

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
December 15, 2016**

A regular meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, December 15, 2016, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Frederick J. Lyne
Michael K. Minshall
Christopher J. Prack

Staff Members Present

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

Others Present

Deputy Moats, Loudoun County Sheriff's Office
Maureen Gilmore
Sarah Etro
Clinton Chapman
Jeff Lawrence
John Harris

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:41 p.m. Vice-Mayor Graham 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: COMMUNITY POLICING

Deputy Moats stated that he "just wanted to touch-base" with the Town Council regarding vehicle tampering incidents, most of which have occurred in the Early Avenue, Lee Drive, Hamlet Court and Main Street areas. A videotape of two suspects is available for viewing on the Sheriff's Office Facebook page, on You Tube, and on the Round Hill Neighborhood Watch page; Deputy Moats encouraged those in attendance to view the video, and to inform others of its availability. The Sheriff's Office is anxious to receive tips regarding these incidents; citizens may contact the Deputy directly, or may call the Sheriff's Office non-emergency number. Deputy Moats reminded attendees to lock their car doors, as the people who steal from cars simply try door handles until they find an unlocked vehicle. GPS units, cell phones, cash, and firearms have been stolen. There were no questions for the Deputy. Council thanked Mr. Moats for his presentation.

IN RE: PUBLIC COMMENT

Mayor Ramsey opened the meeting to public comment, noting that comment related to the Comprehensive Plan will be heard during discussion of the Plan. There was no non-Comprehensive Plan comment.

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

Vice-Mayor Graham asked that the following additions be made to the Agenda: Business Item #3 – Vulture Situation, and Action Item #3 – Request for Utility Credit. Town Administrator Nicholson noted that the resident requesting the Utility Credit is present at this evening's meeting, and asked if that could be heard as Action Item #1; Vice-Mayor Graham agreed to this change. Vice-Mayor Graham moved **that the Agenda be adopted with the changes noted**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. 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	Aye
Frederick J. Lyne	Aye

IN RE: APPROVAL OF MINUTES

a. November 3, 2016 Town Council Work Session Minutes

Vice-Mayor Graham noted that, on page five, under the section entitled "Land Use Committee, Comprehensive Plan – Land Use & Growth Management – Chapter 11," in the eighth line, a sentence begins as follows: *Discussion of the ensued...* Following discussion, it was decided that the phrase *of the* should be deleted from the sentence. Vice-Mayor Graham then moved **that the minutes be adopted, as amended**; Councilperson Heston seconded the motion. There was no discussion of the motion. A vote was held;

the motion was approved 4-0-1, with Councilperson Prack abstaining. 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	Abstain
Frederick J. Lyne	Aye

b. November 5, 2016 Town Council Strategic Planning Meeting Minutes

There were no corrections to these minutes. Councilperson Lyne moved **that the Town Council approve the November 5th Strategic Planning Meeting Minutes**; Councilperson Heston seconded the motion. There was no discussion. A vote was held; the minutes were approved 4-0-1, with Councilperson Prack abstaining. 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	Abstain
Frederick J. Lyne	Aye

IN RE: APPROVAL OF THE CONSENT AGENDA

There were no Consent Agenda items.

IN RE: ACTION ITEMS

1. Request for Utility Credit

Mayor Ramsey noted that materials pertinent to this issue are included in Council Members' packets. Town Administrator Nicholson asked Council Members to note the memorandum on the last page of the packet; this memorandum presents the request, Staff action, and citation of the section of Virginia Code which governs this issue. Mayor Ramsey reminded Council that a recently enacted Town policy gives the Town Administrator the authority to provide a credit for the sewer portion of a utility bill. The Mayor also noted that the policy states that no water charges will be adjusted, and that the Town Council will not consider appeals for "non-catastrophic leaks," with a catastrophic leak considered to be beyond 300% of normal usage. Mayor Ramsey stated that he wishes to review whether this qualifies as a catastrophic or non-catastrophic leak, and noted that the information provided seems to indicate that this is a non-catastrophic leak of less than 300% of normal usage. Mayor Ramsey then provided the homeowner an opportunity to speak.

Mr. William Heston, of 14 Main Street, then introduced himself, and noted that he was unaware of the existence of criteria for a catastrophic/non-catastrophic leak, as provided in this evening's review of the policy. Mr. Heston then stated that he has asked for an adjustment of his water bill for the following reason: on September 30, 2016, they left for an eleven-day vacation, unaware that a toilet was running; upon returning from the vacation, they received a message from Utility Billing Coordinator Chernoff regarding their water bill, which led them to find the source of the water leak and correct the problem. Mr. Heston noted that he and his spouse have lived in the Town for a number of years, during which time they have never had this type of problem, and are therefore asking for an adjustment to the unusually high total for their utility bill.

Vice-Mayor Graham stated that she spoke today with Ms. Chernoff, who assured Ms. Graham that every action taken by Staff complied with the Town's policy. Vice-Mayor Graham also noted her concern that allowing for an adjustment beyond that already provided by Staff would set a precedent for similar situations in the future.

Mayor Ramsey stated that Council may make a motion to approve an additional utility credit, or may refrain from making a motion, which would allow the matter to stand as it currently exists. There was no motion and no action by Council; therefore, Council did not consider the request.

2. Maintenance Bond Release – Phase II, Mountain Valley

Town Administrator Nicholson stated that a letter has been received from the Town's engineer, in which it is noted that all requirements have been met for release of the Maintenance Bond. Mr. Nicholson further noted that a Certified letter was sent by Mr. Kevin Rogers, of Round Hill Investors, LLC, on November 28, 2016, in which the request was made for release of this bond. Town Administrator Nicholson stated that the work covered by the bond has been completed, and the utility systems have been in-service since the summer of 2015; the Maintenance Bond has been in place for longer than the required one-year period, and there have been no issues with the utility system. Mr. Nicholson stated that the Town Engineer has recommended release of the Maintenance Bond. Vice-Mayor Graham then moved **that the Round Hill Town Council release Maintenance Bond No. 42bcst5293M, in the amount of \$9,544.20, for Phase II of Mountain Valley, as the one-year warranty period has expired and there are no remaining issues or problems with the utility system;** Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0. 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	Aye
Frederick J. Lyne	Aye

The bond was thereby released.

3. Resolution 2016-13 – Acceptance of Land Donation

Town Planner/Zoning Administrator Hynes provided background information on this item, explaining that it concerns the two and one-half acre parcel which adjoins the Town Park, and is accessible from Ballenger Way. Ms. Hynes further explained that the owner of the property would like to donate it to the Town of Round Hill, with no conditions on the donation. Town Planner/Zoning Administrator Hynes stated that she indicated that a small monument to the donor's father could be installed at a later date. Town Attorney Gilmore stated her recommendation to the Town Council that, as the donor is placing no conditions on the use of the parcel, it would be prudent for the Council to preserve its ability to use the parcel for other purposes which may arise in the future. Ms. Gilmore and Town Administrator Nicholson noted that the motion contained in Council Members' packets reflects the Town Attorney's recommendation. Vice-Mayor Graham then made a motion **that the Town Council accept a donation of land from the Lundeberg Family, as noted in Resolution 2016-13**; Councilperson Lyne seconded the motion. Mayor Ramsey called for discussion of the motion. Councilperson Minshall asked to clarify issues surrounding the costs incurred by the Town in acceptance of this donation of land; Mayor Ramsey stated that the costs to file necessary paperwork have been accounted for, and are within the amount currently contained in the budget for such items, thereby negating the need for a Budget Amendment. There was no further discussion. Mayor Ramsey then called for a voice vote; the motion was approved 5-0. 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	Aye
Frederick J. Lyne	Aye

Mayor Ramsey stated that he will execute the Resolution, and that he and Town Administrator Nicholson will execute the donation, if it is in compliance with the Resolution. Many Council Members remarked on the generosity of the donation.

IN RE: BUSINESS ITEMS

1. Tentative Town Council Meeting Dates

Council reviewed the proposed schedule for Work Sessions and Regular Meetings for calendar year 2017. Town Planner/Zoning Administrator Hynes explained that this is being presented so that Council may determine if any meeting dates may need to be changed. Town Administrator Nicholson stated that this is being presented for informational purposes, as the resolution to adopt the schedule will not be presented until the first January 2017 meeting.

2. Floodplain Ordinance – Update

Town Planner/Zoning Administrator Hynes explained that the Town is required to adopt an updated Floodplain Ordinance, which meets FEMA requirements, in order to continue its participation in the National Flood Insurance Program. Ms. Hynes explained that a model ordinance is being used in the preparation of Round Hill's updated ordinance. Ms. Hynes also explained that the deadline for completion and adoption of the updated ordinance is February 17, 2017; work on the update of the Comprehensive Plan took precedence, which explains the short turn-around time for this item. The Town Planner/Zoning Administrator explained that a Joint Public Hearing for the updated Floodplain Ordinance, involving both the Town Council and the Planning Commission, is scheduled for February 3, 2017; the Planning Commission is currently working on the update of the document. Mayor Ramsey stated that he wants to ensure Council is comfortable with this process, in lieu of the Planning Commission holding its own Public Hearing, followed by Town Council review of the Ordinance and holding of a separate Public Hearing. Town Planner/Zoning Administrator Hynes explained that Town Attorney Gilmore will review the ordinance; additionally, the Virginia Department of Conservation will conduct a preliminary review to ensure compliance with FEMA requirements. Councilperson Lyne asked if this schedule will provide ample time for review; Town Planner/Zoning Administrator Hynes stated that it will. Councilperson Lyne also asked what would result if the Public Hearing could not be held on the date currently scheduled (e.g., if it was postponed due to inclement weather); Mayor Ramsey and Ms. Hynes noted that a gap in coverage would exist if that happened. Councilperson Lyne asked if this would result in an existing policy being deemed invalid, or if it would mean only that new policies may not be issued; Town Planner/Zoning Administrator Hynes stated that she was unsure but would find that information. Councilperson Lyne stated that he is trying to determine the amount of risk which exists, if the ordinance is not adopted in a timely manner; Mayor Ramsey and Town Planner/Zoning Administrator Hynes stated that the risk is not particularly great, with Ms. Hynes explaining that everyone would be on a "two-week suspended list." Town Planner/Zoning Administrator Hynes explained that she completed this zoning ordinance update for the Town of Lovettsville, and is familiar with the process; therefore, she noted, she does not foresee difficulties.

3. Vultures

Vice-Mayor Graham presented this item. Ms. Graham explained that, per a citizen request made at the last Town Council Meeting, she contacted the Virginia Department of Agriculture – Wildlife Services regarding possible ways to discourage the vultures which roost in Round Hill; this is seen particularly in the large sycamore tree at the eastern entrance to the Town. Vice-Mayor Graham reported that she also spoke with the Engineer for the Town of Lovettsville, who has been dealing with a similar problem. The Vice-Mayor reported that any inexpensive solution to the problem does not last very long. However, Ms. Graham noted, the USDA could place an effigy in the tree, returning to determine if the vultures remain, or have moved to another area in the Town; if they have moved to another area in the Town, an effigy would then be placed in that area. The cost of this would be approximately \$4,000.00, with any unused funds returned to the Town. Vice-Mayor Graham stated that she feels the birds are a fact-of-life and should be seen in that light; Councilperson Prack also noted that the birds are a protected species. Mayor Ramsey asked Council Members to consider if they want funding for this program/project included in next year's budget; if so, Town Administrator Nicholson should be notified so the addition may be made. The topic can then be debated during the budget discussions. Mr. Ramsey also asked the Vice-Mayor to put her findings in written form for future use.

4. Comprehensive Plan

Mayor Ramsey provided a quick review of the Comprehensive Plan update items to be discussed this evening, noting that a review will also be held regarding any comments/edits which may not have yet been included. Mr. Ramsey also noted that the Town Attorney's comments were received today and have not yet been incorporated into the working copy for this evening's review. Mayor Ramsey stated that the goal is to approve a version to be advertised next Thursday. It was noted that grammar, spelling and punctuation may be changed administratively; however, any policy changes require that a Public Hearing be held. Mayor Ramsey asked Town Attorney Gilmore to ensure that policy changes are being handled properly. Mayor Ramsey and Town Planner/Zoning Administrator Hynes stated that they will ensure that the document published is correct for the purpose of the Public Hearing/receiving public comment. Vice-Mayor Graham asked if Town Planner/Zoning Administrator Hynes has included additional information; Ms. Hynes stated that changes to the narrative have all been made in accordance with Council Members' suggestions/requests, and that she will highlight those changes during this evening's discussion. Mayor Ramsey also noted that all chapters of the Comprehensive Plan will be reviewed once more, prior to holding the Public Hearing; this will allow for Council Members to make comments and/or suggestions. Councilperson Heston noted that some portions of the narrative contain definitions, but not all do; Ms. Heston requested that the inclusion of definitions be consistent throughout the document. Vice-Mayor Graham asked if the schedule in place for completing the update and holding the Public Hearing will provide enough time for citizen review of the Comprehensive Plan. Mayor Ramsey reviewed the schedule for advertisement prior to holding the Public Hearing, which shows

that the completed Comprehensive Plan will be available for public review from December 22, 2016 through January 5, 2017; many in attendance felt that the open meetings held to update the Plan, along with the advertisement schedule, has provided ample time for review. Vice-Mayor Graham recommended returning the Comprehensive Plan, with Town Council changes, to the Planning Commission for an additional thirty-day review. Town Attorney Gilmore noted that this action would necessitate the Planning Commission holding an additional Public Hearing. Mayor Ramsey stated that a joint Town Council/Planning Commission Public Hearing could be held; this action would push the schedule for adoption of the updated Comprehensive Plan to March 2017. Councilperson Lyne stated that he would prefer to keep with the current schedule, so that the Town Council may move forward with other business; Councilpersons Prack and Minshall agreed with this. Councilperson Heston stated her feeling that this process has been rushed, and noted that the entire, completed document is not available for review. Mayor Ramsey suggested that, for the present time, a version of the Comprehensive Plan be produced for consideration at the Public Hearing; however, Mr. Ramsey noted, that could change. Town Planner/Zoning Administrator Hynes explained that the only changes she is working on at this time are contained in the narrative, not in the Goals and Objectives; thus, no policy is being changed. Mayor Ramsey then suggested that Council proceed with this evening's review. Town Planner/Zoning Administrator Hynes explained additions made during the week. It was noted that the copy Council is working from this evening does not contain all the changes; additional copies containing updated information were provided.

a. Chapter 1 – Introduction

Following are comments and changes recommended for this chapter:

Section 1 – There were no changes.

Section 2 – Councilperson Heston noted that, at the top of page three, there is a paragraph which states, in part, "*The comprehensive Plan shall be general in nature...*," and asked if the current update is too detailed. Town Planner/Zoning Administrator Hynes noted that changes have occurred since the original Comprehensive Plan was written in 1993, and stated that the new proffer legislation will have a notable impact on future development; a more detailed Comprehensive Plan can provide guidance in dealing with these issues. Councilperson Heston stated that there are areas throughout the Comprehensive Plan which contain details which she feels are too specific, and noted that she will point those out during the discussion.

Sections 3, 4 and 5 – There were no changes.

Section 6 – Mayor Ramsey noted that information regarding various surveys was included, as previously requested. Councilperson Heston again raised the issue of

too much detail being included in this section. Town Planner/Zoning Administrator Hynes stated that she hopes to complete updated surveys every two years, so that future updates to the Comprehensive Plan will contain up-to-date information. In response to a question about the frequency of updates to the Comprehensive Plan, Town Attorney Gilmore stated that the Town is required to review the Comprehensive Plan every five years; additionally, Ms. Gilmore stated, the results of surveys contained in the Plan are not binding. Mayor Ramsey also noted that specificity in the narrative is a different issue than specificity in the policy, with the greater concern relating to policy which is too specific. Town Planner/Zoning Administrator Hynes stated that a Comprehensive Plan may be viewed as a "message to future Town Councils," in order to help provide guidance.

b. Chapter 2 – Public Participation

There were no changes made to this chapter.

c. Chapter 3 – Population & Demographics

The most notable change was to *Section 2: Financial Structure of the Town*, which Mayor Ramsey rewrote. Those changes were sent to Council Members. There were no comments on the changes.

d. Chapter 4 – Natural Resources

Town Planner/Zoning Administrator Hynes explained that the most notable change was in *Part 2: Opportunities & Challenges, Section 2: Stormwater Management*; the reference to a *majority of homes* was changed, with the word *majority* removed. Additionally, information from a survey conducted regarding stormwater runoff was included. Finally, a description of Sleeter Lake was included.

Goals, Objectives & Strategies for this chapter were also discussed. Upon advice from the Town Attorney, references to *consider amendments* were changed to *adopt amendments*. Additionally, Mayor Ramsey noted, a clarification was made to *Stormwater Best Management Practices*.

e. Chapter 5 – Heritage & Community Character

Town Planner/Zoning Administrator Hynes explained that *Section 4: Historic Buildings* is now entitled *Round Hill Circa 1900*. In response to a question from Vice-Mayor Graham, regarding Chapter 4, Town Planner/Zoning Administrator Hynes stated that updated maps, which correlate properly with the information in the chapter, will be completed and included in the final document. Council returned to discussion of Chapter 5, Section 4, with Mayor Ramsey explaining that the section has been reworded to reflect how Round Hill looked when it was incorporated in 1900; additionally, a new paragraph was added to reflect that other contributing buildings were constructed after 1900. Town Planner/Zoning Administrator Hynes explained

that a definition of *historic building* will be added to the Glossary; discussion ensued regarding how this definition should be worded. It was determined that it should be clear that the age of a building is not the only determining factor in its inclusion in this section, and that the term *contributing building* should be included in the definition. Finally, Ms. Hynes stated that she will ensure that the list of buildings found in the chapter will be notated as a *partial list*.

f. Chapter 6 – Housing & Community Development

Town Planner/Zoning Administrator Hynes explained that she is still working on obtaining updated numbers for the charts included in *Part 1: Background*; Mayor Ramsey suggested that she work from information regarding utility customers/accounts. Ms. Hynes also stated that she has included a note, located in *Section 3: Housing Demand*, regarding a study entitled "*A Basic Housing and Employment Data Projections Report*" currently being conducted by the County.

Under discussion of *Part 2: Opportunities & Challenges*, Town Planner/Zoning Administrator Hynes explained that she has made corrections requested regarding some language related to senior citizens. Mayor Ramsey noted that *Section 4: Maintenance of Homes*, and *Section 5: Community Development*, were added to provide additional narrative in support of the policy. Town Planner/Zoning Administrator Hynes explained that, to her, this information ties into the concept of "build-out." Ms. Hynes noted that 85% of Round Hill's land is currently built-out, and that two options currently exist for the Town: 1) a no-action build-out, which would not allow any further development in the Town; and, 2) an action build-out, which would require some changes to the Zoning Ordinance, in order to allow some in-fill construction. The Town Planner/Zoning Administrator explained that this information ties into information included in the Land Use Chapter of the Comprehensive Plan. The inclusion of *cluster development* was briefly discussed, with Town Planner/Zoning Administrator Hynes explaining that it was included by the Planning Commission in its update of the Plan, and that additions were made to the "Goals, Objectives and Strategies" to reflect its inclusion.

Council then turned to discussion of the *Goals, Objectives and Strategies*. Town Planner/Zoning Administrator Hynes explained that the two main changes made were to move discussion of nursing home facilities into the "*Greater Round Hill*" chapter, and to add discussion of cluster development, which was previously located in Chapter 10. Town Attorney Gilmore suggested the following change to Goal 1, Objective b, Strategy 2: *Require new neighborhoods or infill development projects to incorporate and (replacing the word *or*) support pedestrian-oriented amenities such as trails and sidewalks.* Town Attorney Gilmore also asked if "universal design" features will be mandated, under Goal 2, Objective a. Town Planner/Zoning Administrator Hynes asked if the Town's Zoning Ordinance may be amended to include universal design;

Ms. Gilmore stated that it may. Discussion of this ensued, with the Mayor and Council indicating their desire to encourage this concept, but not include it as a requirement. In keeping with this determination, Goal 2, Objective a, Strategy 1 will have the following wording removed: *Amend the Zoning Ordinance...* Town Attorney Gilmore suggested that, under Goal 2, Objective b, Strategies 6 and 9, the word *amend* be deleted. Under Goal 3, Objective a, Strategy 2, Ms. Gilmore suggested that the phrase *study and consider opportunities* be removed, and replaced with the word *allow*; discussion of this ensued, with it being determined to go forward to using the word *allow*. Councilperson Heston requested that language be included under Goal 2, Objective a which will take into account construction for special needs residents. Council discussed Goal 3, Objective b, Strategy 1, regarding compatibility in design and density of residential development with existing homes/buildings, with Councilperson Heston asking how compatibility in design would be determined. Mayor Ramsey noted that language in the Comprehensive Plan will guide changes made to the Zoning Ordinance; the Zoning Ordinance will provide specificity regarding design and density allowed.

g. Chapter 7 – Economic Development

Town Planner/Zoning Administrator Hynes reviewed changes made to the narrative portion of this chapter, noting that few changes were made to the Goals and Objectives. Ms. Hynes also noted that she recommends inclusion in this chapter of a policy regarding an agricultural incubator/accelerator, with a strategy which advocates with the County for this use to be located in/near Round Hill. Mayor Ramsey suggested that, if the site needs for this use are not yet completely clear, language such as *explore* or *evaluate* be included in the Comprehensive Plan, rather than *advocate*.

The Goals, Objectives and Strategies were then discussed. Town Planner/Zoning Administrator Hynes explained that Goal 2, Objective a, Strategy 1, which deals with the Central Commercial District, is mirrored by Goal 2, Objective b, Strategy 1. Town Attorney Gilmore recommended rewording Goal 1, Objective d, Strategy 2, as its current language is counter to State law, with Mayor Ramsey explaining concerns regarding unwanted uses which could occur. Some minor changes to verbiage in various Goals, Objectives and Strategies in this chapter were decided upon.

h. Chapter 8 – Community Facilities

Under *Section 3: Parks and Recreation*, in the first paragraph, it was decided to use the phrase "*to share the site,*" regarding the two parcels which make up the Town Park on East Loudoun Street. There was discussion of where to include information regarding a possible future child care facility, with it being determined to include it as a use under a *Future Community Center* section. There was discussion of items to be included in a Town Capital Improvements Program, including the new water tank and possible internet providers.

The Goals, Objectives and Strategies for this chapter were then discussed, with Town Planner/Zoning Administrator Hynes providing an overview of changes previously made. Various changes to verbiage were made.

i. Chapter 9 – Public Utility System

Various changes and/or additions to verbiage in this chapter were discussed. Mayor Ramsey noted that *Part 4: Opportunities & Challenges* was edited in order to provide a more concise narrative. Mayor Ramsey also requested that maps included in each chapter are referenced in the narrative portion of the chapter.

Mayor Ramsey provided a recap of changes already made to the Goals, Objectives and Strategies section.

j. Chapter 10 – Transportation

Town Planner/Zoning Administrator Hynes provided a review of changes previously requested, and already made, including the creation of separate sections for the Main Street Enhancement Project and the Franklin Park Trail Project, and the information included regarding the potential commuter lot. Ms. Hynes asked for further input on how to most correctly present the information in this chapter. Discussion then turned to the requirement for VDOT review of this chapter, the time frame allowed for that review, and how that could impact the Public Hearing required prior to adoption of the updated Comprehensive Plan. Finally, it was noted that all changes related to the Goals, Objectives and Strategies involve changes to the maps, with the updated maps not yet available for review.

Mayor Ramsey called for a brief recess at 10:21 p.m., with the meeting reconvened at 10:32 p.m.

k. Chapter 11 – Land Use and Growth Management

Mayor Ramsey and Town Planner/Zoning Administrator Hynes explained that *Section 1: Introduction* has been rewritten, with Ms. Hynes explaining her aims in rewriting the section. Changes to verbiage were discussed, and edits were made to *Section 5: Western Commercial District* and *Section 6: Light Industrial Land Use*, with it being noted that Section 6 was moved into this chapter from a different chapter in the Plan.

The Goals, Objectives and Strategies were then discussed, with various changes to language made. Town Planner/Zoning Administrator Hynes explained that Goal 3, Objective b, Strategy 3 was moved from a different area in the Comprehensive Plan. Ms. Hynes also discussed uses which have been removed. There was discussion of possible uses which could occur in the Light Industrial District, and if residential uses should be considered for that parcel. Town Attorney Gilmore pointed out Strategies which, in some instances, conflict, and provided a possible solution for this issue. It was decided to strike Goal 3, Objective c, Strategies 3 and 4.

The *"Specific Land Use Policies for Round Hill Commercial Districts, Section A – Eastern Commercial District – Specific Planning Policies"* were then reviewed. Mr. Clint Chapman referenced Items 10 a and d, dealing with 24-hour operations and allowable square footage of buildings, respectively; discussion ensued regarding possible changes to these items, as well as what Council wishes to encourage as uses at that parcel. In Item 10d, it was decided to retain the 75,000 square feet limit for a single building in the Eastern Commercial District. Item 14, which deals with a possible mixed-use being considered for the Eastern Commercial District, was discussed at length; Mr. Chapman, of the Round Hill Partners Group, a possible developer at the site, was asked to provide input. Council Members were asked for their opinions regarding allowable uses, as put forth by this potential developer, for the parcel; some Council Members voiced the opinion that the parcel should be kept solely for commercial use, as it is currently zoned, while others were amenable to a mixed-use for the site, with restrictions place on the amount of residential development allowed. Mayor Ramsey noted that a change to mixed-use would require a Zoning Ordinance amendment, which could result in restrictions on the residential development. Town Attorney Gilmore stated that a zoning district should not be created for a specific client. An update to the Town's Zoning Ordinance, the method by which that would be reviewed by Council, and any possible rezoning of the Eastern Commercial District were discussed; attention was paid to how parking issues and other concerns in the Central Commercial District could impact development at the Eastern Commercial District. Ways to move forward in regards to these sites were discussed, including goals for the Planning Commission in its work for the coming year. Town Attorney Gilmore also noted that uses which are by-right, and uses which require a special exception, may both be included in these districts. It was ultimately decided to allow for a mixed-use at the Eastern Commercial District parcel, with the Town Planner/Zoning Administrator and the Town Attorney working on language to be included in the Comprehensive Plan which will ensure the desired mix of residential to commercial development.

"Specific Land Use Policies for Round Hill Commercial Districts, Section B – Central Commercial District – Specific Planning Policies," and *"Section C – Western Commercial District – Specific Planning Policies,"* were briefly discussed. A minor change to verbiage to the Central Commercial District section was made; no changes were made to the Western Commercial District section.

It was decided to move the section entitled *"Specific Land Use Policies for Round Hill Residential Districts"* to the Housing chapter.

The *"Town of Round Hill Land Bays Map"* section was discussed next, with the following changes made: no commercial or industrial uses will be allowed in Area 1; Areas 3 and 4 will be merged. Minor changes to verbiage were made, particularly

removal of the term "*bookends*." There was lengthy discussion of the property at 8 East Loudoun Street, with Mrs. Sarah Etro, who resides on East Loudoun Street, requesting that language be included in this portion of the Comprehensive Plan which would ensure that potential commercial uses not encroach on residential properties there; Ms. Etro suggested the use of a "*Such As*" list in this section. Area 9, which includes vacant parcels currently being used as a community garden, was discussed; it was requested that language be included which would allow either residential or civic uses for these parcels. The addition of the phrase "*or other civic use*" was added to the policy section for Area 10.

j. Chapter 12 – Greater Round Hill Area

Town Planner/Zoning Administrator Hynes explained changes made to "*Section 2: County Growth Management Policies*," regarding agricultural rural zoning, as well as the rationale for these changes. Town Attorney Gilmore provided new wording for the section entitled "*Principles of Growth & Development beyond the Town Boundary*." There was a minor change to Goal 2, Objective a, Strategy 5. The "*Description and Zoning*" item in the "*Greater Round Hill Area Land Bays Map*" was reworded.

The Town Council review of the updated Comprehensive Plan was complete. Mayor Ramsey commended the Council for its efforts, and suggested that all Departmental Reports be presented as written, with any questions being addressed with Staff at another time. Vice-Mayor Graham asked to clarify action required for a computer program expenditure; it was decided to take up that issue at the January work session. Mayor Ramsey reviewed the schedule going forward regarding the updated Comprehensive Plan: advertisement of the Public Hearing will begin on December 22, 2016, with the Public Hearing being held on January 5, 2017. The Council's regular work session will be held on January 5th, directly after the Public Hearing.

IN RE: COUNCIL COMMENTS

Councilperson Heston wished everyone a happy and safe holiday. Vice-Mayor Graham reported that she recently attended a public forum on the update of the County's Comprehensive Plan. Councilperson Lyne and Mayor Ramsey also wished those in attendance a happy holiday.

Mr. Chapman commended the Council for its work on the update of the Comprehensive Plan, on behalf of the Round Hill Partners Group.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 12:19 a.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary