

**ROUND HILL TOWN COUNCIL
SPECIAL MEETING MINUTES
January 5, 2017**

A Special Meeting was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, January 5, 2017, at 7:00 p.m.

Council Members Present

Scott T. Ramsey, Mayor (arrived at 7:14 p.m.)
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

Clinton Chapman
Rachael Holmes
Paul King
Carolyn Thomas
Rodion Iwanczuk
Michael Hummel

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

IN RE: ROLL CALL

Vice-Mayor Graham stated that, with five Council Members present, a quorum did exist.

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 5-0. 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	Aye
Christopher J. Prack	Aye

IN RE: NOTATION THE PUBLIC NOTICE REQUIREMENTS HAVE BEEN MET

Town Planner/Zoning Administrator Hynes reported that this evening's Public Hearing for the update of the Comprehensive Plan was advertised in The Purcellville Gazette on December 22 and 29, 2016; additionally, a third advertisement appeared in today's edition of the same newspaper noting that the Public Hearing is being held this evening, with a vote on the adoption of the Comprehensive Plan scheduled for January 10, 2017. Notice was also placed on Facebook and the Town's website, and a press release was provided. Town Planner/Zoning Administrator Hynes also reported that Town Attorney Gilmore stated that advertising requirements had been met.

IN RE: OPEN PUBLIC HEARING

a. Conflict of Interest Disclaimer

There were no Conflicts of Interest.

b. Summary of 2017 Comprehensive Plan by the Town Planner

Town Planner/Zoning Administrator Hynes provided a brief overview of work done on the update of the Comprehensive Plan, which has been ongoing since autumn 2014. This work included: conducting public surveys; holding public input sessions; conducting studies in order to collect pertinent information; thorough review by the Planning Commission, during which Objectives, Goals and Strategies were developed and narrative in support of those was drafted; a Public Hearing held by the Planning Commission in October 2016, during which the Commission voted to recommend adoption of the Plan to the Town Council; and, review by the Town Council, which occurred within ninety-days of the Planning Commission's recommendation, as required by the State of Virginia. Key elements of the updated Comprehensive Plan, which were not included in the previous Plan, were: strategies to enable Round Hill to become a member of the Appalachian Trail Community and Tree City, U.S.A.; strategies to reduce stormwater impacts and to prioritize community stormwater solutions; removal of strategies to provide for an Architectural Review Board and related architectural requirements in the historic district; strategies which would encourage the formation of a historic preservation committee, and would provide non-binding guidelines for refurbishment of historic buildings in Round Hill; inclusion of concepts related to senior/affordable/workforce housing; consideration of allowing accessory dwellings; inclusion of a "live-work" option, which would allow for a resident to work and live in the same building; including support of bed and breakfast establishments in order to encourage tourism; inclusion of language to promote Sleeter Lake Park as a passive recreational facility; inclusion of strategies which would allow for

the proffered Creekside Park to be brought into the Town limits, to allow the Town to have control over its design and zoning; providing support for developing new water sources in order to meet 100% of the Town's projected future utility service needs, and support of construction of the southern water tank; support for completion of the Main Street Enhancement Project, and support of the Main Street Greenway, which would provide for a pedestrian loop around the Town; support for the completion of the Franklin Park Trail; support for the concept of a future commuter lot; consideration to possibly allow mixed-uses in the Eastern Commercial District; consideration of conducting boundary line adjustments which would allow for existing neighborhoods to be brought into the Town's limits; the inclusion of Land Bays, which allows for the study of specific areas in Town, so that specific land use policies may be developed; and, inclusion of Land Bays in the Greater Round Hill Area, to allow the Town to provide input on possible uses in these areas, which are located outside the Town limits. Town Planner/Zoning Administrator Hynes explained that the updated Comprehensive Plan differs from the previous Plan in that Goals and Objectives are located at the end of each chapter, and that a Public Participation chapter and Glossary were included. Ms. Hynes noted that the Comprehensive Plan will carry on to future Town Councils and will help provide guidance for those Councils. The Town Planner/Zoning Administrator also noted that she recommends implementation of an annual Action Plan; this will help ensure that various elements of the Comprehensive Plan are carried out, will assist with development of each year's budget, and will provide for an annual report to residents. Implementation of these steps will assist in future updates of the Comprehensive Plan.

Mayor Ramsey asked if there were any questions for the Town Planner. Councilperson Minshall asked to clarify that residents from both inside and outside the Town limits did have the opportunity to provide input. Town Planner/Zoning Administrator Hynes stated that she worked to ensure that all residents, both inside and outside the Town limits, were provided with the opportunity to ask questions and note any concerns they may have had. Ms. Hynes noted that it was refreshing to see the number of people who live outside the Town limits who participated.

c. Open the Public Hearing to Public Comment by Speakers Present

Mayor Ramsey then opened the Public Hearing to comments from members of the public.

Mr. Clinton Chapman spoke, beginning by commending the Council on its hard work, and on the progress made on the update of the Comprehensive Plan. Mr. Chapman stated that he went on-line yesterday and printed sections of the Comprehensive Plan of particular interest to him; upon arriving at this evening's Public Hearing, he found that additions were made to some of those sections. Mr. Chapman stated that this is not intended as a criticism of Staff, as he realizes they have worked very hard on this update. The changes he noted include an addition made to the *Economic Development* chapter, Section Three, page forty-six, regarding the Eastern Commercial District; this addition is as follows: *The 2015 Public*

Input Survey asked residents what type of shopping center they wanted in Round Hill. The results found that 48% of respondents want a lifestyle shopping center. Mr. Chapman stated that he is unsure what a "lifestyle shopping center" means, although, as he noted, a definition is included in the Comprehensive Plan. Mr. Chapman further stated that he was uncertain why that additional information was included at this point in the review process. Town Planner/Zoning Administrator Hynes explained that the survey results showed that residents do not want Round Hill's shopping center to be like one which could be located anywhere, but prefer a shopping center which could be a destination in itself; Ms. Hynes stated that she added data from the surveys to support this. Mayor Ramsey noted that this is not policy, but simply reflects information gleaned from public input. Mr. Chapman then referenced the next paragraph in this section, which refers to a 2015 survey; Town Planner/Zoning Administrator Hynes explained that additions to this paragraph also reflect data added to support residents' wishes for development at this site. Mr. Chapman then asked about Section Two, page forty-seven, which references the Loudoun County Design Cabinet's recommendations for development at the Eastern Commercial District, raising concerns about the level of input the Design Cabinet seems to have had regarding the development of the site. Councilperson Heston noted that this language was also included in the 1993 Comprehensive Plan, and thus does not represent a change. Mayor Ramsey then summarized Mr. Chapman's comments, to ensure that his concerns have been understood correctly, stating that the addition of survey data to the version of the Comprehensive Plan update provided to the public represents his main area of concern.

Mr. Rodion Iwanczuk, of the Loudoun County Department of Planning and Zoning, then spoke. Mr. Iwanczuk stated that the draft Comprehensive Plan was circulated to several County departments, to the Sheriff's Office, and to Fire and Rescue; no comments were received regarding the Sheriff's Substation and potential annexation of the site. Mr. Iwanczuk noted that the *Housing and Community Development* section of the updated Comprehensive Plan refers to the 2006 ACON Study; a new study has been completed and will be presented to the Board of Supervisors next week. Mayor Ramsey stated that the Council and Town Staff were aware of the pending update of the study, but did not reference it in the Comprehensive Plan, as it had not yet been released. Mr. Iwanczuk suggested that, in the *Greater Round Hill Area* chapter, under *Part 3: Guiding Principles & Policies, Item 4) Principles of Growth & Development beyond the Town Boundary, point "a"* be revised by removing the second sentence. Town Planner/Zoning Administrator Hynes stated that the suggested change is reflected in the current draft of the document. Mr. Iwanczuk noted that the Board of Supervisors has the sole decision-making authority for areas outside the Town limits.

Ms. Sarah Etro, of 11 East Loudoun Street, spoke, noting confusion which seems to exist regarding the date of the draft Comprehensive Plan under review this evening. Ms. Etro also stated that she appreciates how much time has been spent in this review, noting that she has attended the meetings and appreciates, as a citizen of the Town, the hard work and

thoughtfulness which has gone into this update. Ms. Etro also recognized the hard work done by the Planning Commission, in gathering all the public input and going through the public participation process, and then pulling all that information together in order to present a draft to the Town Council. Ms. Etro noted that this update has taken hard work, has been time-consuming, and has dealt with a number of conflicting issues; she stated that she appreciates all the Town officials involved who put much effort into this update. Ms. Etro also indicated her appreciation that, "you're so carefully thinking about how to plan for the Town." Ms. Etro stated that she especially appreciates the opportunity afforded to her to provide comment and input throughout the process, and thanked the Council for making some modifications based upon her input. Ms. Etro stated that she was unable to pick-up a hard copy of the Plan, and was unsuccessful in finding the Comprehensive Plan on-line, for her review; therefore, she asked if she could provide comments in writing prior to the vote scheduled for January 10, 2017. Ms. Etro stated that she was in attendance at the December 15, 2016 meeting, at which the Town Council concluded its review of the updated Comprehensive Plan, and was very comfortable with the Plan at that time; however, she realized there may be additional changes. Ms. Etro again thanked the Council.

Town Planner/Zoning Administrator Hynes explained three areas on the Town's website through which the updated Comprehensive Plan may be accessed. Ms. Etro noted that she was physically unable to come to the Town Office during business hours to obtain a paper copy of the plan, but was not stating that it was unavailable to her. Town Planner/Zoning Administrator Hynes stated that the draft of the updated Comprehensive Plan under consideration this evening is the Plan found on the Town's website, which is dated December 22, 2016. Mayor Ramsey noted that administrative updates were made to the December 22nd Plan, which is available this evening as a document dated January 5, 2017; these updates reflect changes made to formatting, punctuation, and capitalization, but are not changes to policy. The Mayor reminded Council Members to review the document carefully, to ensure that only administrative changes have been made. Town Planner/Zoning Administrator Hynes reiterated that she only made administrative changes.

Mayor Ramsey thanked Ms. Etro for her assistance and input with the update of the Comprehensive Plan. Ms. Etro noted that, in carrying out her current work duties, she no longer has the opportunity to do planning, and that she enjoyed participating in this planning.

There was no further Public Comment.

d. Reading of Written Comments Submitted to Town Council

Town Planner/Zoning Administrator Hynes stated that she has received only two written comments. The first comment resulted from an e-mail and subsequent phone conversation with County Representative John Merrithew regarding the map for inclusion

in *The Greater Round Hill Area* chapter; this map has been taken from "The Round Hill Area Management Plan," as a GIS map for this area is not available. Ms. Hynes then read the comment, which follows: *"Referencing the area as 'The Greater Round Hill Area' will avoid confusion, but it's safe to report the Round Hill Area Management Plan applies, but has not been updated since 1990, and to some extent may be superseded by your Revised General Plan."* The Town Planner/Zoning Administrator explained that, as noted in chapter twelve, the Round Hill Area Management Plan was put in place first, and was followed by the Revised General Plan; however, as the Revised General Plan is more recent, the Round Hill Area Management Plan could be contradicted by that later plan. Mayor Ramsey further explained that, where contradictions exist, the Revised General Plan would supersede the Round Hill Area Management Plan. Additionally, Mr. Merrithew pointed out that two documents no longer exist, *The Rural Land Management Plan* and *The Resource Management Plan*; reference to those documents has been deleted from the updated Comprehensive Plan.

e. Comments and Questions from Town Council Members

Mayor Ramsey asked if the Comprehensive Plan has been sent to VDOT for review, and asked for the status of that review. Town Planner/Zoning Administrator Hynes reported that the Plan has been sent; however, she is uncertain when VDOT comments will be received. Ms. Hynes recommended that the Comprehensive Plan be adopted "as-is;" if comments are received from VDOT, the Transportation chapter may be amended at a later time. Mayor Ramsey asked if all changes have been completed, except for comments received this evening; Town Planner/Zoning Administrator Hynes explained that Town Administrator Nicholson is still working on editing for spelling, punctuation and grammar. Mayor Ramsey requested that a copy with all track changes included be made available prior to the weekend for Council review. Councilperson Lyne asked Staff how it will be ensured that the document is "totally frozen;" i.e., how is it ensured that a document is "locked down." Town Administrator Nicholson stated that it is stored on-line as a PDF, with a paper master copy located in the Town Office. Mayor Ramsey stated that the document should be "locked down," with no further textural changes, by the end of the week, therefore ensuring that the document reviewed by Council prior to January 10th will be the document voted on at the meeting of January 10th. Doing so, Mr. Ramsey noted, will ensure that no changes, other than cosmetic ones, are made after adoption of the Plan. Councilperson Heston asked that page numbers be included in the Table of Contents; Town Planner/Zoning Administrator Hynes stated that that will be the last edit she makes. Vice-Mayor Graham commended Town Planner/Zoning Administrator Hynes, and the Planning Commission, for their work on the update of the Comprehensive Plan; Ms. Graham noted that areas were included which she would not have thought of including in the Comprehensive Plan. The Vice-Mayor also thanked Ms. Hynes for allowing her to make comments.

f. Close Public Hearing and Return to Special Meeting to Discuss

Mayor Ramsey closed the Public Hearing at 7:54 p.m. There was no further discussion of the Comprehensive Plan.

IN RE: BUSINESS ITEMS

1. Comprehensive Plan Discussion (vote scheduled for January 10, 2017)

Mayor Ramsey stated that Council will meet on January 10th, and asked for any further comments to be sent to the Town Planner/Zoning Administrator.

IN RE: ACTION ITEMS

1. Maintenance Bond Release – Walraven

Town Planner/Zoning Administrator Hynes explained that this is a Maintenance Bond Release, and that Council Members' packets should contain all pertinent information. Stantec reviewed/recommended the Walraven Bond Release, and Peed & Bortz reviewed/recommended the Brentwood Springs Bond Release; Staff is comfortable with release of both bonds. Vice-Mayor Graham then moved **that the Round Hill Town Council release the Maintenance Bond under the Letter of Credit No. 13000138-6010, in the amount of \$13,350.00, for Walraven, Section I, as the one-year warranty period has expired, and there are no remaining issues or problems with the public improvements;** 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>
Mary Anne Graham	Aye
Janet L. Heston	Aye
Frederick J. Lyne	Aye
Michael K. Minshall	Aye
Christopher J. Prack	Aye

Mayor Ramsey stated that the bond referenced above is hereby released.

2. Maintenance Bond Release – Brentwood Springs, Phase 1A

Vice-Mayor Graham moved **that the Round Hill Town Council release the Maintenance Bond No. PB-02-095-800004, in the amount of \$36,918.85, for Brentwood Springs, Phase 1A, as the one-year warranty period has expired, and there are no remaining issues or problems with the utility system;** Councilperson Heston 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>
Mary Anne Graham	Aye
Janet L. Heston	Aye
Frederick J. Lyne	Aye
Michael K. Minshall	Aye
Christopher J. Prack	Aye

Mayor Ramsey stated that the bond referenced above is hereby released.

IN RE: COUNCIL COMMENTS

Councilperson Heston thanked all those involved, including the Planning Commission, the Staff, Ms. Etro, and her fellow Town Council Members, for their hard work on the update of the Comprehensive Plan. Mayor Ramsey reported on a letter he received from Jeannie Nichols, the head of the Western Loudoun Artists Studio Tour, thanking the Council for its support of the Tour, and for its contribution to the program. Mayor Ramsey also noted that the Work Plan will be discussed at the regular Town Council meeting. Vice-Mayor Graham noted that the Water and Sewer Ordinances will be taken up again in February.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 7:59 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary