

**ROUND HILL TOWN COUNCIL
JOINT PUBLIC HEARING
With the
ROUND HILL PLANNING COMMISSION
and
WORK SESSION
MINUTES
February 2, 2017**

A Joint Public Hearing was held by the Round Hill Town Council and Planning Commission at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 2, 2017, at 7:30 p.m., followed by a regularly scheduled Town Council Work Session.

Council Members Present

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

Planning Commission Members Present

Michael Hummel
Lori Minshall
Michael Minshall

Planning Commission Members Absent

Manuel Mirabal, Chairman
Stephan Evers

Staff Members Present

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

Others Present

Clinton Chapman
Brad Brown

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:31 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: PUBLIC HEARING

1. Article 20 Round Hill Floodplain Ordinance

The Public Hearing was opened by Mayor Ramsey at 7:32 p.m. Mayor Ramsey asked, as a point-of-order, who would serve as Chair of the Planning Commission; Mr. Michael Hummel stated that, as Vice-Chairman, he would serve as Chairman of the Planning Commission in Mr. Mirabal's absence. Mr. Ramsey noted that, as Mayor, he would serve as Chair of the Town Council. Mayor Ramsey certified that a Council quorum was in attendance, with Councilperson Mike Minshall, Councilperson Janet Heston, Vice-Mayor Mary Anne Graham, Councilperson Frederick Lyne, and Councilperson Christopher Prack, in addition to the Mayor, present. Chairman pro tempore Hummel certified that a Planning Commission quorum was in attendance, with Town Council Representative to the Planning Commission Michael Minshall, Planning Commission Member Lori Minshall, and Vice-Chairman Hummel present. Mr. Hummel noted that Chairman Mirabal and Commission Member Evers are absent this evening.

Town Planner/Zoning Administrator Hynes presented an overview of the item under consideration at this evening's Public Hearing – the Article 20 Round Hill Floodplain Ordinance. Ms. Hynes explained that Round Hill participates in the National Flood Insurance Program, through the Federal Emergency Management Agency. The Flood Insurance Rate Map (FIRM) is being readopted, effective February 17, 2017; all participating members of the National Flood Insurance Program are required to have compliant Floodplain Ordinances as of that date, or membership will be suspended. The Town Planner/Zoning Administrator reported that Staff worked with the Planning Commission and the local FEMA district to draft a new Floodplain Ordinance to be used to replace the current Floodplain Ordinance; the new ordinance is based on the model provided by FEMA.

Mayor Ramsey then opened the Public Comment portion of the meeting; however, there was no Public Comment.

Mayor Ramsey then opened the meeting to comment from Town Council and Planning Commission members. Planning Commission Vice-Chairman Hummel stated that the Planning Commission reviewed the Floodplain Ordinance at a recent meeting and recommended changes; the document presented at this evening's meeting reflects those changes. Mayor Ramsey asked to clarify that there are no pending changes to the version presented at this evening's Public Hearing; Mr. Hummel stated that that is correct. Vice-Chairman Hummel noted that the Planning Commission did not make a motion regarding the Floodplain Ordinance, but simply forwarded it to the Public Hearing. Town

Planner/Zoning Administrator Hynes further explained that FEMA provided a preliminary review and suggested changes, which were incorporated into the document presented this evening. Councilperson Heston noted a correction on page three, under Article II(A); the phrase *do the work himself* should read *do the work themselves*, in order to make it gender-neutral. Ms. Heston then asked if the reference to Article 19 of the Town of Round Hill Zoning Ordinance, noted at the top of page three of the Floodplain Ordinance, is accurate, and if the section of the Zoning Ordinance referenced is in place; Town Planner/Zoning Administrator Hynes stated that she will ensure the referenced section is correct and in place. Councilperson Heston then asked if this new Floodplain Ordinance is more restrictive, and if it has been reviewed by the Town Attorney; Town Planner/Zoning Administrator Hynes responded that Town Attorney Gilmore has reviewed the updated ordinance, and noted that this updated ordinance is likely more restrictive, as FEMA requirements have become more so. Vice-Chairman Hummel also noted that every jurisdiction in Virginia is engaging in this process, and that the general sentiment is that the new requirements are more restrictive; however, Mr. Hummel noted, very few areas in Round Hill would be affected by these requirements. Councilperson Heston stated her concern that it could affect areas which may be brought into Town in the future, through the boundary line adjustment process; Vice-Chairman Hummel stated that Loudoun County has already adopted an even more restrictive ordinance, and thus those areas are already subject to the requirements. Mayor Ramsey noted that the Town has not been given much flexibility by FEMA in the wording of the document. Vice-Mayor Graham asked that, on page eight, in Section 2.6, it be ensured that gender-neutral verbiage is used. There were no further comments from the Town Council or the Planning Commission.

Mayor Ramsey then suggested that the Planning Commission recommend a version which includes the changes requested this evening, for adoption by the Town Council.

Mayor Ramsey closed the Public Hearing at 7:40 p.m.

IN RE: SPECIAL MEETING OF THE PLANNING COMMISSION

The Round Hill Planning Commission convened its meeting at 7:40 p.m. Vice-Chairman Hummel suggested that, given the deadline which exists, and due to the fact that the Floodplain Ordinance was reviewed and edited this evening, the Planning Commission make a motion to adopt the updated Floodplain Ordinance at this time. Mr. Hummel noted that it is uncertain a quorum would be in place at its meeting scheduled for this coming Tuesday, which would further impact the deadline for adoption of February 17, 2017. Commission Member Michael Minshall then made a motion **to recommend the Floodplain Ordinance to the Town Council for adoption, with changes requested this evening incorporated into the document to be voted upon;** Commission Member Lori Minshall seconded the motion. There were no further comments. A vote was held; the motion was approved 3-0, with Chairman Mirabal and Commission Member Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Absent
Stephan Evers	Absent
Michael Hummel	Aye
Lori Minshall	Aye
Michael Minshall	Aye

Vice-Chairman Hummel stated that the motion has been approved, and the updated Floodplain Ordinance is to be forwarded to the Town Council. Commission Member Lori Minshall then made a motion **that the meeting of the Planning Commission be adjourned**; Commission Member Michael Minshall seconded the motion. A vote was held; the motion was approved 3-0, with Chairman Mirabal and Commission Evers absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Manuel Mirabal	Absent
Stephan Evers	Absent
Michael Hummel	Aye
Lori Minshall	Aye
Michael Minshall	Aye

The meeting of the Planning Commission was adjourned at 7:41 p.m.

IN RE: RECONVENE TO TOWN COUNCIL MEETING

Mayor Ramsey reconvened the regular Town Council meeting at 7:41 p.m., noting that members of the Planning Commission may remain at the meeting, but are not required to do so.

IN RE: ADOPTION OF AGENDA (Amendments & Deletions)

Vice-Mayor Graham made a motion **to adopt the Agenda, with the following changes: move Mr. Brad Brown's presentation, during Utility Committee discussion, to the first item; and, add Item #4 – Hamlets of Round Hill Easement, to the Utility Committee discussion.** Councilperson Heston seconded the motion. Mayor Ramsey asked if Council wished to defer action on the Floodplain Ordinance until its regular meeting in two weeks; Mr. Ramsey also asked if that action would cause the Town to miss its filing deadline. Town Planner/Zoning Administrator Hynes stated that the updated Floodplain Ordinance must be filed tomorrow. Mayor Ramsey then asked if Council wished to add that item to this evening's Agenda; it was the consensus of Council Members do to so. Vice-Mayor Graham then amended her motion, as follows: **I amend my motion to also add approval of the Round Hill Floodplain Ordinance as Item #1 under Land Use Committee discussion.** It was noted that this would entail a vote to adopt the ordinance. Councilperson Heston, as the second to the original motion, agreed to the amendment of the motion. There was no further discussion. 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: COMMITTEE AND OTHER TOWN BUSINESS

a. Utility Committee

i. Brad Brown USC Update Water Tank

Mr. Brad Brown, the representative of the firm in charge of the work being done on the Evening Star Drive water tank, presented this report. Mr. Brown stated that he has been working with Town Administrator Nicholson and the Utility Department to complete the work, and noted that the corral has been installed. Mr. Brown stated that he understands the Council wants to complete the painting, the placement of the cellular carriers' equipment on the tank, and the placement of the logo on the tank. Mr. Brown reported that his company's expected timeline for completion of the entire project is the end of March. Mr. Brown explained that negotiations with the cellular carriers were difficult, which, in part, delayed the project. Mr. Brown also noted that the time frame which now exists places completion of the work on the outside of the tank close to when painting of the inside of the tank was to be done. Mr. Brown stated that it is not feasible to do both at one time, however, the work on the inside of the tank will be completed in the spring, when weather conditions are most conducive. Mr. Brown also reported that an active mixer was installed inside the tank; this helps with residual maintenance control, with de-icing in the winter months, and to help maintain the quality of the water in the tank. Vice-Mayor Graham asked when Mr. Brown expects the painting to begin; Mr. Brown stated that their goal is to begin the first week of March, and that the painting will take one week. Town Administrator Nicholson asked to clarify the temperature the metal in the tank must be for painting to be done; Mr. Brown stated that the temperature of the tank must not be below 42°. Mr. Brown thanked the Council, and stated that they appreciate everyone's patience. The Council thanked Mr. Brown.

ii. Water/Sewer Complaint Log

Vice-Mayor Graham explained that keeping this log began when the Utility Committee met regularly, and was done to keep a record of complaints. Town Clerk McGaha explained that the number of complaints have been low, and that few complaints were received via telephone; complaints found on social media are not included in the log. Councilperson Lyne asked who tests the Town's water; Mayor Ramsey noted that a State laboratory conducts tests on samples drawn by Utility Staff, and that this is done on a weekly basis. Mayor Ramsey also noted that

the Town can be cited for a violation if the sample is received even one day late. It was also noted that testing for lead and metals is done on a yearly basis. Councilperson Heston noted that Town Engineer Lane maintains the documentation regarding test results. Councilperson Lyne asked how the Town can make the good work being done by the Utility Staff more transparent; it was noted that the Consumer Confidence Report is provided to system users one a year. Mayor Ramsey asked Councilperson Lyne for any suggestions he may have regarding further publicizing this information; Mr. Lyne suggested that a report be posted regularly on Facebook, based upon the frequency of receipt of test results from the State. Discussion ensued regarding the types of testing which are conducted, and the frequency of those tests. Councilpersons Minshall and Lyne suggested that the information received from the testing could be summarized on a quarterly basis and placed on Facebook. Mayor Ramsey asked Staff to explore adding this information to the Town's website and Facebook page/newsletter on a more frequent basis. Town Administrator Nicholson stated that he will speak with Town Engineer Lane regarding how to present this in an easy-to-understand format.

iii. Water/Sewer Ordinances

Mayor Ramsey stated that Vice-Mayor Graham has provided, via e-mail, her edits of these ordinances, and that these were last discussed by Council in October. Vice-Mayor Graham reported on some of the changes made, including the addition of the definition of an *accessory structure*, removal of the definition of the word *premise*, and replacement of the word *premise* with the terms *building* or *location* in both ordinances. Ms. Graham stated that she tried to ensure the changes were consistent between the two ordinances. Mayor Ramsey noted that the version of the ordinances presented this evening do not reflect all the changes made in October, and suggested that Staff ensure that the edits requested by Council in October are included in this latest version; discussion of the ordinances could then be undertaken at the next Council meeting. Mayor Ramsey also noted that, in previous discussion by Council, it was requested that the definition of the word *premise* be corrected; Mr. Ramsey stated that the definition should be corrected and the word should be restored to both documents. There was further discussion of edits made in October and if they are or are not reflected in the version of the documents provided at this evening's meeting, with Mayor Ramsey reiterating his suggestion that the ordinances be returned to Staff for inclusion of all changes requested. Vice-Mayor Graham noted that changes to the Water Ordinance were minor. Discussion then turned to discussion of the Sewer Ordinance provided for this evening's meeting. The definition of the term *accessory structure* was discussed, with Mayor Ramsey suggesting that the definition be provided via reference to the definition contained in the Round Hill Zoning Ordinance. In response to a question from Councilperson Heston, it was noted that the goal is to update these ordinances and hold a public hearing regarding them; however, no

date for the public hearing has been set. Mayor Ramsey stated that there is one customer waiting for completion of the update of the ordinances. It was decided that Staff will update the ordinances and then send them to Council Members for review; discussion of the updated ordinances will be placed on the Agenda for the Council's upcoming regular meeting.

iv. Hamlets of Round Hill

Vice-Mayor Graham reported that signed copies of the required documents were received from Wolford and Chen; Ms. Graham took those documents to the Office of the Clerk of the Court. Unfortunately, they were not found to be acceptable, as each property owner was required to complete a form regarding the easement on his/her property. Vice-Mayor Graham and Town Attorney Gilmore then reviewed the documents, and determined that the narrative they contained was not accurate; Ms. Gilmore and Mr. Kevin Blatchley, a representative of the Clerk of the Court's Office, provided a revised narrative which negated the need for the individual form. Town Attorney Gilmore and Vice-Mayor Graham then met with Mr. Steve Chen and informed him of the information needed on the plats; Mr. Chen stated that this additional work will cost approximately \$380.00 to \$400.00. Vice-Mayor Graham stated that she feels confident that, with these changes, the documents will be approved for filing with the Clerk's Office. Vice-Mayor Graham stated that she is requesting Council approval of the expenditure. Mayor Ramsey stated that this falls under the purview of the Town Administrator, and asked to clarify that Ms. Graham is requesting Council approval so that there will be no questions regarding the expenditure; Vice-Mayor Graham stated that that is correct. There was no objection by any member of the Council regarding this expenditure; no motion was required. Councilperson Heston thanked Vice-Mayor Graham for handling this issue.

b. Land Use Committee

i. Floodplain Ordinance

Mayor Ramsey stated that Resolution 2017-04, regarding the adoption of the updated Floodplain Ordinance, is before Council Members. Vice-Mayor Graham made a motion **that the Council adopt Resolution 2017-04, adopting a Zoning Text Amendment ("ZTA-2016-03") revising Article 20 of the Zoning Ordinance for The Town of Round Hill, Virginia, as authorized by Code of Virginia of 1950, as amended, §15.2-2285 and §15.2-2286**; Councilperson Lyne seconded the motion. Mayor Ramsey explained that the vote on this motion is to enact the Ordinance which was just heard in Public Hearing, and which the Planning Commission has forwarded to the Council, with changes; those changes include correcting language so that it is gender-neutral, and ensuring that references on the Penalty Section are correct. Mr. Ramsey noted that both changes will be

effected if the Ordinance is adopted. 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 Ordinance is hereby adopted.

ii. Town Park Sign and Well Signs

Town Administrator Nicholson presented this item, noting that an example of the replacement sign for the Town Park is included in Council Members' packets. Brief discussion ensued regarding the background color, with the consensus of the Council being that a cream color is preferred over the pictured yellow. It was noted that the sign will be the same size as the current sign, but that removal of the Blue Ridge picture at the top of the sign will provide an extra line for posting information. There was also discussion regarding the materials to be used in the construction of the sign, with it being noted that choice of materials will determine the cost of the sign. Town Administrator Nicholson noted that the budget contains an allotment of \$600.00 for replacement of the sign. Mr. Nicholson also stated that the goal is to install a sign which will last longer than the one it is replacing. Town Administrator Nicholson stated that he is seeking Council approval for the design; this will allow him to move forward with choosing materials. Mayor Ramsey asked about the quality of the source graphic of the Town's seal, noting his concern that enlarging that image to go onto a large sign will produce a poor result. Town Administrator Nicholson stated that the graphic of the seal currently in use does not produce a good result when enlarged. Mayor Ramsey asked that a higher resolution graphic of the seal be used for this project, with Town Administrator Nicholson and Town Planner/Zoning Administrator Hynes stating that they will find the appropriate graphic for this use. Mayor Ramsey also noted that the Town's seal contains a variety of images, which makes it seem "busy," and asked if a lithograph of Ford's Store could be used alone as a centerpiece on the sign. Town Administrator Nicholson then referenced the examples of replacement utility signs contained in Council Members' packets. Discussion ensued regarding the size of the finished signs, and which of the four renderings provided were preferred by most Council Members. There was also discussion of how each utility site will be noted on the sign – by including the name of the site, or by including a reference number; it was decided to use a reference number. Following this discussion, a straw poll was taken; it was determined to combine the designs of two examples

(numbers three and four on the sample sheet provided), so that the shape of the signs resembles the sign at the entrance to the Town, but the information portion includes an area to list reference numbers.

iii. Sleeter Lake Park Update

Town Planner/Zoning Administrator Hynes presented this item, reporting that the site plan for Phase I of the project should be approved within the next two weeks, and noting that Phase II will require a commission permit, which will be filed within the coming week. As Phase I is about to gain approval, the Town will go to bid in the next month. Councilperson Heston asked for a brief review of the work included in Phase I of the project; Town Planner/Zoning Administrator Hynes explained that this phase includes installation of the driveway to the boat launch area, installation of a picnic area, construction of a parking area, and installation of temporary restroom facilities in the park. Mayor Ramsey asked if the construction of a parking lot and trail to the park from Lakepoint are included in Phase I or Phase II; Town Planner/Zoning Administrator Hynes stated that they are included in Phase I. Mayor Ramsey asked which phase includes installation of the floating dock; Ms. Hynes stated that that is also included in Phase I, and noted that all by-right construction is included in Phase I. Mayor Ramsey asked to clarify which amenities will be included in Phase II; Town Planner/Zoning Administrator Hynes stated that construction of permanent restroom facilities, installation of the footprint for a pavilion in the picnic area, construction of mulch trails, and installation of interpretive historic signs are items included in this phase. Councilperson Heston asked if an earlier issue surrounding the road from Lakepoint to the wastewater treatment plant and an easement which was in dispute has been resolved; Town Administrator Nicholson stated that it was determined that the ingress/egress easement was a general easement, available for use to anyone. Additionally, Mr. Nicholson noted, Mayor Ramsey was able to negotiate a wider road area and installation of signage in this area. Mayor Ramsey asked about the gate to be included at the utility facility there; Town Planner/Zoning Administrator Hynes stated that a gate there is included in the budget for the project, and will be in addition to a gate to the park. Vice-Mayor Graham asked about the connection of the gate at the wastewater treatment plant to fencing at the site; Town Administrator Nicholson stated that "hardening" of the existing fence will be investigated in relation to installation of the gate. Town Planner/Zoning Administrator Hynes also noted that a footprint for a utility storage building will be included in Phase II of the project. Town Planner/Zoning Administrator Hynes reported that the County has included costs for mowing at the park in its budget, and that funding for County staff assigned to Sleeter Lake Park will be included in their budget next year. Ms. Hynes reported that a Memorandum of Understanding is under review by the various County entities involved in the project; this will be returned with comments to the Town, and then will be finalized. Mayor Ramsey asked if Stantec is aware

that preparation of a construction package to go to bid is forthcoming; Ms. Hynes stated that they are, and that she has asked them to begin work on the bid package. Mayor Ramsey asked if a Council vote for approval of the bid package will be required; Town Planner/Zoning Administrator Hynes stated that it will. Mayor Ramsey asked what time period will be provided for receipt of bids; Town Administrator Nicholson stated that a thirty-day period will likely be allowed. Mayor Ramsey asked Councilperson Hummel if he would review the bid package upon its completion by Stantec; Mr. Hummel stated that he would. Councilperson Heston asked if specific rules for use of the park will be instituted; it was noted that they will. Councilperson Heston also asked if the homeowners' association will need to sign-off on the rules. Mayor Ramsey stated that it is the Town's position that the rules for the park are part of the proffer, and as such would require approval from RHI, not from the homeowners' association. Discussion ensued regarding the history of the rules for the park, with Mayor Ramsey noting that, pursuant to initial discussions regarding creating a park at Sleeter Lake, the HOA created its own park in the development; that action could impact rules for the park provided for under the proffer, as well as who would be involved in the development and running of Sleeter Lake Park. Mayor Ramsey also noted that possible restrictions on the number of boats allowed on the lake at any one time, as imposed by RHI and the HOA, may create difficulties. Mr. Ramsey stated that it may be difficult to impose a limit of this type as the park is being created, in part, with public grant money; additionally, there may not be a practical way to enforce limiting the number of boats on the lake. Discussion of this issue ensued, with Mayor Ramsey stating that he hopes the HOA will be willing to work with the Town to solve issues surrounding boat traffic on the lake, if it becomes a problem. Town Planner/Zoning Administrator Hynes explained that the County has requested restrictions, including a limited number of hours per day that the park will be in operation, and that it only be open from March 1st through December 1st; it is hoped these restrictions will also help to limit boat traffic. Vice-Mayor Graham asked about the dam; Mayor Ramsey stated that access issues have been resolved, but that he does not believe repairs to the dam have been made. Mayor Ramsey closed the discussion of Sleeter Lake Park by noting that the Town has encouraged the HOA to cede the lake to the County, so that maintenance and liability issues can be addressed.

c. Administrative, Communication & Technology Committee

There were no items for discussion.

d. Other Town Business

i. 2017 Meeting/Budget Meeting Schedule

Town Planner/Zoning Administrator Hynes presented this item. Proposed meeting dates, and conflicts which exist, were reviewed; the amount of notice required if a

meeting needs to be changed was also discussed – it was noted that three days' notice is required. Following this discussion, it was decided to retain the meeting schedule as presented, with review by Council on a month-by-month basis; Mayor Ramsey suggested that this item be added to the Agenda. Mayor Ramsey asked when Council Members will receive a copy of the draft Budget; Town Administrator Nicholson stated that it will be available on February 24th.

ii. Town Action Plan

Town Planner/Zoning Administrator Hynes reviewed changes made to this plan, and noted that this plan pairs with the Intent to Amend Resolution on this evening's Agenda. Vice-Mayor Graham asked how changes may be made to the plan, or items added, in the event a Council Member wishes to discuss an item not already included. Town Planner/Zoning Administrator Hynes explained that one of the purposes of the Action Plan is to ensure that Staff manages projects, with Council help, rather than that responsibility falling to Council Members; this model will help Staff to keep projects "on-track." Ms. Hynes stated that, in the past, more projects were taken on than could feasibly be managed and completed. Town Administrator Nicholson stated that Staff is attempting to manage the scope and sequence of work undertaken by the Town. Mayor Ramsey noted that this Action Plan is not set-in-stone, and will be reviewed at Council Work Sessions; however, Mr. Ramsey noted, it does set expectations and provide a method to track the work load.

iii. Resolution 2017-03 – Intent to Amend the Zoning Ordinance

Mayor Ramsey explained that an *Intent to Amend Resolution* is the method by which Council requests that the Planning Commission work on various projects. Town Planner/Zoning Administrator Hynes explained that the Intent to Amend Resolution under consideration this evening is tied to the November Work Session and the Action Plan; two issues requiring Planning Commission attention are triage recommendations stemming from the Zoning Ordinance diagnostic, and changes required by upcoming legislation regarding short-term rentals. This legislation is expected to take effect on July 1, 2017. Discussion ensued regarding the work required under the Intent to Amend, with it being noted that an update of housing goals included in the Zoning Ordinance are required, so that they comply with State regulations. Mayor Ramsey asked for the deadline for completion of this work, with Town Planner/Zoning Administrator Hynes stating that it must be completed, a Public Hearing held, and the changes adopted, prior to July 1. Ms. Hynes further stated that this schedule would require the amended Zoning Ordinance sections be presented to the Council in May, with a Public Hearing held in June. Mayor Ramsey suggested that this date be added to the Resolution. There was discussion of the amount of work required to update the Zoning Ordinance, with Town Planner/Zoning Administrator Hynes stating that the work will be broken out into

sections, and both Ms. Hynes and Town Administrator Nicholson noting that a preliminary review with suggestions provided has been done by an outside firm. Planning Commission Member Lori Minshall asked if dates will be provided when work is planned for various sections of the Zoning Ordinance, in order that Commissioners may adjust their schedules; Town Planner/Zoning Administrator Hynes stated that they will. Following this discussion, Mayor Ramsey clarified the work which will be undertaken by the Planning Commission under this Intent to Amend Resolution, and he and Councilperson Heston asked if two resolutions should be required. Discussion of the deadline for update of the short-term rentals ensued, with it being noted that this item must be in place prior to July 1, 2017. It was also noted that the Planning Commission will not undertake work on the accessory dwellings portion of the Zoning Ordinance in June of this year. Mayor Ramsey stated that the Planning Commission should determine the amount of work, as put forth in the Intent to Amend Resolution, it believes it can complete, followed by the Planning Commission representative to the Town Council reporting this to the Council. Town Planner/Zoning Administrator Hynes stated that she will ensure the Planning Commission Chair receives all information pertinent to the Intent to Amend, with Mayor Ramsey noting that he wishes to ensure the Planning Commission fully understands the work to be done in the next few months. Following this discussion, Vice-Mayor Graham made a motion **that the Council approve Resolution 2017-03, Intent to Amend the Zoning Ordinance, with it resolved that the Round Hill Town Council refer to the Town Planning Commission the review of the current Zoning Ordinance, as it relates to the Residential Zoning District sections, and the drafting of proposed amendments necessary to implement Comprehensive Plan Residential Goals and Objectives, as referenced by this Resolution, in order to make recommendations to the Town Council by May 1, 2017.** Town Planner/Zoning Administrator Hynes requested that the end date referenced in the motion be changed to **May 4, 2017**. Vice-Mayor Graham amended her motion accordingly. Councilperson Heston seconded the motion. There was no discussion of the motion. 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

Planning Commissioner Hummel asked if addressing zoning issues on Yatton Road has been tabled, as it is not included on the Work Plan; Mayor Ramsey stated that

he deleted that item from the Work Plan, due to the work load. Mr. Ramsey noted that, when Mr. Hummel is officially seated on the Council, he may request that the issue be reinstated. Discussion of the history of this ensued, with Commissioner Hummel reporting that a property owner on Yatton Road recently attended a Planning Commission meeting in relation to these zoning issues. Mayor Ramsey noted that the Planning Commission may initiate its own amendments. Commission Member Hummel reported that work had previously been done on this issue by the Planning Commission.

iv. TANV Meeting

Vice-Mayor Graham reported that the next TANV meeting will be held on February 15th, at which Airbnb's will be discussed. Ms. Graham and Town Planner/Zoning Administrator Hynes will attend, and asked that anyone else who may want to attend inform her. This meeting will be held in Haymarket.

IN RE: MAYOR & COUNCIL COMMENTS

Vice-Mayor Graham asked when the County pre-application meeting, in relation to the south water tank, will be held; Town Planner/Zoning Administrator Hynes stated that she believes it is scheduled for the fourth Tuesday of February. Ms. Graham asked if Round Hill's application will be on the agenda; Ms. Hynes stated that she is unsure, as they only take five applications at a time. Vice-Mayor Graham also reported that the Council's discussion of vultures, held at its last meeting, was posted to the Town's Facebook page; the majority of those commenting requested that the birds be left alone. Mayor Ramsey reported that he and Town Administrator Nicholson attended the recent HOA meeting, and that things are on a good track at this time, with common causes being sought.

IN RE: ANNOUNCEMENTS

No announcements were made.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting, and convene a closed session regarding real estate matters, as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(3); the Town Administrator is invited.** Councilperson Prack seconded the motion. Vice-Mayor Graham requested that Planning Commission Member Hummel be invited, as well; Councilperson Prack, as the second to the motion, accepted the amendment. 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 declared that the Town Council is now in executive session, and called for a brief recess at 9:23 p.m.

IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its closed session and reconvene its open meeting**; Councilperson Prack seconded the motion. 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

The Town Council exited its executive session at 10:46 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 is closed session, and that were lawfully exempt from open meeting requirements**; Councilperson Prack seconded the motion. 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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 10:47 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary