

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
July 6, 2017**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, July 6, 2017, at 7:30 p.m.

Council Members Present

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

Council Members Absent

Frederick J. Lyne

Staff Members Present

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

Staff Members Absent

Buster Nicholson, Town Administrator

Others Present

Clinton Chapman

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:35 p.m.

IN RE: PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: PUBLIC COMMENT ON WORK SESSION AGENDA ITEMS

Mayor Ramsey noted that a Public Comment section was not included on this evening's Agenda, but added it and asked if anyone in attendance wished to speak. Mr. Clinton Chapman, of the Stoneleigh neighborhood, stated that the subdivision had filed an application to construct an accessory building, and noted that this item was not included on the Agenda, under the *Utility*

Committee subsection. Mr. Chapman stated that he thought the item would be included for discussion this evening. Mayor Ramsey explained that approval of that application would be done administratively; Town Planner/Zoning Administrator Hynes stated that she can provide a status update for Mr. Chapman regarding the application. There was no further Public Comment.

IN RE: ADOPTION OF THE WORK SESSION AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved **that the Town Council adopt the Agenda**; Councilperson Prack seconded the motion. Mayor Ramsey asked that adoption of the "Preliminary Growth Area Study" report be added to the Agenda, under Agenda Item "c," *Land Use*, in conjunction with subsection iii, "BLA Public Outreach." Both Vice-Mayor Graham, who made the motion, and Councilperson Prack, who seconded the motion, accepted that change to the Agenda. Councilperson Heston noted her understanding that action is to be taken on items only at Town Council Regular Meetings; Town Planner/Zoning Administrator Hynes explained that that is correct, unless the item is time-sensitive. Mayor Ramsey explained that approval of the study is time-sensitive, as it is hoped it will be released to the Town's website, and included in the Town newsletter, prior to the August 1st Public Information Session for the Boundary Line Adjustment proposal/process. There was no further discussion of the motion. A vote was held; the motion was approved 5-0, with Councilperson Lyne absent. The vote is recorded as follows:

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

IN RE: UPDATES & ITEMS FOR DISCUSSION

a. Utility

i. Revised CCR Report

Vice-Mayor Graham presented this item, highlighting the following:

- The document included in Council Members' packets was completed prior to receipt of Town Engineer Lane's report
- Mr. Lane's report has been provided to Council; Ms. Graham stated that she hoped Council Members were also able to read this report
- Utility Staff did not meet this past month; the request has been made that a proposal for revision of the CCR be provided for the July Utility Staff meeting
- The goal is to make the CCR easier to decipher; the new format will not be adopted until next July

Vice-Mayor Graham also reported on the following:

- All wells are recovering normally from the recent drought
- Town Administrator Nicholson will report on the date for moving utilities from the monopole to the water tower

Town Planner/Zoning Administrator Hynes reported on the application filed by the Stoneleigh subdivision for extension of sewer service to their barn, which is used as an event center. The following items were presented and discussed:

- Per the Town's recently updated Water Ordinance, the applicant must first obtain zoning and building/development approval from the County
- When she contacted the County to determine if the above steps had been taken, the County representatives asked for a meeting with her and Town Attorney Gilmore
- At that meeting, the County representatives explained that the barn has not received County approval; therefore, sewer service may not, at this time, be provided to the site
- Mayor Ramsey asked to clarify that the project is awaiting use approval from the County, which Ms. Hynes noted is correct
- The permit being sought by Stoneleigh will be approved by building/development, and will allow for ten events to be held at the barn per year
- A new zoning permit must be obtained for each event
- Mayor Ramsey asked to clarify if the permit being sought is temporary or permanent; Town Planner/Zoning Administrator Hynes explained that it is temporary. Mayor Ramsey further sought to clarify that, if the use of the facility for ten events per year is approved, Stoneleigh will be allowed to obtain water/sewer service, per the Town's Ordinance; Ms. Hynes stated that that is correct
- The Town is requesting a letter to affirm that the use has been approved by the County. It was noted that any conditions related to receipt of the permit is between the County and Stoneleigh; the Town will not be involved
- Stoneleigh will be required to submit a "Change of Use" permit to the County; Ms. Hynes and Mr. Chapman briefly discussed this issue. Mayor Ramsey asked if this process presents a "Catch-22" to Stoneleigh; Town Planner/Zoning Administrator Hynes stated that it does not, and clarified that the zoning permit for the project is not in dispute, but the permit from building/development is on hold pending receipt of the "Change of Use" permit; the Town will provide a "Will Serve" letter to Stoneleigh

- A copy of the "Change of Use" permit will be provided to Mr. Chapman/Stoneleigh

b. Administrative, Communication & Technology

i. Agenda for Council Meetings

Town Planner/Zoning Administrator Hynes presented this item, highlighting the following:

- A schedule for preparation of the Agenda was provided for Council review; a calendar for each month will be included in Council Members' packets, for reference
- A period of one month is being requested for preparation of high-level documents
- As the Council Work Session represents a "Committee-of-the-Whole," it was requested that summary minutes be allowed for these meetings, with more well-developed minutes provided for special circumstances
- Dates for placement of advertising for Public Hearings will be included in this schedule; Town Attorney Gilmore advised Staff that advertisements should be placed earlier than provided for under the current schedule

ii. Charitable Donation

Town Planner/Zoning Administrator Hynes presented this item, highlighting the following:

- This is regarding the request made earlier for a reduced rate for utilities
- An explanation of how the Town of Leesburg handles these issues was provided
- It was reported that Town Attorney Gilmore is unsure under which State Code provision the exceptions given for assistance with utility rates are defined
- Mayor Ramsey raised concerns regarding the ability of the Town to treat everyone equally under this type of initiative, and suggested that the issue be tabled

c. Land Use

i. New Town Park Name (Update)

Town Planner/Zoning Administrator Hynes reported the following regarding this topic:

- She recently met with Mr. Pete Gray and reviewed names suggested for the new park
- Information was included in Council Members' packets regarding the names suggested for the park
- As Mr. Niels Poulsen's contributions to the Town fulfilled the requirements put forth for determining the name, it was decided to name the new Town park after Mr. Poulsen
- Vice-Mayor Graham noted that Mr. Gray's research made it easy to make this decision
- Councilperson Hummel stated that it would be nice to use some of the other names suggested in some manner; Mr. Hummel also asked that it be ensured the spelling of Mr. Poulsen's name is correct
- Concern was expressed by Council Members that residents may not know who Mr. Poulsen was; it was suggested that a plaque be placed at the park to provide some of this history
- Mayor Ramsey requested that a Resolution regarding the naming of the park be prepared for adoption at the July 20, 2017 Regular Meeting of the Town Council; Mr. Ramsey also requested that any surviving members of Mr. Poulsen's family be notified of this choice
- Discussion ensued regarding the type of sign to be placed at the park; it was decided that examples of various signs will be provided at the July 20th meeting for Council discussion
- It was noted that the developer (Wormald), who is providing the sign, will work with the Town's sign-maker

ii. Movie in the Park Night (Update)

Town Planner/Zoning Administrator Hynes presented this topic, highlighting the following:

- The first event was held this past Friday, as scheduled; the attendance was fair, in light of the fact that the weather was rainy
- No complaints were received from the public
- The next movie night will be held on July 21st; although the organizers hoped beer and wine could be served at these events, this will not occur at the July movie event

- It is hoped that grills may be provided for the August event, so attendees may have picnic dinners, if they wish; Health Department involvement and/or requirements were discussed
- Vice-Mayor Graham and Councilperson Heston noted their feeling that serving beer and wine is not necessary, especially as this is a family event with movies geared toward children
- Mayor Ramsey asked if alcohol sales would be under the auspices of the Town, using the Town's insurance; Town Planner/Zoning Administrator Hynes stated that the organizers hope to structure alcohol sales in this manner
- Mayor Ramsey noted that the Town has already placed portable restrooms in the Town Park, and has provided some funding for this event, and asked if Council wishes to be further involved; discussion of this ensued
- The budgeting of funds for the Hometown Festival was discussed, with it being noted that the Mayor and Vice-Mayor are involved in that endeavor, and thus can provide oversight/input regarding expenditures; Mayor Ramsey asked in what manner the Council wishes to provide for oversight of expenditures from Town funds for the movie events
- There was discussion of the ways in which other entities, specifically Stoneleigh and the Town of Purcellville, handled these types of expenditures/issues
- Mayor Ramsey recommended that Council approve the Movie in the Park Night events, without the serving of alcohol, for July and August; discussion of including serving of alcohol may be discussed further at the Council's September Regular Meeting
- Mayor Ramsey asked Town Administrator Nicholson to provide a report on how the Town's funding is being spent on these events, noting that he was under the impression that part of the funding provided by the Town was to help defray the cost of the movies
- Town Planner/Zoning Administrator Hynes noted that she will speak to Ms. Pegah Fowler (the organizer of the event) about the discussion held this evening regarding Town expenditures related to the movies and how it is requested that Town funds be spent

iii. BLA Public Outreach (Update)

Town Planner/Zoning Administrator Hynes presented this item, noting the measures taken to provide public outreach related to potential boundary line adjustments, as follows:

- An article regarding potential boundary line adjustments will appear in the Town's newsletter; it is hoped that a press release will go out tomorrow
- Council Members' packets included information which will be posted to the Town's website
- The first Public Information meeting will be held on Thursday, August 3, 2017, at 7:00 p.m.; signs will be posted two weeks prior to the meeting
- The Agenda for the meeting will be reviewed at the next Regular Meeting of the Town Council
- Mayor Ramsey explained that both the PowerPoint presentation, and the Report, have been revised, based on Council feedback; both will be presented at the Public Information Meeting
- Town Planner/Zoning Administrator Hynes suggested that a recording be made of Mayor Ramsey's presentation at the meeting, and then posted to the Town's website
- Minor corrections were made to the revised presentation
- Vice-Mayor Graham commended Mayor Ramsey for his work on this issue
- Vice-Mayor Graham recommended that residents' wishes regarding potential boundary line adjustments be heeded; Mayor Ramsey stated that residents will have a voice, but a decision will be made jointly by the Town and the County in light of what is in the best interests of the entire Town
- Councilperson Hummel requested that the information to be placed on the Town's website be edited for clarity; Mayor Ramsey stated that he will work on this issue
- Town Planner/Zoning Administrator Hynes stated that she will make changes to the survey questions, based upon suggestions from Council Members, prior to it being placed on the Town's website
- Mayor Ramsey listed changes to be made to presentation documents; Council reviewed those changes and made additional recommendations for changes
- Mayor Ramsey asked Council if the presentation documents may be considered as adopted; Council agreed that they may
- Mayor Ramsey explained that it is not required to have a quorum for this meeting; however, he stated that it would be good for as many Council Members to attend as possible, to hear feedback from the public regarding this effort

iv. Accessory Uses in Industrial District

Town Planner/Zoning Administrator Hynes presented this item, highlighting the following:

- A buyer is interested in the Bridge Street Light Industrial property, and would like to establish a brewery with a tasting room there; Ms. Hynes asked if the Planning Commission should consider adding this use at this parcel, with requirements/guidelines provided by the Commission
- Mayor Ramsey asked if this use would be by-right; Town Planner/Zoning Administrator Hynes stated that it would, as it falls under "Manufactured Food Products"
- Councilperson Heston asked if providing specific requirements would be necessary, as this would be a by-right use; Mayor Ramsey noted that a "tasting room" which grows too large, or which provides products for purchase, could be considered a bar or a restaurant, and stated that providing guidelines would help to prevent that from occurring
- It was noted that the street which provides access to this property is not appropriate for heavy use
- Council was not opposed to a tasting room being located at the site; however, Council did not want a bar/restaurant to be located there
- Mayor Ramsey recommended that the Planning Commission write "Use Requirements" for the site

v. Sleeter Lake Park (Pending Action, July 20th Meeting)

Town Planner/Zoning Administrator Hynes presented this issue, with the following information/items discussed:

- An item regarding a *Memorandum of Understanding with Loudoun County for Sleeter Lake Park* will be added to the Agenda for the upcoming Town Council Meeting, to allow for Council review of the document
- Vice-Mayor Graham presented Town Utility Staff questions regarding its role in the operation of the park; Town Planner/Zoning Administrator Hynes explained that a separate gate to the Waste Water Treatment Plant will be installed for Utility Staff use, and that Town Staff will be responsible for unlocking the gate to the park on weekday mornings, but County Staff will open on weekends and holidays, and will close and lock the gate each evening
- Vice-Mayor Graham asked that it be insured the Memorandum includes specific reference to County Staff opening and closing the park on holidays
- It was determined that, in Item 11 in the Memorandum, the phrase *maintaining the launch depth* should read *maintaining the launch area*

- It was noted that the provider of the portable restroom facilities at the park will also provide maintenance for those facilities
- Town Planner/Zoning Administrator Hynes stated that the Town's Utility Staff will serve as the Town's "eyes" in ensuring unwanted activity does not occur at the park
- It was noted that the Town does have a Public Works employee
- There was brief discussion of County-provided funding for this effort
- Town Planner/Zoning Administrator Hynes explained that there is an effort being made to remove trees from the stone house foundation, as they are damaging the structure; additionally, fencing and "No Trespassing" signs will be installed at the foundation site
- Bids for construction of the park are due this coming Monday

d. Other

**i. NOVA Regional Hazard Management Plan
(Pending Action, July 20th Meeting)**

Town Planner/Zoning Administrator Hynes presented this item, with the following discussed:

- The document was included in Council Members' packets for review
- Town Planner/Zoning Administrator Hynes explained that, if the Town chooses to participate, this will allow for application by the Town for grant funding
- A Hazard Mitigation Plan was drafted by Round Hill in 2010; an update will be required for that plan
- Town Planner/Zoning Administrator Hynes will provide a status update on this program
- In response to a question from Mayor Ramsey, Ms. Hynes explained that participation in the plan will provide assistance with the clean-up from larger-scale emergencies

IN RE: MAYOR & COUNCIL COMMENTS

Vice-Mayor Graham reported/discussed the following:

- Ms. Graham and Town Planner/Zoning Administrator Hynes attended the recent TANV meeting, at which the cooperative County/Town Tax Collection program was discussed; issues highlighted during that discussion included the suggestion that the contract for this program be for a ten-year period, and that the County would earn interest on money collected via the Town's taxation. Mayor Ramsey stated that little interest would be earned by the County on the Town's collection of personal property and real estate taxes

- In response to a question from Vice-Mayor Graham, asking if a contract will be entered into by the parties, Mayor Ramsey explained that a Memorandum of Understanding between the Town and the County will be negotiated
- Vice-Mayor Graham noted that she has heard the fee for an automobile decal is to increase from \$25.00 to \$30.00, and asked if that increase will affect Round Hill citizens; Mayor Ramsey reported that there are competing factions in County government regarding retention of the decal program, but that, if this combined collection program goes forward, the decals will likely be abandoned, and that the fee for the decal will rise to \$30.00 in order to allow the County to recoup some of the costs of this change

Mayor Ramsey reported/discussed the following:

- Mr. Ramsey attended a recent COLT meeting, at which the combined County/Town tax collection program was discussed at length; it was noted that the County is in favor of instituting the program, but some of the towns are unsure about participating in the effort
- Mr. Ryan Cool attended the COLT meeting, as a representative of Purcellville, and sought to obtain input from the various town representatives regarding participating in the tax collection program
- The Town of Lovettsville sought Loudoun County Sheriff's Office enforcement regarding noise complaints, but received a poor response; it was noted that the town has paid for Sheriff's Office coverage at town-wide events, but have been unhappy with the response at those events. Mayor Ramsey reported that Lovettsville has adopted the County's noise ordinance. Towns which do not have their own police departments will meet again to discuss this issue. It was also noted that the Sheriff's Office Western Loudoun Station is under-staffed
- Mayor Ramsey suggested that, in light of the issues noted above, Round Hill may want to consider updating its ordinances; he will raise issues the Town may want to review at the Council's Fall Strategic Meeting
- Mayor Ramsey stated that he will report to the County that Round Hill supports the concept of the Combined Tax Collections program at the Board of Supervisors meeting to be held on July 11, 2017; Mr. Ramsey will also note the Town's concerns
- Mayor Ramsey reported that the Board of Supervisors will hold a public hearing on the easement acquisitions for the Franklin Park Trail Project on July 12, 2017, at 6:00 p.m.; execution of Eminent Domain for properties without recorded deeds will be decided at that meeting. Council Members were asked to attend that meeting, if possible, with the Mayor explaining how an attendee may sign-up to speak. Mr. Ramsey stated that there are five or six property-owners who are expected not to cooperate with this process

Councilperson Heston provided the following information:

- There have been two recent break-ins in the community; everyone is encouraged to secure their homes

Vice-Mayor Graham asked for an update at the next Town Council meeting on the Appalachian Trail meetings organized by Town Planner/Zoning Administrator Hynes.

Vice-Mayor Graham asked for a report on the recent trash collection by the Town's new provider, Patriot. Town Clerk McGaha reported that the collection went well; Patriot has been very accommodating, and the supervisor checks in with Town Staff every week regarding the service.

Town Planner/Zoning Administrator Hynes reported that she will hold two meetings regarding the Appalachian Trail Community program, one at 9:00 a.m. on July 20, 2017, and one at 6:30 p.m. on July 27, 2017.

There were no further comments.

IN RE: ANNOUNCEMENTS

There were no announcements.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 9:51 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary