comprehensive Plan this evening at this point, with the Economic Development, Heritage Resources and Community Character, and Community Facilities chapters to be discussed at the work session scheduled for November 22, 2016.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: DEPARTMENTAL REPORTS

1. Town Administrator Report

Town Administrator Nicholson stated that his report is included in written form in Council Members' packets, and that he would be happy to answer any questions. Vice-Mayor Graham asked about the check to be remitted for the survey of the Hamlets of Round Hill; Mr. Nicholson stated that it will be signed by the Mayor this evening.

2. Town Planner/Zoning Administrator Report

This report was submitted in written form.

3. Mayor's Report

Vice-Mayor Graham reported on the recent TANV meeting, noting that two handouts provided by the Virginia Municipal League, and reviewed at the meeting, have been provided to Council Members. At the TANV meeting members of the VML spoke regarding a potential legislative program they want to highlight. In addition, an attorney was in attendance who spoke regarding the recent proffer legislation; Ms. Graham noted that his presentation was very thorough and informative, and in it he provided clear information regarding what municipalities are allowed to do in light of the legislation. Vice-Mayor Graham also reported that, prior to the meeting, she was able to drive through Lovettsville and see the new curb and gutter on Broad Way, which looks very nice. Councilperson Lyne noted that this curb and gutter is very similar to that which is planned for Main Street. The Vice-Mayor suggested that all Council Members visit Lovettsville and see those improvements. The next TANV meeting will be held in Haymarket. Mayor Ramsey noted that work he has been doing will be discussed in Executive Session. Mayor Ramsey reported that Staff continues to work on the Work Plan initiated at the Strategic Work Session; that plan will be provided at the January Town Council meeting.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham wished those in attendance a happy Thanksgiving. Councilperson Lyne noted that the undefeated Woodgrove High School football team will hold its first playoff game tomorrow evening.

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, specifically Town Council members, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1), and land development legislation requiring consultation with legal counsel, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(7); the Town Administrator and the Town Attorney are invited to attend. Following discussion, it was decided to invite the Town Planner/Zoning Administrator, as well.** Councilperson Lyne seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Prack absent. The vote is recorded as follows:

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

Mayor Ramsey declared that the Town Council is now in executive session, and called for a recess at 11:01 p.m.

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 Heston seconded the motion. There was no discussion, and no action was taken. A voice vote was held; the motion was approved 4-0, with Councilperson Prack absent. The vote is recorded as follows:

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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 12:45 a.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary