

**ROUND HILL TOWN COUNCIL
SPECIAL MEETING MINUTES
January 10, 2017**

A Special Meeting was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Tuesday, January 10, 2017, at 7:00 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

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

Staff Members Absent

Buster Nicholson, Town Administrator

Others Present

Sarah Etro
Clinton Chapman
Betty Wolford
Andrew Christensen

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:07 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

A quorum did exist, as all Council Members were present.

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

Mayor Ramsey stated that there is only one item on this evening's Agenda – final adoption of the Comprehensive Plan. Mr. Ramsey recommended that Town Planner/Zoning Administrator Hynes provide a report on the state of the Plan, explaining any outstanding corrections which may exist,

followed by discussion of Ms. Etro's written comments; finally, any Council comments which have not yet been incorporated will be considered. Town Planner/Zoning Administrator Hynes then provided her report, beginning by introducing Andrew Christensen, who has created the maps for the Comprehensive Plan. Ms. Hynes explained that the document is broken down into chapters on her computer, and the maps are provided as PDF files; over the past twenty-four hours she has tried to "thread together" the chapters and the maps on her computer, however, the large maps files have overwhelmed the computer. Town Planner/Zoning Administrator Hynes explained that her goal is to have one unified document. Mayor Ramsey asked to clarify that ensuring that the maps are integrated into the document, and that page numbers and the Table of Contents are correct constitutes a formatting problem only; Town Planner/Zoning Administrator Hynes stated that that is correct, and noted that, if a map is missing in the Comprehensive Plan, that is due to a formatting issue. Mayor Ramsey stated that correcting this issue is well within the scope of issues which are considered administrative changes, and would not preclude adoption of the Comprehensive Plan at this evening's meeting. Councilperson Heston asked if there is a "Plan B," in the event the on-line version of the Plan cannot be configured; Ms. Hynes stated that she and Mr. Christensen will work together to ensure that the final document is configured correctly. Mayor Ramsey stated that ensuring the maps are included in the correct chapters is most important, and that the Plan may be accessed as thirteen "mini documents," if necessary. Mr. Ramsey also explained that editorial changes, such as correcting typographical errors, may be done administratively, as long as content/policy is not changed. Town Planner/Zoning Administrator Hynes explained that incorporation of Ms. Etro's comments remains to be done, as well as inclusion of any additional Council comments. Vice-Mayor Graham asked about inclusion of footers on each page; Town Planner/Zoning Administrator Hynes explained that they will be included when the document is broken down into individual chapters. Mayor Ramsey noted that written comments from Ms. Etro, and comments made at the Public Hearing, were provided to Council Members via e-mail. Council Members will not review the Comprehensive Plan chapter-by-chapter this evening, Mayor Ramsey stated, but will indicate, individually, if they have any requests for changes. Mayor Ramsey then polled each member of the Council. Councilperson Minshall had no comments. Councilperson Heston expressed concern regarding *Chapter 11, Part 1, Eastern Commercial District, Item #14*, regarding mixed-use. Ms. Heston provided the following reasons for her concerns regarding this provision: 1) the proffer calls for that parcel to be commercial only, although it is understood a proffer may be changed; 2) two of the surveys referenced in the Comprehensive Plan indicate that residents wish for the parcel to remain a commercial use; 3) the Eastern Commercial District is the only remaining undeveloped commercial area in Round Hill, with little likelihood that additional commercial properties may be available in the future; and, 4) the recently enacted proffer legislation may make possible negotiations for future proffers difficult or impossible, providing the Town with little say regarding the type of development which may occur there. Councilperson Heston stated her belief that there are too many unknowns surrounding this possible use; additionally, Ms. Heston stated her feeling that allowing for a mixed-use at the site is not listening to what constituents want to see at the site. Councilperson Heston stated that she does not feel comfortable with this potential change, and would like to see the Eastern Commercial District remain completely commercial. Discussion of this ensued, with Councilperson Minshall noting

that the provision says only that the Town *may consider* a mixed-use, and Vice-Mayor Graham asking if Councilperson Heston wishes to strike *Item 14*; Councilperson Heston stated that she would like to have Item 14 stricken, as she would prefer not to have mixed-use included in the Comprehensive Plan at this time. Councilperson Lyne noted that this issue was previously discussed, at which time it was determined that the Council's position on a mixed-use at the site was set. Councilperson Lyne also remarked that, from his understanding of the proffer law, the zoning district the Town would create for the parcel would provide protections to the Town in its efforts to control what would be located in that area. Councilperson Heston replied that a definition of *new residential* exists, as put forth by the General Assembly in the proffer legislation; Ms. Heston noted that she brought a copy of that definition with her this evening, and questioned how much protection the Town may find, under the definition, even in its creation of a new zoning district. Mayor Ramsey stated that the new legislation applies to proffers only, and that Town Attorney Gilmore recommended including desired regulation in the Zoning Ordinance. Councilperson Heston stated that, above and beyond the issue of the Zoning Ordinance, constituents have expressed their desire that the parcel be used for commercial development only, and Council Members are here to represent their constituents; therefore, Councilperson Heston stated, she cannot vote for a mixed-use situation at that property. Mayor Ramsey noted that, as the Comprehensive Plan states the Town *may consider* a mixed-use at the site, ample opportunity will be provided for consideration of the use, due to the requirement that a zoning ordinance amendment be adopted, and that the rezoning process be followed. Councilperson Heston indicated her understanding of that process, but reiterated her opposition to allowing a mixed-use at the Eastern Commercial District at this time. Mayor Ramsey asked Councilperson Heston if there were any other items she wished to discuss; Ms. Heston stated that this is the only item she is uncomfortable with. Vice-Mayor Graham stated that, in part, she agrees with Councilperson Heston that the parcel should remain commercial; however, Ms. Graham noted, safeguards have been put in place to guide any potential mixed-use at the site. Mayor Ramsey noted that the process governing this potential change in use will provide for thorough debate. Additionally, Mr. Ramsey noted, the item in the Comprehensive Plan only provides for the possibility of the use. Councilperson Minshall asked to clarify that Councilperson Heston may be open to the possibility of this use in the future; Ms. Heston stated that she may, but feels it should not be included in this Comprehensive Plan. Mayor Ramsey asked Vice-Mayor Graham if she had any further comments; she did not. Councilpersons Prack and Lyne had no further comments. Mayor Ramsey stated that he is happy with the completed Plan. Mr. Ramsey noted that he reviewed the track changes from the December 15th version of the Plan, and feels that Town Planner/Zoning Administrator Hynes did a lot of good work in bolstering the narrative in a number of places; those changes, Mr. Ramsey stated, made the Comprehensive Plan a much stronger plan. Mayor Ramsey stated that there were no specific changes he wished to make. Mayor Ramsey then called for review of comments provided by Ms. Etro, a printed version of which is included in Council Members' packets. Ms. Etro explained her comments, as follows: 1) under the *Land Bays Map* section of the *Land Use* chapter (Chapter 11), *Area 3 – North Main Street*, the change suggested helps to ensure that development of a parking plan by the Town would not be tied to land development applications; 2) the previous comment also applies to the following *Policy A*; and, 3) regarding allowable uses

in a transition area, include home-based businesses while making clear that retail uses will not be entertained, using the phrase *and similar uses* in order to provide flexibility regarding policy – this suggestion is specific to 8 East Loudoun Street, and has been devised to ensure that retail uses are contained and not allowed to move further down the block. Brief discussion of these ideas ensued, with the consensus of Council Members being that they are comfortable with these changes. Mr. Clinton Chapman asked which version of the Comprehensive Plan – the electronic or the paper copy – is being considered this evening. Mayor Ramsey explained that the version found on the Town's website was the version which went to public comment; the changes presented at the Public Hearing were fully incorporated into the version provided as a hard copy to Council this past Friday, which is under consideration this evening. Mr. Chapman noted his concern regarding the amount of additional narrative added to the Economic Development chapter, specifically to the section regarding the Eastern Commercial District. Mayor Ramsey explained that narrative was added to various areas of the Comprehensive Plan, not just this particular section; additionally, Mr. Ramsey explained that changes to narrative do not affect policy. Councilperson Lyne further noted that most of the additions made were done to include survey data. Mayor Ramsey explained that Council found some of the narrative divorced from the policy sections, and requested additional narrative to support policy. There was no further comment.

IN RE: ACTION ITEMS

1. Draft 2017 Comprehensive Plan Vote

Councilperson Lyne moved **that the Round Hill Town Council adopt Resolution 2017-01, adopting amendments to the Town of Round Hill Comprehensive Plan, including comments submitted by Sarah Etro, Nos. 1, 2, and 3, as discussed and agreed upon at the meeting tonight.** Councilperson Heston and Vice-Mayor Graham noted that the complete title of the Resolution should be read in making the motion. Councilperson Lyne then corrected his motion thus: **Adopting amendments to the Town of Round Hill Comprehensive Plan, under the new title "The 2017-2037 Comprehensive Plan," as authorized by Code of Virginia of 1950, as amended, §15.2223, et seq.** Mayor Ramsey reiterated that the motion includes comments provided by Ms. Etro this evening, but that the Plan is otherwise exactly as presented this evening in paper form and sent electronically to Council Members this past Friday. Vice-Mayor Graham seconded the motion. There was no further discussion of the motion. A voice vote was held; the motion was approved 4-0-1, with Councilperson Heston voting no. The vote is recorded as follows:

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

Mayor Ramsey stated that the Comprehensive Plan is hereby adopted. Mayor Ramsey directed Staff to incorporate Ms. Etro's comments, and to correct formatting and typographical errors. It was requested that a clean copy be ready for the regular Town Council meeting scheduled for January 19, 2017. Town Planner/Zoning Administrator Hynes stated that she will ensure a corrected copy is available on-line, as well. Ms. Hynes also stated that all three copies of the Comprehensive Plan considered recently are available on the Town's website, including the Public Hearing version, the red-line track changes version, and the version voted upon this evening.

IN RE: COUNCIL COMMENTS

Councilperson Prack noted that he has personally been involved in the Comprehensive Plan update process for several years, and he thanked everyone for the time and effort put into the update during his absences due to personal business. Mr. Prack thanked everyone, stating that they did an excellent job and that he commends them. Councilperson Lyne thanked Town Planner/Zoning Administrator Hynes, Town Staff, and the Planning Commission for doing a great job. Mayor Ramsey commended Staff, especially Ms. Hynes, and thanked Mr. Andrew Christensen, who served as an intern. Mr. Christensen thanked Council for the opportunity, stating that he learned a lot from the process, which provided him with much needed practice, as most of his work thus far with maps has been on an academic basis. Mr. Christensen stated that "this has been a great experience. I appreciate the opportunity." Mayor Ramsey noted that the Town benefitted from his learning, as well. Mayor Ramsey stated that this has been a long road, and that now the Town will proceed to implementation.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 7:43 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary