

**ROUND HILL TOWN COUNCIL
COMPREHENSIVE PLAN WORK SESSION
SPECIAL MEETING MINUTES
November 22, 2016**

A work session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Tuesday, November 22, 2016, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor (arrived at 7:40 p.m.)
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Frederick J. Lyne
Christopher J. Prack

Council Members Absent

Michael K. Minshall

Staff Members Present

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

Others Present

Sarah Etro
Clinton Chapman
Michael Hummel

IN RE: CALL TO ORDER& PLEDGE OF ALLEGIANCE

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

IN RE: ROLL CALL

Roll Call was held and it was determined that a quorum was present.

IN RE: PUBLIC COMMENT ON WORK SESSION AGENDA ITEMS

Vice-Mayor Graham opened the agenda to public comment, noting that the Mayor has allowed for public comment regarding the Comprehensive Plan to be heard during that discussion. There was no other public comment.

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

Councilperson Prack made a motion **to adopt the Agenda as presented**; Councilperson Heston seconded the motion. A vote was held; the motion was approved 3-0, with Vice-Mayor Graham not casting a vote as she was acting as Chairperson pro tempore, and Councilperson Minshall absent. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Comprehensive Plan

a. Chapter 5 – Heritage Resources & Community Character

Vice-Mayor Graham noted that she provided editorial comments for this chapter prior to this evening's meeting; Town Planner/Zoning Administrator Hynes stated that those comments were included, and that no policy changes resulted from their inclusion. Ms. Hynes also explained that Council is working from the April draft of the chapters under review this evening.

Following are comments and changes proposed for this chapter:

- 1) Councilperson Heston asked for verification of the circumstances surrounding the use of Ford's Store as the Town Office, as noted on page twenty-four, asking if the Town purchased the property, or if it was donated by the bank. Town Planner/Zoning Administrator Hynes stated that it is believed the Town purchased the property, but she will check to ensure that the language regarding this is correct.
- 2) In Section 4, on page twenty-five, Vice-Mayor Graham recommended including a notation stating that the list of Historic Buildings is *a partial list*. Mrs. Etro noted that this list, and the accompanying map, of historic buildings creates some confusion, and suggested renaming these, *Buildings Which Existed from 1900*. Mrs. Etro noted that the current notation suggests that the policies included in the Comprehensive Plan apply only to buildings on the list/map. Town Planner/Zoning Administrator Hynes explained that the Planning Commission devised this list utilizing information from the National Register District and The Story of Round Hill, by Mrs. Ann Thomas, with the intention being to highlight what existed when the Town was incorporated. Ms. Hynes stated that she will work with the Vice-Mayor to ensure that both the list and the map are correct. Upon Mayor Ramsey's arrival at the meeting, Vice-

Mayor Graham asked him how Ford's Store came to belong to the Town; Mr. Ramsey noted his impression was that it was donated, but that there possibly was a \$1.00 sales contract on the property. Vice-Mayor Graham noted a map which was untitled; Town Planner/Zoning Administrator Hynes will ensure that all maps are titled. There were no further comments on page twenty-five, and no comments on page twenty-six.

- 3) Mayor Ramsey noted that, on page twenty-seven, it was somewhat unclear to which set of buildings the policies might apply; additionally, there was no definition of an *historic building*. Town Planner/Zoning Administrator Hynes explained that the Planning Commission determined which buildings were to be included in this section by utilizing the Nation Register District list and specifying that buildings to be included are over fifty-years old. Mayor Ramsey suggested that, for the purposes of the Comprehensive Plan, an historic building be one which is identified as contributing on the map. Town Planner/Zoning Administrator Hynes stated that she will change this section to state more succinctly which buildings are included, and that she will update the Glossary to include a definition of an historic/contributing building. After further discussing of this section, the consensus of the Council was that the maps be referred to as the main source.
- 4) There were no changes to pages twenty-eight and twenty-nine.

b. Chapter 7 – Economic Development

Following are comments and changes proposed for this chapter:

- 1) Mayor Ramsey and Councilperson Prack noted areas in which policy was included in the narrative; Town Planner/Zoning Administrator Hynes is to ensure that policy is included only in the policy section.
- 2) Councilperson Lyne stated that wineries, breweries, etc., are not noted, on pages forty-three and forty-four, and suggested that these types of uses should be included; Town Planner/Zoning Administrator Hynes stated that she will draft language regarding these, and any other uses Council suggests, for inclusion.
- 3) Mayor Ramsey asked that the "bullet box" table, which was deleted from the document, be put back in.
- 4) Inclusion of elements of the Town's Streetscape Plan were discussed; this topic will be discussed further at a later date.

- 5) Section 7, page forty-four, regarding Lodging, was discussed next, with attention paid to the concept of a *boutique motel*, and if a motel is allowed in the PDCC district. It was the consensus of the Council to include the boutique motel use in the Comprehensive Plan, if the design is architecturally compatible. Town Planner/Zoning Administrator Hynes will ensure that it is included in the correct sections of the Plan.
- 6) Goal 1, beginning on page forty-six, was reviewed. There was discussion of Objective b, Strategy 2, which deals with various suggested studies; this led to discussion of the broader topic of studies included in the Comprehensive Plan. Town Planner/Zoning Administrator Hynes explained that the Parking Study referenced in various parts of the Comprehensive Plan will be conducted by Town Staff; Ms. Hynes also explained how various studies would be utilized. Mayor Ramsey noted that the information gathered by these studies could be reviewed by Council at its yearly retreat, if it is decided to continue holding a retreat.
- 7) There was discussion of the meaning of *contingency plans*, as noted in Goal 1, Objective c, Strategy 3, on page forty-seven. Under Goal 1, Objective d, Strategy 1, also on page forty-seven, Council decided to remove the phrase *a limited number of*.
- 8) On page forty-eight, Goal 1, Objective d, Strategy 6 discusses providing a taxi/shuttle service. Upon further review, Council determined that this type of service may not be necessary, and it was decided to remove this Strategy.
- 9) It was decided to strike Strategy 3, under Goal 2, Objective b, located on page forty-nine. Mayor Ramsey requested that language be included which encourages working with the owners of the Eastern Commercial District parcel, as is done in the Plan for the Western Commercial District; additionally, it was requested that less emphasis be placed on the Loudoun County Design Cabinet.
- 10) There was brief discussion of the phrase *to offer street life amenities*, found in Goal 3, Objective a, Strategy 1, on page forty-nine; it was determined that this refers primarily to outdoor seating.
- 11) The request was made that Town Planner/Zoning Administrator Hynes add verbiage regarding equestrian amenities available in Round Hill to language included on page fifty.
- 12) It was decided to add language to Goal 4, Objective c, Strategy 3, in order that the uses be more generalized, and not specific to the Old Furniture Factory Blue

Grass Jam music events. It was also decided to add music events held in the Town Park to this Strategy.

There was discussion of Round Hill's Sister City, and communication between the two towns. Mayor Ramsey provided a brief history of this relationship, and Town Planner/Zoning Administrator Hynes stated that she will try to encourage a proposed pen pal program for the elementary school students in the towns. Councilperson Lyne noted that Woodgrove High School students will be travelling to Budapest next year, and that it may be possible to send mementos to our Sister City with those students.

Mayor Ramsey called for a recess at 8:55 p.m.; the review resumed at 9:04 p.m.

c. Chapter 8 – Community Facilities

Following are comments and changes proposed for this chapter:

- 1) On page fifty-four, in Section 2, the second paragraph, it was decided to use the phrase *corporate limits* rather than *Town limits*.
- 2) There was discussion of the last sentence on page fifty-four, Section 2, dealing with the location inside the Town's limits of the Round Hill Volunteer Fire Department. It was determined that the paragraph should make clear that fire-fighting operations may be moved, in the future, to the Western Loudoun Sheriff's Office Substation site, but that community uses at the RHVFD's in-Town location may continue.
- 3) Language will be included in paragraph two, on page fifty-five, regarding the proposed Sleeter Lake Park, that makes clear the park will be jointly managed by the Town and Loudoun County.
- 4) In paragraph six, on page fifty-five, Philomont and Purcellville will be added to the list of community centers located at the old Round Hill Elementary School, while those centers were being renovated.
- 5) Mayor Ramsey asked that it be ensured that policy is not included in the narrative for this chapter.
- 6) It was requested that the school attendance maps be checked to ensure that the information regarding schools which serve Round Hill, as noted in Section 4, on page fifty-six, are correct.
- 7) There was discussion of the original text for this chapter, some of which was removed during earlier review, and if portions of that original text should be

reinstated. Following discussion, it was decided to include this additional narrative, particularly regarding the various parks noted in the chapter.

- 8) It was determined that the proposed Creekside commuter lot should be described as a *civic use – potential commuter lot*.
- 9) Town Planner/Zoning Administrator Hynes stated that a note will be added to this chapter stating that various uses included (such as proposed parks and commuter lots) are recommendations, but not necessarily included in plans at this time.
- 10) It was decided to add the Community Garden to the Community Facilities Map, with an additional Objective and Strategy included which would support this use and stipulate that this be reviewed yearly.
- 11) Town Planner/Zoning Administrator Hynes noted that she has added new data regarding tourism in Round Hill; this was done due to additional information provided regarding events held at the Stoneleigh Golf Club facilities.
- 12) There were no changes to pages fifty-eight, fifty-nine, sixty, and sixty-one.
- 13) On page sixty-two, Goal 4, Objective b, Strategy 5, was reworded thus:
Consider naming parks (removing the phrase all new), community facilities and new (adding the word new) streets after people or families who have served the Town of Round Hill in an exceptional manner.

There were no further changes to this chapter.

Council briefly reviewed the agricultural land which surrounds the Town, and its depiction on a related map.

The schedule for review of the Comprehensive Plan was discussed; Council Members were asked to submit comments for the upcoming chapters (Chapters 4, 9, and 10) in advance of the meeting of December 1, 2016. Council was also reminded of the importance of ensuring that a quorum is present for that meeting. Vice-Mayor Graham also noted that a County Comprehensive Plan update meeting will be held in Purcellville on December 5, 2016.

IN RE: COUNCIL COMMENTS

There were no Council Comments.

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 vacancy, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1), and land development legislation, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(7);** Councilperson Heston seconded the motion. A voice vote was held, the motion was approved 4-0, with Councilperson Minshall absent. The vote is recorded as follows:

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

Mayor Ramsey called for a five-minute recess at 9:04 p.m.

IN RE: EXITING CLOSED SESSION

Vice-Mayor Graham moved that **the Round Hill Town Council adjourn its closed session and convene its open meeting;** Councilperson Heston seconded the motion. A voice vote was held; the motion was approved 4-0, with Councilperson Minshall absent. The vote is recorded as follows:

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

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. A voice vote was held; the motion was approved 4-0, with Councilperson Minshall absent. The vote is recorded as follows:

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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:05 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary