

TOWN PARK MASTER PLAN & SPECIAL USE POLICY



Adopted by Town Council
January 20, 2011

Background

The Town Park is located at 3 East Loudoun Street, and consists of two parcels of land totaling 1.57 acres which were acquired in 1995. It is the major venue for community-wide events such as the annual Hometown Festival, and provides areas for leisure activities. The front parcel (0.62 acre) contains the entrance, an oval walking path, benches and small tables and playground equipment. The back parcel (0.95 acre) is in its natural state, and contains walking paths and a few benches.

By 1999 a Loudoun Street Park Concept Development Plan had been prepared which contains a Park Mission Statement, a Park Program Description, a site design and proposed layout of major equipment, and specific action items to be undertaken to complete the park. The initial emphasis was to get the park open in 2000 as part of the centennial celebration of the Town's incorporation.

Park Mission Statement: To foster community spirit by providing leisure activities, recreational, educational and cultural opportunities for the citizens of Round Hill and the surrounding area.



Purpose

The purpose of this plan is to enhance the Town Park by developing and adopting a formal Master Plan to use as a basis for the design and implementation of future park improvements, and to generally protect and guide the future use of the park. This includes policies regarding requests for special events, monuments, memorials, and other uses within the park and other future town parks.

Comprehensive Plan Policies

The Town of Round Hill's Comprehensive Plan states that "The Town envisions passive use park sites within the corporate limits which would be convenient to neighborhoods and connect with pedestrian ways." These neighborhood parks would provide picnic areas, playgrounds and shelters for neighborhood or town centered activities.

In addition to these parks, smaller pocket park areas should also be promoted. These may be located along trails, adjacent to town facilities or in buffer areas between different uses. These areas would be designed to contain benches or possibly limited picnic facilities.

Both of these types of passive parks should rely primarily on pedestrian or bicycle traffic so as not to promote vehicle congestion or parking problems.

Concept Plan

The concept development plan provided the Park Mission Statement, as shown on page 1, and also contained a Park Program Description that listed the recreation opportunities that it hoped to incorporate within the park:

- Leisure activities provide accessible programs for playground, horseshoe toss, and chess/checker playing.
- Demonstration and education programs to provide guidance for all age groups.
- Community Events Programs for the Town and surrounding area.
- Nature areas which will provide ecological and environmental activities.
- Volunteer opportunities to foster community spirit.

"The park will serve as a venue for numerous community and family events. While most of the park will be on a casual basis, the park committee will plan and execute several scheduled events. These events will be educational and/or entertaining in nature."

Major equipment proposed for the park included an entranceway bounded by a stone wall, a monument, flagpole, a pavilion, benches, playground equipment, water fountain, an arbor swing, horseshoe pit, and tables for playing chess or checkers.

At this time the entrance, lawn area surrounded by a concrete walkway, benches, chess/checkers tables, playground equipment, flag pole, water fountain and horseshoe pit are all in place. In addition, there is electrical service and water available. The Town information sign is located just outside the park entrance to keep all citizens advised of planned meetings and events. The rear portion of the park remains in its natural state and contains walking trails and several benches.

A schematic diagram of the Town Park is found in **Appendix A** which shows its current and proposed facilities. The park is funded by Town funds and by contributions. Maintenance, up-dating and the expansion of park facilities depends on these sources.

Of the major equipment and facilities listed in the Concept Plan, the pavilion is the main item that has not yet been constructed. It was designed to be a prominent place for small performances, ceremonies, shows and displays, as well as a quiet place to sit and enjoy the park. The pavilion can also contain name plates indicating donors. In addition, a monument is proposed as a focal point for the park entrance which could commemorate the history of the Town or commemorate any group, individual, or historic event. A local group may wish to fund/place a monument. An attractive Town clock might be included in the design.

The Loudoun Street Park now serves as a venue for several regular community and family events as first described in the Concept Plan, including the following:

- Early May clean up and planting of perennial plants;
- Home Town Festival held on Memorial Day weekend – parade, activities, community feast, music;
- July 4th Social to be held after the July 4th parade – games and activities;
- Community Movie Night;
- December tree lighting and caroling



Park Policies

Major policies for the Town Park include general rules, policies for special events, and policies for memorials and monuments.

A. Park Rules

- Park closes at dusk, except for approved special events.
- No alcohol or tobacco products allowed.
- Shoes and shirts required.
- No climbing or swinging in trees.
- All trash must be disposed of in receptacles.
- No bathroom facilities are provided in the park – please be respectful and locate proper facilities elsewhere if needed.

B. Park Use Permit

It is the policy of the town to recognize the benefits that result from use of the park by area residents. When setting fees and conditions for events, the town will be sensitive to their impact on the event's cost while keeping in mind the town's responsibility to its citizens. Non Town-sponsored events may include, but are not limited to, special events open to the general public.

- Requests to use the Town Park facilities must be made at least one month prior to a proposed event and approved by the Town Administrator. The application form is available at the Town Office and on the town's website.
- A parking/transportation plan shall be submitted.
- A rental and deposit may be charged, as determined by the Town Council, for use of the park for events larger than 25 people. No charge will be made for a non-profit or governmental organization.
- Any event requiring the use of town services (electric, water, etc.) will be required to pay a utility service fee as determined by the Town Council. This fee is refundable if the event is canceled and written notice to the town is received at least one week prior to the date.
- A rain date must be requested on the application form and this rain date cannot conflict with any other existing event.
- Large events may need to be coordinated with the Loudoun County Emergency Operations Center.
- Portable toilets must be provided by the applicant if anticipated attendance will exceed 25 and the event will last longer than 4 hours. The Town must approve the proposed location of the portable toilets.

C. Park Management

A Round Hill Park Committee is proposed to develop and support the park and events at the park in accordance with this plan. The Committee should consist of representatives from the Town, citizens, and all groups who may have an interest in the park. The Mayor shall appoint all members of the Committee.

The Park Committee will be responsible for the development, organization and advertisement of Town-sponsored events at Town parks, as well as reviewing the maintenance of the park. The annual Hometown Festival will be coordinated by the Hometown Festival Committee.

Routine maintenance, including lawn mowing, emptying trash receptacles, etc. is handled by the Utility Department as a “public works” activity. Other maintenance, when needed, may involve contracting for specific specialized services such as tree trimming or removal; repairs to park furniture or equipment, walkways or fencing.

The early spring clean-up by volunteers is proposed to continue, and the Sheriff’s Department has adopted the park as one of its community projects.

D. Memorials and Donation Plaques

There are several memorials currently in the park, all with appropriate plaques designating the honoree. They consist mostly of benches, and also include a tree and a plaque on a large stone.

An application form for memorials will be available at the Town Office and on the town's website and should include the following: The full name of the person, group, or event; a brief biography or an account relevant to the memorial, and the type of memorial being sought (e.g. bench, tree or other type of structure). The following process will be used for approval of all memorials:

- Nominations for memorials or monuments will be submitted to the Town Administrator with supporting documentation.
- The Land Use Committee will review the nomination and make a recommendation to Town Council.
- Town Council will take action on the nomination.
- Sponsorship of items that are included in this Park Master Plan, such as benches and the pavilion, will only require review/approval of the language on the associated plaque to ensure it is in keeping with the Town's purpose for the park.
- Applications for memorials not included in the Park Master Plan will be reviewed by the Town Council to ensure that the item is appropriate for the Park, is properly placed or planted, and does not conflict with existing or planned memorials, as outlined in the Park Master Plan.

In addition to the memorials, several other pieces of park furniture have been donated and are marked with a plaque naming the donor. Others are available for donations and plaques.

It is anticipated that a large facility, such as the proposed pavilion, would accommodate several donor plaques.

Other Park and Recreation Facilities

A. Community Garden

The Town owns 1.2 acres of land on Falls Place that consists of the old Potts Barn site and three adjoining residentially-zoned lots. In 2009, the Mayor and Town Council authorized the use of approximately one-half acre of this land to create a Community Garden, which must be re-authorized on a year-to-year basis. The Town also provided insurance coverage, held Round Hill Community Garden funds in their accounts, delivered water to the Garden cistern regularly, and maintained the mowing of the grass surrounding the garden.

Volunteer gardening enthusiasts from the greater Round Hill community designed the Garden, created it, and managed its operation through the season. Other community partners provided financial assistance and in-kind donations: local businesses, landscape companies, farmers, civic groups, artists and local non-profits.

B. Sleeter Lake Park

An 11 acre parcel of land adjoining Sleeter Lake was dedicated to the Town from Oak Hill Properties (developer of the Villages at Round Hill) to fulfill a rezoning proffer through a boundary line adjustment with the adjacent parcel on which the Town's wastewater treatment plant is located.

A park that would serve both Town residents and residents of the surrounding area was proposed on this site. Due to existing access limitations and other considerations, that park has yet not been developed at this time.

C. Proffered Park & Open Space Facilities

Other park and open space lands have been proposed for dedication to the Town as part of the plans for residential subdivisions located both within the Town's corporate limits and just outside the current Town boundary.

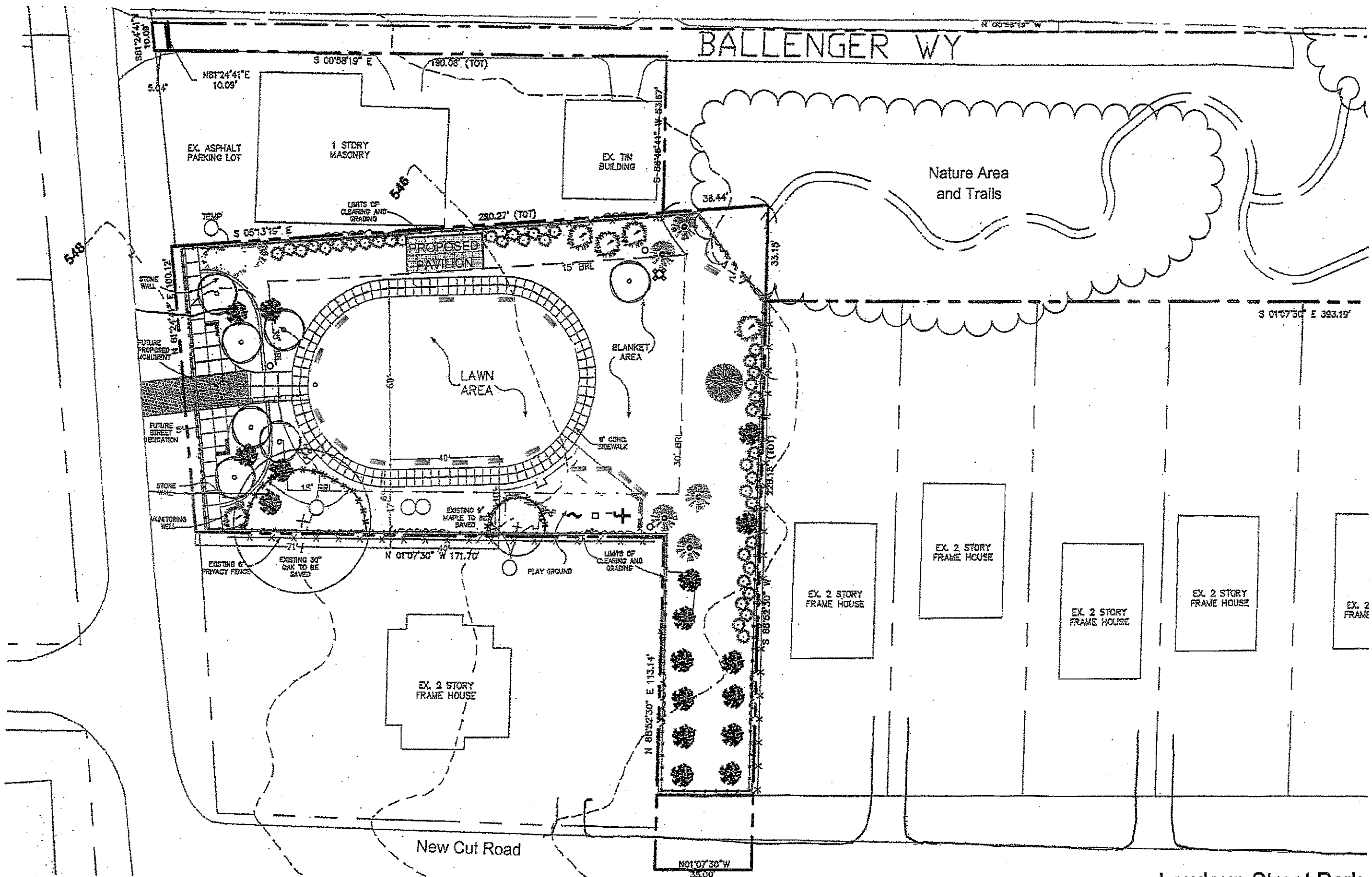
Specifically, there is an open space area located on the proposed Lake Ridge subdivision, located along Airmont Road at the Town's southern boundary. Although the Preliminary Plat for this subdivision was conditionally approved by the Planning Commission in November of 2008, the developer has not pursued final approval of that plat nor has a final/record plat been submitted due to the recent economic conditions.

Likewise, a park and open space areas were included in the proposed Creekside subdivision, located between Route 719 and Evening Star Drive just north of Town, which is now inactive according to the Loudoun County Building & Development records.

If these projects are pursued in the future, those facilities will be dedicated to the Town, at the Town's discretion, which will then be responsible for their maintenance.

Woodgrove Park, a County-owned facility located at the intersection of Route 719 and Evening Star Drive was also dedicated to the County as a rezoning proffer. It serves the Round Hill area and contains three ball fields. Other County facilities include the Round Hill Elementary School, and the old Round Hill Elementary School (currently being used by the Bluemont Community Center).

APPENDICES



Loudoun Street Park

Round Hill Parks

Imagine strolling through a quaint Victorian Park....

Friends meeting for a chat or a game of chess...
Laughter bubbling from children on the play lot...
Music drifts from the performance pavilion...
The “ping” of a horse shoe hitting the stake...
Peace and tranquility along the nature trail...



A warm sunny spot on the bench waits for you...

Dear Citizen,

Through volunteer labor and donations, we’re building special places for the Town. The Loudoun Street Park serves as a central point for community activities, recreation, and enjoyment. Unlike some parks, this site serves all age groups, providing an attractive meeting place for friends while also hosting community events such as holiday festivals, ice-cream socials, Halloween parades, art festivals, music performances, Easter-egg hunts and more.

Please help us by investing your time and donations in this community asset.

Platinum Donations:

(Includes custom nameplate indicating donor)

___ \$500 Pavilion Fund donation

___ \$500 Bench Fund donation

Gold Donations:

___ \$10 ___ \$20 ___ \$50 ___ \$100 \$_____ other

Please apply my contribution towards

___ Landscaping

___ Pavilion

___ Park Structure/Equipment

___ Where it is needed most

Name: _____

Address: _____

Phone Number: _____

Custom Nameplate or memorial acknowledgement to read:

(All memorials must be approved by Town Council – please see application form.)

___ Please add my name to your volunteer list for upcoming park work days.



TOWN OF ROUND HILL

P.O. Box 36 - 23 Main Street
Round Hill, VA 20142-0036
(540) 338-7878 www.rooundhillva.gov

Public Use Permit

Applicants Name (person): _____

Name of Organization Hosting Event: _____

Address (Mailing): _____ E-Mail: _____

Town/City: _____ State: _____ Zip: _____

Telephone: Work _____ Mobile _____ Fax _____

Event Information

Select Site to Be used: Loudoun Street Park) ☐ Other ☐ (Please specify)

Describe Nature of the Event: _____

Date(s) of Event: _____ Hours of Event: _____

Number of Participants Expected: _____ Has Event been Registered with Loudoun County (EOC)? ☐ Yes ☐ No

Number of portable toilets provided? (Minimum of 1 /25 participants for events over 4 hours) _____

Will Town provided electrical power be needed? ☐ Yes ☐ No Will personal generators be used? ☐ Yes ☐ No

Has Sheriff's Department support been requested? ☐ Yes ☐ No

Will signage be needed for event? (Request must be made to Zoning Administrator 30 days in advance of event) ☐ Yes ☐ No

Please attach:

- 1) A detailed drawing of event area, showing locations of tents, portable toilets, other activities.
- 2) Any additional description of event, including crowd management and safety plans.

Note:

- Proof of Event Liability Insurance (\$1,000,000.00 minimum) must be provided to the Town 15 days prior to the event or the event will be canceled. The Town must be added as an additionally insured party on the policy.
- Town Council may review the application and approve or deny the request.

The undersigned certifies that they are aware of the requirements of the Town of Round Hill and Loudoun County, accepts full responsibility for the event, and to the best of their knowledge, this application in all its parts, is complete and correct.

Signature of Applicant

Printed Name of Applicant

Date

-----Office Use Only-----

Date Application Received _____ Application Complete _____ Application Fee Paid _____

APPROVED: ☐ YES ☐ NO

DATE: _____

SIGNATURE OF TOWN ADMINISTRATOR

(PRINT NAME)



APPLICATION FOR MEMORIAL IN TOWN PARK

Please Type or Print Clearly

Applicant's Information

Name(s): _____

Street Address: _____

City, State and Zip: _____

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Date Application Received: _____

Memorial Information

Full Name of Person, Organization or Group to be honored by memorial:

Please attach a biography of the person, and all relevant information regarding a group or event to be honored.

Type of Memorial to be donated:

Bench ____ Stone Monument with Plaque ____ Tree ____ Pavilion Donation ____

Playground Equipment ____ Other (please specify) _____

Donation Amount: \$ _____

Signature of Applicant(s): _____ **Date:** _____