



ROUND HILL TOWN COUNCIL
WORK SESSION
AGENDA
March 7, 2019
7:30 PM

- I. Call to Order & Pledge of Allegiance**
- II. Roll Call**
- III. Public Comment:**
 - a. *Visitors to the meeting may address the Council at this time. Each speaker is asked to state their name for the record and to please limit their presentation to five minutes. The speaker's item may be placed on the agenda for the next meeting.*
- IV. Monthly Reports from Committee & Special Project Chairs:**
 - a. Capital Projects & Parks
 - b. Utility Operations
 - c. Administration & Technology
- V. Adoption of Regular Meeting Agenda (Amendments & Deletions)**
- VI. Approval of Minutes**
 - a. February 7, 2019 Town Council Minutes
- VII. Business Items:**
 - a. Quarterly Financial Report by Town Accountant
 - b. Airmont Road Property - Presentation by Owner
 - c. Comcast Franchise Agreement - Memo of Understanding (MOU)
 - d. Request for FY2019 Budget Adjustment
 - e. Town LED Streetlight Pilot Program
 - f. 1st Annual Round Hill Appalachian Trail Festival
- VIII. Special Action Items:**
 - a. ZOAM-2018-02 Restaurants & Craft Beverage Establishments
 - a. Resolution 2019-03: Intent to Amend Comprehensive Plan
- IX. Budget Work Session:**
 - a. Final Comments on Draft FY2020 Utility Fund Operating Budget
 - b. Presentation & Discussion of Draft FY2020 Utility Fund Capital Improvement Budget
- X. Town Council Comments**
- XI. Meeting Adjournment**

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
February 7, 2019**

A Regular Meeting of the Round Hill Town Council was held at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 7, 2019, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Donald W. Allen
Amy E. Evers
Melissa Hoffmann
Michael B. Hummel
Frederick J. Lyne

Staff Members Present

Melissa Hynes, Town Administrator, Town Planner/Zoning Administrator
Rob Lohr, Project Specialist

Others Present

Patrick Szabo, *Loudoun Now*

IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Ramsey called the meeting to order at 7:33 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

IN RE: ROLL CALL

Roll call was held; all members of the Town Council, and the Mayor, were present and a quorum was established.

IN RE: COMMUNITY POLICING

There was no Community Policing Report.

IN RE: PUBLIC COMMENT

There was no Public Comment.

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

Vice-Mayor Graham made a motion that the Agenda be approved, with the following changes: under *Action Items*, delete *Item #3 – Equal Rights Amendment Resolution*; and, under *Business Items*, add *Item #9 – Community Police Officer Retirement*. Ms. Graham clarified that the *Executive Session* is for discussion of personnel matters. Councilperson Evers

seconded the motion. Councilperson Lyne requested that two items be added under *Business Items* – *Town Council Committee Structure*, and *Administrative Committee*. Both the motioner and the second agreed to this addition, with Mayor Ramsey noting that those items will be numbers ten and eleven, under Business Items. Town Administrator Hynes requested that *Business Item #7 – FY2019 Budget Discussion*, and *Item #8 – FY2020 Budget Orientation*, be combined into one item. There was no further discussion. A vote was then held; the motion was approved 6-0. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|-------------------|-------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Aye |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |
| Frederick J. Lyne | Aye |

IN RE: APPROVAL OF MINUTES

1. December 20, 2018 Town Council Meeting

Vice-Mayor Graham noted that Councilperson Hoffmann's name is misspelled throughout the minutes, as *Hoffman* rather than the correctly spelled *Hoffmann*. Councilperson Evers noted that Planning Commission Member Stephan Evers' name is misspelled in one place, on page four, in the title of Action Item #1, and that *Stephen* is correctly spelled *Stephan*. There were no further corrections. Councilperson Lyne then moved **that the December 20th meeting minutes be approved, with the changes noted**; Councilperson Allen seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0-1, with Councilperson Evers abstaining. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|-------------------|-------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Aye |
| Mary Anne Graham | Aye |
| Amy E. Evers | Abstain |
| Frederick J. Lyne | Aye |

2. January 3, 2019 Town Council Meeting

Vice-Mayor Graham made a motion **that the minutes be approved**; Councilperson Lyne seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|-------------------|-------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Aye |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |
| Frederick J. Lyne | Aye |

IN RE: BUSINESS ITEMS

1. Tree of Life Ministries Presentation

Town Administrator Hynes introduced this item, explaining that Tree of Life Ministries is interested in purchasing the Weona Villa motel property, and that the group's plans for the property will require the extension of Town utilities to the site. Ms. Hynes then introduced Mr. Paul Smith, who presented the Tree of Life Ministries proposal for the property. Mr. Smith began his presentation by noting that he is the founder and executive director of Tree of Life Ministries. Mr. Smith utilized a PowerPoint presentation to provide background information on the organization and its programs, indicating that the program began in 2008, when members of the Purcellville Baptist Church decided to dedicate ten percent of the giving to the church for the purpose of helping those in the community who are in need. Mr. Smith noted that the organization's programs have grown exponentially since that date, and include a food pantry, providing respite for families with special needs children, and providing help with housing and meals for those in need. Mr. Smith explained the group's current housing ministry, in which housing is provided at subsidized rates to women at risk for homelessness, and instruction and support with life skills is provided to those residents. Mr. Smith further explained that Tree of Life has entered into a contract to purchase the Weona Villa motel property on Business Route 7, which includes a one-hundred twenty day time-frame for conducting a feasibility study for the proposed use; that use, initially, will be to provide housing for senior citizens, with additional housing provided, at a later date, for special-needs adults. The plan includes the use of "micro cottages," some of which will be created from the existing motel building on the site, with others constructed on the existing acreage, for a total of twenty-eight cottages; the existing single-family home will be utilized for staff, and as a central meeting place for the community. Mr. Smith reported that the group has had preliminary dialogue with the County, and that County representatives are enthusiastic about the proposal. Mr. Smith noted that Tree of Life is aware the property is outside the current Joint Land Management Area, and wishes to work with the Town and the County to extend that boundary, and with the Town for provision of utilities to the site. It was noted that Tree of Life relies on donors for its funding, and that this proposal is somewhat different for them, as it would represent rentals that are long-term than at its current rental properties. In response to a question from Vice-Mayor Graham, it was noted that some residents may have vehicles on-site, but that it is hoped bus service could be provided by churches and/or the County. Mayor Ramsey spoke of existing trails in this area which connect to the Town, and suggested that Mr. Smith and Tree of Life provide a presentation regarding this plan to the Round Hill Owners'

Association, in an effort to obtain access from the property to these trails. There was discussion of aspects of this plan which may support ideas included in Round Hill's recently adopted Comprehensive Plan, although it was noted that this specific property is not included in the Comprehensive Plan. There was also discussion of whether support of this plan may set a precedent regarding any possible extension of utilities in other areas; it was noted that a Comprehensive Plan amendment would be required to allow the Town to extend utilities, and that the specific use would be included in that amendment, therefore a precedent would not be set. There was also discussion of if this proposal would be affected by the current update of the County Comprehensive Plan, and if the organization should try to complete its process in time to be included in the update; points-of-contact with County government were provided to Mr. Smith, in order for the group to investigate this issue further. The number of taps which would be required, if Town utilities are extended to the property, were discussed; it was noted that the property would not be subdivided, but rather, the non-profit would own the entire property. Mayor Ramsey asked Council Members how they feel about this proposal; all Councilpersons voiced support for the project. Mayor Ramsey encouraged Mr. Smith to continue to move forward with this plan. Mayor Ramsey also directed Town Staff to prepare a plan-of-action and an Intent to Amend the Comprehensive Plan for the next Town Council meeting. Mayor Ramsey suggested that Mr. Smith reach out to the president of the RHOA soon. Mr. Smith thanked the Council.

2. Hometown Festival Update

Vice-Mayor Graham provided a brief update regarding preparations for this year's Hometown Festival, noting that the date for the event this year is May 25th, and that a number of previous volunteers have again volunteered their time; however, Ms. Graham noted, there are still some volunteer positions to be filled. Vice-Mayor Graham also noted that Project Specialist Lohr has volunteered to assist with this year's festival.

3. Utility Department Update

Town Administrator Hynes noted that a written report has been included in Council packets; this report includes an update from Town Engineer Lane, Utility Supervisor Feltner's weekly update, and updates on staff – including the hiring of an operator trainee. In response to a question from Mayor Ramsey, it was noted that a recent sewer back-up occurred on private property, not Town property.

4. Quarterly Capital Improvement Projects Update

Project Specialist Lohr provided this report, beginning by explaining his role with the Town, and the format of this report, for the newest Town Council members. Mr. Lohr explained how this format helps keep projects on track. Project Specialist Lohr then provided information on the following:

The Main Street Pedestrian Project (also known as the Main Street Enhancement Project)

- There are a number of entities involved, which makes it difficult to keep this project on-track.
- The County understands that the Town wants this project to go out to bid in the next thirty to forty-five days. Both Stantec and Dewberry have been deemed conflicted, and will not be allowed to bid on the project.
- Meetings have been, and will continue to be, held in an effort to keep the project moving.
- VDOT has not allowed the Town to go to bid; it is hoped that the Town will receive VDOT's response to comments by the end of this month.

Sleeter Lake Park

- Many of the main items required for operation of the park have been completed.

Town Park Project

- Mr. Lohr has been working with Town Administrator Hynes in an effort to have new benches installed at the park prior to the Hometown Festival
- The site for the storage shed has been moved from the park to the Town Office site.

Virginia Department of Health Loan Program

- The deadline to file for a five-year loan through this program is April 2019; if Council agrees, Mr. Lohr will move forward on this item

Yatton Road Loop Water Main

- The pipe has been delivered, and is likely to be installed by the end of the month.
- A safety concern at the site, voiced by residents of the Fallswood area, has been addressed.
- A right-of-entry for construction was obtained, as the easement had not been secured.

SCADA Upgrades

- These have been completed.

Generator Installation

- Upgrades were made to the building at the site.
- Needed approvals from Stoneleigh were obtained.
- Electrical plans are being finalized.
- The generator should be installed in the spring of this year.

New Website Software and Design

- This project should be completed by the end of this fiscal year.

Boundary Line Adjustment

- This project has been delayed for approximately six months.

Street Light Replacement

- Dominion sent incorrect fixtures; Mr. Lohr is working to ensure that all correct fixtures are here prior to installation.

Project Specialist Lohr asked if there were any questions. Councilperson Lyne asked if the storage shed, to be installed at the Town Office property, is climate-controlled, as it is to be used for storage of documents; Mr. Lohr noted that it is not presently equipped with this feature, but that it can be added. Mr. Lohr explained that the immediate goal is to move documents and other items from the Town Office cellar, so that water/dampness issues may be addressed, and so that problems with the furnace may be corrected. Mr. Lohr also noted that some recent documents are being scanned, to allow for electronic storage, with planned scanning of older documents to occur at a later date.

5. Patriot Trash Contract Discussion

Mayor Ramsey began this discussion by noting that a letter was sent to Patriot by the Town, to which the provider responded; the Town Attorney has provided comments regarding this matter. Town Administrator Hynes noted that information regarding recycling requirements has been included in Council packets. Ms. Hynes provided the following possible resolutions to Patriot's poor provision of recycling services: 1) the Town could adopt the County's ordinance requiring recycling, and then request County enforcement of these requirements; 2) remain with Patriot until the end of the contract term; or, 3) try to nullify the contract with Patriot. It was noted that the Town's contract with Patriot does not specify what is done with recyclables once they are collected. Discussion ensued regarding the preferred method for resolving this problem. It was decided that the Town Administrator will contact Patriot, to determine if they will cancel the current contract; additionally, Town Staff will investigate contractual arrangements made, and costs undertaken, by neighboring communities for their recycling collection.

6. ZOAM-2018-02 – Restaurant Amendments (Draft)

Town Administrator Hynes presented this item, explaining that the most recent version of the document is included in Council packets, and that this zoning amendment will be advertised beginning this week, for a Joint Public Hearing to be held on February 21, 2019. Ms. Hynes noted that she attempted to simplify the section regarding *Tasting Rooms*, and suggested that Round Hill adhere to regulations for this use put forth by the Virginia Department of Health. Discussion then turned to *Mobile Food Trucks*, with Ms. Hynes stating that it should be ensured the use not impact parking requirements for the business. The Town Administrator explained that, at present, Round Hill does not have rules governing food trucks; the use was discussed, with suggestions/requests made that language be included in the amendment which would ensure that food trucks not be allowed to park overnight, that a *Definition* be provided, that it be ensured language throughout the document is consistent, and that a permit process be implemented which would allow businesses to observe extended hours, five times per year, for special events. Town Administrator Hynes stated that she would send a final copy of the document to Town Council and Planning Commission members prior to the public hearing.

7. FY2019 Budget Discussion

8. FY2020 Budget Orientation

Town Administrator Hynes stated that she will meet one-on-one with new Council members to discuss the budget process, with Town Council budget discussions to begin at the next Council meeting. Mayor Ramsey suggested that Council members review the budget information included in their packets.

9. Community Police Officer Retirement

Vice-Mayor Graham presented this item, noting that Loudoun County Sheriff's Office Deputy Victor LoPreto officially retired yesterday. Ms. Graham reported that the Deputy will be presented with a replica of the Town Office as a gift, and asked if Council wished to present a Resolution to Deputy LoPreto; it was the consensus of the Council to do so. Vice-Mayor Graham and Town Administrator Hynes will prepare the Resolution.

10. Town Council Committee Structure

11. Administrative Committee

Councilperson Lyne presented this item. Mr. Lyne explained that, when Council went to a two meeting per month schedule, the first meeting of the month was to be a work session, centered around the previously existing committee structure, and with the Town Council serving as a committee-of-the-whole. Mr. Lyne provided a brief explanation of the previous committee structure for the new Council members. Councilperson Lyne stated that, as Chairman of the Administrative Committee, he would like to reconstruct the committee and meet outside of the regularly scheduled Town Council meetings, in order to efficiently address issues before the committee. Councilperson Lyne asked Council members how they would like to move forward with regard to Council committees. Discussion ensued, with Mayor Ramsey stating that it is helpful to have Councilpersons

who are well-versed in specific areas, and recommending that two-person committees be formed. Vice-Mayor Graham, Chair of the Utility Committee, explained that their meeting turned into a meeting with Utility Staff, which is held regularly. Town Administrator Hynes stated that it is helpful to have someone on the Council to take the lead on specific issues, but noting that this would not necessarily require regularly scheduled meetings. Councilperson Evers stated that it would be helpful to have a formal set of procedures for these committees, with Mayor Ramsey stating that the Town Council does have by-laws, and is supposed to operate using *Roberts Rules of Order*; Mr. Ramsey noted that the Council's procedure has become very informal, and that it may be helpful to revisit this structure. Mayor Ramsey suggested that items may be added to the meeting agenda, per a Councilperson's request, and that issues may be discussed during the *Council Comments* portion of the meeting; Mr. Ramsey stated that there is no wrong time to voice one's ideas. Council discussed how to move forward, with it being decided to constitute two-person committees, with ground rules provided, and that the committees should meet on a project-related basis rather than holding regularly-scheduled meetings, and that the chairs of each committee will be retained. It was also decided to return to the system of one work session and one regular meeting each month, following budget discussions.

IN RE: ACTION ITEMS

1. Change Order #1 – Yatton Loop Project (Project Scope)

Project Specialist Lohr presented this item, explaining that two Change Orders are being presented to Council this evening. Mr. Lohr noted that the contractor for this project has been procured and is on location. Mr. Lohr explained that, after approval of the proposal, the County returned with a requirement for a "super silt fence," rather than the silt fence previously approved; Mr. Lohr noted that the silt fence has not yet been installed. In response to concerns raised by Councilperson Hummel regarding the billing for the project, in which he noted irregularities, Project Specialist Lohr explained that the contractor proceeded with the change order without authorization; Mr. Lohr noted that he has spoken with the contractor regarding this, and stated that such an issue will not happen again. There was discussion of additional issues noted during this project, including holes at valve boxes on Hayman Lane and how these may be addressed, horizontal directional drilling at three street crossings and one creek crossing, a manhole lid adjustment on Yatton Road, and the request for a credit for the super silt fence. Vice-Mayor Graham then made a motion **that we approve the four Change Orders listed above for the Yatton Road Water Loop, in the amount not to exceed \$70,190.00, less a reasonable credit for the regular silt fence**; Councilperson Allen seconded the motion. Councilperson Hummel requested that an amendment to the motion be made, to ensure that a rock clause is included in the Change Order; both Vice-Mayor Graham and Councilperson Allen accepted this amendment. There was no further discussion of the motion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|-------------------|-------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Aye |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |
| Frederick J. Lyne | Aye |

2. Change Order #2 – Yatton Loop Project (Utility Projects)

Project Specialist Lohr presented this item, explaining that the following issues are involved: the removal of a concrete lid on the influent valve box at the Waste Water Treatment Plant; the installation of a pump around system at the Route 7 pump station; and, the installation of a pump around system at the Waste Water Treatment Plant pump station to the SBR basins. Discussion ensued, with it being decided to include the two pump around systems in the budget for the upcoming fiscal year, and to approve the vault cover replacement for the concrete lid on the influent valve box, with the costs to be covered by contingency funding.

3. Equal Rights Amendment Resolution

Mayor Ramsey explained that the State Senate approved this measure, but it died in committee in the House of Delegates; therefore, information regarding this issue is for informational purposes.

4. Electronic Meeting Policy

There was discussion of the logistics participating in a meeting electronically, with it noted that it would be conducted in the same manner as a conference call. Additionally, it was noted that residents would not be able to participate in this manner. Finally, it was noted that a quorum must be established based upon the number of Council members physically present. Mayor Ramsey explained that Town Staff and the Town Attorney Gilmore drafted this suggested policy, and that Council may decide whether to adopt the policy as presented, or change the policy. Vice-Mayor Graham then made a motion **the Town Council adopt the policy, as presented**; Councilperson Evers seconded the motion. Discussion of the motion ensued, with it being decided to increase the number of meetings for which it is permissible to attend electronically to six, to delete Item #4 of the policy requiring a delineation of reasons for attending electronically, and requesting that the word *suggested* be removed from the headings in the document. Both Vice-Mayor Graham and Councilperson Evers agreed to these changes. A vote was then held; the motion was approved 6-0. The vote is recorded as follows:

| <u>MEMBER</u> | <u>VOTE</u> |
|-------------------|-------------|
| Michael B. Hummel | Aye |
| Donald W. Allen | Aye |
| Melissa Hoffmann | Aye |
| Mary Anne Graham | Aye |
| Amy E. Evers | Aye |
| Frederick J. Lyne | Aye |

IN RE: REPORTS

1. Planning Commission Report

There was no Planning Commission report, as the meeting had been cancelled.

2. Town Planner & Town Administrator Report

Town Administrator/Planner Hynes provided a written report, and highlighted the following:

- Construction of the Southern Water Tank has been approved.
- Bank reconciliations for the past five months have been completed; this will allow for the Town's auditor, Mitchell & Company, to catch up on their quarterly reports to the Council, with the first to be presented at the February 21st meeting.
- A meeting with a representative of the Virginia Municipal League was held recently. This organization provides many services, including safety checks; a safety check of all Town buildings/properties was conducted, and recommendations for correcting problems was provided.
- The advertisement period for the open Town Planner position closed on February 4th, with approximately fifteen to twenty viable candidates identified. Letters will be sent to those not chosen, with in-house interviews to be scheduled for the remaining candidates. Mayor Ramsey requested that Planning Commission Chair Mirabal and Councilperson/Planning Commission Representative Hummel be invited to participate in the interviews. It was the consensus of the Council that Staff, the Planning Commission representatives noted previously, and the Mayor participate in these interviews, with a recommendation for a final candidate provided to the Council.

3. Mayor's Report

Mayor Ramsey reported on the following:

- He was unable to attend the most recent Coalition of Loudoun Towns meeting, at which the topic of discussion was the *Envision Loudoun* project (the update of the County's comprehensive plan).
- He will begin work on the Rate Study.
- He will work on a tap request to be made to RHI.

- He noted that illegal landfills have appeared throughout the County, including one across Business Route 7, outside of Hamilton, and across from the Park & Ride lot there. Mr. Ramsey will forward a link to a video regarding this issue to Council members. The Mayor noted that a loophole in the permitting process is being used to create these landfills.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham noted that a citizen of the Fallswood neighborhood has asked when the boundary line adjustment, which will bring that area into the Town's limits, will be effected; the citizen noted that he is in favor of the adjustment. Ms. Graham noted on-going issues with parking at the Round Hill Local Grocery; it was determined that no action will be taken at this time, as the construction associated with the Main Street Enhancement Project will alleviate those concerns. Finally, Vice-Mayor Graham suggested that, due to the length of this evening's meeting, the Executive Session be postponed; Council agreed to this suggestion.

Councilperson Evers noted that a lot adjacent to a home on New Cut Road is for sale; discussion ensued regarding this lot, its potential purchase by the County, and potential uses for the site. Town Administrator Hynes is to determine if the County is actually pursuing the purchase of the lot.

Councilperson Lyne asked if the Town Council should do anything proactively regarding the proposal made by Tree of Life Ministries for the Weona Villa property. Mayor Ramsey noted that Town Administrator Hynes will prepare a CPAM, and that he will draft a statement which will be provided to Council members. It was noted that the Mayor's statement will also be posted to the Town's website and Facebook page.

There were no further Council Comments.

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:46 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary

MITCHELL & Co., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

JEFFREY D. MITCHELL, CPA
SANDRA M. TONDREAU, CPA
W. MATTHEW BURNS, CPA

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CERTIFIED PUBLIC ACCOUNTANTS

VIRGINIA SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

The Honorable Mayor and Members of Town Council
Town of Round Hill, Virginia

We have performed the procedures enumerated below, which were agreed to by management and Town Council of the Town of Round Hill, Virginia (the specified parties), on the quarterly procedures on cash and cash equivalents held as of December 31, 2018. The Town of Round Hill, Virginia's management is responsible for the cash and cash equivalents held. The sufficiency of these procedures is solely the responsibility of management and Town Council of Round Hill, Virginia. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. Observe monthly cash banking account reconciliations for all banking deposit accounts
2. Match reconciliations to the Town's books and records
3. Observe independent statements of account cash banking deposit balances
4. Verify any cash deposit restrictions both external and internal are noted and if used, used for stated restricted purpose
5. Prepare a summary report of cash deposit balances noting restrictions by type and account at said end of quarter date and provide to the Town administrator
6. Prepare a summary of the Town's compliance with stated fiscal policies
7. Obtain Town's utility billing register and observe that proper utility rates are being charged.

The agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on cash and cash equivalents held at December 31, 2018. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town Council of Round Hill, Virginia and is not intended to be and should not be used by anyone other than those specified parties.

Leesburg, Virginia
February 21, 2019

Town of Round Hill, Virginia
Summary of Cash Deposit Funds Held

At December 31, 2018

| General Fund | | | | |
|-----------------------------------|------------------|------------|---------------|------------------|
| Cash Deposit Account Type | Operating | CIP | Street | Total |
| Checking/MM | 499,237 | 160,540 | 859,188 | 1,518,965 |
| CDs (6) | 222,601 | 221,804 | - | 444,405 |
| Total Cash Deposits | | | | 1,963,370 |
| Restricted Cash Deposits | | | | |
| Post Retirement | | | | 9,809 |
| Public Improvements | | | | 36,664 |
| Proffers | | | | 1,204,600 |
| Total Restrictions on Cash | | | | 1,251,073 |
| Unrestricted Cash Deposits | | | | 712,297 |

| Utility Fund | | | |
|-----------------------------------|------------------|------------|------------------|
| Cash Deposit Account Type | Operating | CIP | Total |
| Checking/MM | 2,233,736 | 2,192,077 | 4,425,812 |
| CDs (5) | 413,695 | 146,205 | 559,900 |
| Bond Held Escrow | - | - | - |
| Total Cash Deposits | | | 4,985,713 |
| Restricted Cash Deposits | | | |
| Post Retirement | | | 33,250 |
| Customer Deposits | | | 16,536 |
| Bond Funds | | | - |
| Total Restrictions on Cash | | | 49,786 |
| Unrestricted Cash Deposits | | | 4,935,927 |

Town of Round Hill, Virginia
Summary of Cash Deposit Funds Held

At December 31, 2018

| Cash Deposit Account Type | Bank | Bank Description | Bank Balance | Rec. | GF | GCIP | SF | GF Total | UF | UCIP | UF Total | Grand Total |
|--|----------------------------------|------------------|--------------|----------|---------|---------|---------|-----------|-----------|-----------|-----------|-------------|
| Checking/MM | | | | | | | | | | | | |
| Petty Cash | N/A | | - | - | 215 | - | - | 215 | 170 | - | 170 | 385 |
| Main Checking | 1 BOCC Operating | | 1,412,377 | - | - | - | - | - | - | - | - | - |
| | 1 PNC Operating | | 1,641,124 | - | - | - | - | - | - | - | - | - |
| | Operating Account Total | | 3,053,501 | (66,429) | 328,166 | 40,238 | 459,188 | 827,591 | 1,376,396 | 783,086 | 2,159,482 | 2,987,073 |
| "Checking New" | 19 VIP Stable NAV Liquidity Pool | | 1,596,202 | - | 170,857 | 8,472 | 400,000 | 579,328 | 508,472 | 508,402 | 1,016,873 | 1,596,202 |
| Money Market | 3 BOCC MMDA Public Fund | | 409,529 | - | - | 60,831 | - | 60,831 | 348,698 | - | 348,698 | 409,529 |
| Money Market | 4 PNC Money Market | | 899,112 | 1,477 | - | - | - | - | - | 900,589 | 900,589 | 900,589 |
| Darling Escrow | 6 VIP Stable NAV Liquidity Pool | | 50,976 | 24 | - | 51,000 | - | 51,000 | - | - | - | 51,000 |
| | 5 Bond Held Escrow | | - | - | - | - | - | - | - | - | - | - |
| | | | 6,009,320 | (64,927) | 499,237 | 160,540 | 859,188 | 1,518,965 | 2,233,736 | 2,192,077 | 4,425,812 | 5,944,777 |
| CDS | | | | | | | | | | | | |
| CD - VA-01-0041-5001 | 11 VIP CD | | 114,407 | 188 | - | 114,595 | - | 114,595 | - | - | - | 114,595 |
| CD - VA-01-0041-5007 | 12 VIP CD | | 107,209 | - | - | 107,209 | - | 107,209 | - | - | - | 107,209 |
| CD - VA-01-0041-5004 | 9 VIP CD | | 90,502 | - | 90,502 | - | - | 90,502 | - | - | - | 90,502 |
| CD - VA-01-0041-5008 | 7 VIP CD | | 59,655 | - | 59,655 | - | - | 59,655 | - | - | - | 59,655 |
| CD - VA-01-0041-5009 | 8 VIP CD | | 59,655 | - | 59,655 | - | - | 59,655 | - | - | - | 59,655 |
| CD - VA-01-0041-5011 | 10 VIP CD | | 12,789 | - | 12,789 | - | - | 12,789 | - | - | - | 12,789 |
| CD - BOCC 61123 | 13 BOCC CD | | - | - | - | - | - | - | - | - | - | - |
| CD - WATER VA-01-0041-5006 | 16 VIP CD | | 118,878 | - | - | - | - | - | 118,878 | - | 118,878 | 118,878 |
| CD - W/S VA-01-0041-5005 | 17 VIP CD | | 251,297 | - | - | - | - | - | 251,297 | - | 251,297 | 251,297 |
| CD - VA-01-0041-5010 | 18 VIP CD | | 43,521 | - | - | - | - | - | 43,521 | - | 43,521 | 43,521 |
| CD - VPLD VA-01-0041-5001 | 14 VIP CD | | 105,650 | - | - | - | - | - | - | 105,650 | 105,650 | 105,650 |
| CD - VPLD VA-01-0041-5002 | 15 VIP CD | | 40,555 | - | - | - | - | - | - | 40,555 | 40,555 | 40,555 |
| | | | 1,004,118 | 188 | 222,601 | 221,805 | - | 444,406 | 413,695 | 146,205 | 559,900 | 1,004,306 |
| Total Cash Deposits | | | 7,013,438 | (64,739) | 721,839 | 382,344 | 859,188 | 1,963,371 | 2,647,431 | 2,338,281 | 4,985,713 | 6,949,083 |
| Post Reconciliation Adjustment: | | | - | - | - | - | - | - | - | - | - | - |
| Reconciling Variance | | | - | - | - | - | - | - | - | - | - | - |
| Cash & Cash Equivalents per 12/31/2018 F/S | | | 7,013,438 | (64,739) | 721,839 | 382,344 | 859,188 | 1,963,371 | 2,647,431 | 2,338,281 | 4,985,713 | 6,949,083 |

TRH
Compliance AUP
12/31/2018

The Town shall carry pro-rated bonded debt in the Utility Fund that is no greater than 2% of real property assessments. This benchmark shall be calculated by pro-rating the total Utility Fund debt by the portion of utility consumers within Town boundaries.

| | 6/30/2018 Utility Fund |
|-----------------------------------|---------------------------|
| Total number of water/sewer users | 1,586 |
| Less: out of town users | (1,331) |
| Total users in town | 255 |
| Percentage in Town | 16.08% |
| Total Utility Debt | 5,640,000 |
| Prorated Debt | 906,810 |
| 2018 Real Estate Assessment | 100,000,580 |
| 2% of Real Estate Assessment | 2,000,012 |
| Excess (Deficit) | 1,093,202 ✓ |

The Town shall keep debt servicing costs below 30% of the total Utility Fund expenditures, not including any transfers to reserves. Expenditures include both operating and capital expenses, as well as any transfers to the General Fund.

| | 6/30/2018 Utility Fund |
|--|---------------------------|
| 2019 Expense Budget | |
| Operating | 2,099,446 |
| Less: Transfer to Reserves | (110,638) |
| CIP (Excluding Debt Service, 504,869) | 1,208,293 |
| Total Utility Budget | 3,307,739 |
| Calculated Debt Service Cost Limit (30%) | 992,322 |
| 2019 Debt Service Costs (prin. & interest due) | 504,869 |
| Excess (Deficit) | 487,453 ✓ |

The Town shall maintain, at the end of each fiscal year, unrestricted reserves in the General and Utility Funds equal to their annual operating and debt service expenses. Utility Fund reserve is calculated as operating expenses without depreciation plus General Fund transfers. Debt service costs are included but other capital expenses are not included.

| | 6/30/2018 | |
|---------------------------------------|--------------|--------------|
| | Utility Fund | General Fund |
| Operating Expenses | 2,093,911 | 1,091,517 |
| Less Nonoperating expenses: | | |
| Capital Projects | | (406,419) |
| Less: Depreciation | (608,945) | - |
| Add: Principal Debt Service | 235,000 | - |
| Add: Transfer to General Fund | 237,116 | - |
| Calculated Required Reserve | 1,957,082 | 685,098 |
| Unrestricted Cash Balances at 6/30/18 | 4,600,713 | 703,139 |
| Excess (Deficit) | 2,643,631 ✓ | 18,041 ✓ |

Nonoperating general fund expenses are excluded from operating expenses.

Town of Round Hill, Virginia
Water Sewer Billing Test

At December 31, 2018

Procedure: Obtained the utility pre-billing report and selected 5 individuals at random to ensure the correct water and sewer rates were being charged.

| Per Utility Pre-Billing Report | | | | | Calculated |
|--------------------------------|------------------------|----------|-------------|---------------|------------|
| | Name | Code | Consumption | Charges | Rate |
| 1 | Kristen Achterhof | WA - W02 | 4182 | 52.07 | 0.01245 |
| | | SW - S02 | 4182 | 60.35 | 0.01443 |
| | | | | <u>112.42</u> | |
| 2 | Joshua & Lydia Adams | WA - W02 | 10773 | 134.12 | 0.01245 |
| | | SW - S02 | 10773 | 155.45 | 0.01443 |
| | | | | <u>289.57</u> | |
| 3 | Gabriel & D. Loy Afzal | WA - W02 | 10174 | 126.67 | 0.01245 |
| | | SW - S02 | 10174 | 146.81 | 0.01443 |
| | | | | <u>273.48</u> | |
| 4 | Sylvia Aguilera | WA - W01 | 7343 | 60.95 | 0.00830 |
| | | SW - S01 | 7343 | 70.57 | 0.00961 |
| | | | | <u>131.52</u> | |
| 5 | Mark Albright | WA - W01 | 9888 | 82.07 | 0.00830 |
| | | SW - S01 | 9888 | 95.02 | 0.00961 |
| | | | | <u>177.09</u> | |

✓ - Agrees to billing rates stated on Town website.

SCHEDULE 3

**TOWN OF ROUND HILL, VIRGINIA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2018**

| | <u>Capital Projects</u> | | |
|--|-------------------------|-------------------|--|
| | <u>General</u> | <u>Street</u> | <u>Total Nonmajor Governmental Funds</u> |
| Assets | | | |
| Cash and cash equivalents | \$ (108,436) | \$ 459,188 | \$ 350,752 |
| Virginia investment pool | 331,973 | 400,000 | 731,973 |
| Program grant receivable | 68,000 | - | 68,000 |
| Total Assets | \$ 291,537 | \$ 859,188 | \$ 1,150,725 |
| Liabilities | | | |
| Accounts payable | \$ 49,566 | \$ - | \$ 49,566 |
| Reserve for proffers | 345,412 | 859,188 | 1,204,600 |
| Public improvement escrow | 36,664 | - | 36,664 |
| Total Liabilities | 431,642 | 859,188 | 1,290,830 |
| Fund Balances | | | |
| Unassigned | (140,105) | - | (140,105) |
| Total Fund Balances | (140,105) | - | (140,105) |
| Total Liabilities and Fund Balances | \$ 291,537 | \$ 859,188 | \$ 1,150,725 |

SCHEDULE 4

**TOWN OF ROUND HILL, VIRGINIA
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2018**

| | <u>Capital Projects</u> | | <u>Total Nonmajor Governmental Funds</u> |
|--------------------------------------|-------------------------|---------------|--|
| | <u>General</u> | <u>Street</u> | |
| Revenues | | | |
| Project grants | 68,000 | \$ - | \$ 68,000 |
| Interest earnings | 9,509 | - | 9,509 |
| Total revenues | <u>77,509</u> | <u>-</u> | <u>77,509</u> |
| Expenditures | | | |
| Projects/improvements | <u>406,419</u> | <u>-</u> | <u>406,419</u> |
| (Deficit) | <u>(328,910)</u> | <u>-</u> | <u>(328,910)</u> |
| Other Financing Sources | | | |
| Transfers in | - | - | - |
| Capital contributions | - | - | - |
| Total other financing sources | <u>-</u> | <u>-</u> | <u>-</u> |
| Net change in fund balances | (328,910) | - | (328,910) |
| Proffer reclassification | (13,196) | - | (13,196) |
| Fund balance - beginning | <u>202,001</u> | <u>-</u> | <u>202,001</u> |
| Fund balance - ending | <u>\$ (140,105)</u> | <u>\$ -</u> | <u>\$ (140,105)</u> |

SCHEDULE 5

**TOWN OF ROUND HILL, VIRGINIA
GENERAL CAPITAL PROJECTS
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2018**

| | Original & Final Budget | Actual | Variance Positive (Negative) |
|--|--|---------------------|---|
| Revenues | | | |
| VDOT funding | \$ 1,458,843 | \$ - | \$ (1,458,843) |
| Public facilities contributions | 5,000 | - | (5,000) |
| Transportation improvement contributions | 603,925 | 68,000 | (535,925) |
| Interest earnings | - | 9,509 | 9,509 |
| Total revenues | <u>2,067,768</u> | <u>77,509</u> | <u>(1,990,259)</u> |
| Expenditures | | | |
| Projects | | | |
| Main street | 2,118,269 | 101,737 | (2,016,532) |
| Sleeter lake park | 140,000 | 273,292 | 133,292 |
| Cedar street | 24,624 | 21,100 | (3,524) |
| Park electric | 5,000 | 6,624 | 1,624 |
| BLA project | 38,540 | 1,265 | (37,275) |
| Cell tower corral | 24,624 | - | 24,624 |
| Other | - | 2,401 | (2,401) |
| Total expenditures | <u>2,351,057</u> | <u>406,419</u> | <u>(1,900,192)</u> |
| (Deficiency) of revenues (under) expenditures | <u>(283,289)</u> | <u>(328,910)</u> | <u>(90,067)</u> |
| Proffer reclassification | - | (13,916) | (13,916) |
| Fund balances - beginning | <u>202,001</u> | <u>202,001</u> | <u>-</u> |
| Fund balances - ending | <u>\$ (81,288)</u> | <u>\$ (140,825)</u> | <u>\$ (103,983)</u> |



Staff Report

TO: Mayor and Town Council

FROM: Melissa Hynes, Town Administrator

DATE: March 1, 2019

SUBJECT: Intent to Amend Comprehensive Plan

ISSUE:

The Town Council will consider adopting a Resolution directing the Planning Commission to prepare text amendment(s) to the 2017 Comprehensive Plan. In order to prepare direction to the Planning Commission, the Town Council will need to review several documents to provide adequate feedback and context for a proper scope of work for the Planning Commission. Language in the Route 719 South Area Plan could be appropriate for properties on East Loudoun Street outside of town limits (such as the Motel Property)

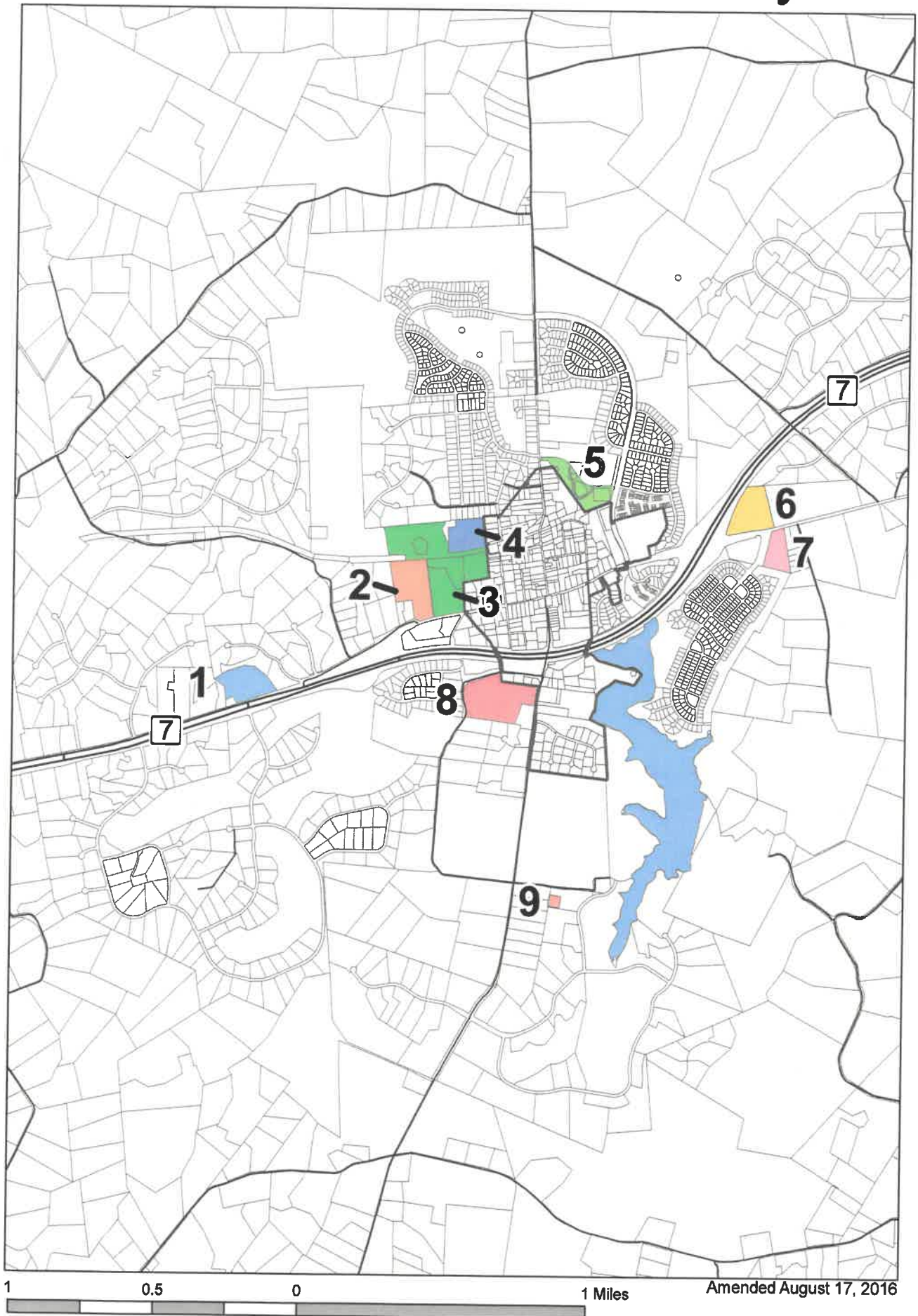
These documents include:

- Chapter 6 Housing & Community Development (2017 Comprehensive Plan)
- Chapter 12 Greater Round Hill Area (2017 Comprehensive Plan)
- Route 719 South Area Plan (2017 Comprehensive Plan)
- Draft Land Bays (2016 Draft Comprehensive Plan)
- Draft Land Bays Map (2016 Draft Comprehensive Plan)

CONSIDERATIONS:

- 1) What types of unmet housing needs were called out in the 2017 Comprehensive Plan?
- 2) Who can provide these unmet housing needs?
- 3) What types of housing styles/construction does not meet the character of Round Hill?
- 4) How do you reduce impact on adjacent property owners?
- 5) What is a general policy for future extensions of the Water & Sewer Service Area that meets the above considerations and is fair to existing property owners?

Round Hill Area Land Bays



Chapter 6

HOUSING & COMMUNITY DEVELOPMENT

PART 1: BACKGROUND

Section 1: Introduction

Single-family housing is the predominant land use in Round Hill. This pattern is expected to continue into the future, since there is little room for additional growth within the current town limits. A variety of housing types that maintain the visual appearance of the town and enhance the quality of life should be encouraged in the future.

Table 6-1 Housing Unit Growth
Town of Round Hill and Loudoun County

| Area | 1970 | 1980 | 1990 | 2000 | 2010 | 2016 |
|----------------|--------|--------|--------|--------|---------|---------|
| Round Hill | 170 | 177 | 184 | 193 | 218 | 255 |
| Loudoun County | 11,381 | 19,742 | 32,932 | 62,160 | 109,442 | 127,007 |

Source: U.S. Census of Population & Housing: 1970, 1980, 1990, 2000, 2010.
American Fact Finder 2014 & Loudoun County Permit Trends 2015.

The 2004 Boundary Line Adjustment with Loudoun County, and the subsequent multiple new subdivisions, have contributed to a 28% increase in housing units from 2004 to 2016.

Section 2: Cost of Housing

While Round Hill is more affordable than housing in Eastern Loudoun County, it is not one of the more affordable towns in Western Loudoun County. The typical housing option in Round Hill is a single family detached dwelling on a half-acre and is out of the price range of people who make 70% to 100% of the area median income (AMI).

Table 6-2 Cost of Housing
Western Loudoun County

| Town | Median Sales Price | Median Monthly Rent | Median Household Income |
|--------------|--------------------|---------------------|-------------------------|
| Hamilton | \$364,500 | \$2,950 | \$129,495 |
| Lovettsville | \$394,950 | \$1,700 | \$114,375 |
| Purcellville | \$460,000 | \$2,300 | \$130,167 |
| Leesburg | \$462,000 | \$2,225 | \$129,819 |
| Round Hill | \$495,000 | \$2,400 | \$130,833 |
| Middleburg | \$497,500 | \$3,250 | \$90,908 |

Note: April 2016 Real Estate Data. No data available for Hillsboro

Workforce housing are typically homes aimed at households earning from 60% to 120% of the area's median income (AMI). In contrast, the term affordable housing is generally used for households whose income is less than 60% of AMI. A commonly accepted guideline for housing affordability is that housing costs not exceed 30% of a household's gross income. For perspective, someone who earns 60% of the AMI for Round Hill makes \$78,499 per year and if 30 percent of that income goes to renting a house, then the person would pay \$1,962 per month. The median monthly rent is \$2,400 in Round Hill (as of April 2016, per Trulia's online real estate resource).

The term 'workforce housing' typically relates to firefighters, teachers, law enforcement professionals, and others who are overqualified for affordable housing programs yet can't afford the average market-rate home. For example, a Loudoun County Teacher makes about \$50,000 after 5 years of teaching and \$60,000 after 15 years of teaching. Preliminary analysis shows a Loudoun County teacher (with one income) could not afford to live in Round Hill.

Loudoun County's housing policies that are contained in the Revised Loudoun County General Plan apply throughout the county, including within all the incorporated towns. The primary housing objective expressed in those policies is "to assure that existing and future county residents and the workforce are served by a range of housing opportunities." The Town should work with the County to assist in achieving this objective.

Within the existing residential areas, especially within the Round Hill Historic District (also referred to as the National Historic Register District), the emphasis of housing activities should focus primarily on the rehabilitation of the existing housing stock rather than on removal and new construction.

Attractive residential areas should be created through development patterns which preserve appropriate elements of the natural environment, provide space for needed services, and at the same time protect neighborhoods from the adverse effects of traffic and incompatible land uses.

Section 3: Housing Demand

The demand for Loudoun County housing consists of the households that are forecasted to eventually move into the county, plus some share of workers that currently work in Loudoun County but do not reside there. Currently, employees who live outside the county and have to commute into the county every day to work are known as "in-commuters."

There are four industries which have a disproportionate amount of in-commuting into Loudoun County, meaning that they work in the county but cannot afford to live in the county. These four industries are: construction, transportation, local government, and retail. The Loudoun County Housing Advisory Board defines workforce housing as housing for Loudoun County police and fireman, school teachers, shopkeepers or other individuals who work in these four industries and which most localities would like to have live in and take a stake in their communities.

AECOM Consult (a consulting company) produced the "2006 Basic Housing and Employment Data and Projections Report" in August 2006, which featured the Housing Needs Assessment for Loudoun County. This report projected that a 17% increase in Loudoun County's housing stock would be required to meet the demand for workforce housing. Just adding any type of housing may

not meet the demand. To address the deficit in housing will require an increase in the share of multi-family housing units and single family attached units and a decrease in the share of single family detached units. Below is a chart of the types of housing that existed in 2003 and what is needed to meet demand by 2030 based on the “2006 Basic Housing and Employment Data and Projections Report.”

| <u>Year</u> | <u>Single Family Detached</u> | <u>Single Family Attached</u> | <u>Multi-Family</u> | <u>Total</u> |
|---------------|-------------------------------|-------------------------------|---------------------|--------------|
| 2003 | 1,303 | 8,406 | 2,869 | 12,578 |
| Total by 2030 | 2,539 | 13,277 | 14,020 | 29,835 |

Between 2005 and 2030, more than half of all employment growth in Loudoun County was projected to occur in: professional/business services, leisure/hospitality, information technology and the education/health services industries. Strong growth in professional and business services is beneficial as that industry typically generates high wages jobs.

The surge in population growth and job growth in Loudoun County in the past 10 years has caused such a huge increase in the demand for housing that the supply has not been able to sustain. High demand and low supply translates to high housing costs.

The town and the Joint Land Management Area (JLMA) are close to build-out. Most new development within the JLMA over the past 10 years has been “cookie-cutter” single-family detached development on 0.25 acre to 0.5 acre lots. In town limits, future residential development will be located on “infill lots” and on small vacant parcels.

The 2017 “Basic Housing and Employment Data and Projections Report” will be available in February 2017, and it will include a new set of data to help the Town of Round Hill implement the housing goals of this comprehensive plan.

PART TWO: OPPORTUNITIES & CHALLENGES

Section 1: Housing Considerations

Some of the questions that have been discussed during the Comprehensive Plan update include:

- How to support new development blend in with existing character of town?
- Where should Round Hill senior citizens and empty nesters move to in town? Or do they have to move away once they want to down-size?
- Where do Round Hill residents move to once they move out of their parents’ house, get married and/or graduate college? Should they move away once they want their first home?
- Where do young families, small families or busy professionals live in Round Hill?
- How to encourage a diverse housing stock while maintaining the small town charm?

Section 2: Older Adults & Seniors

The U.S. Centers for Disease Control and Prevention defines aging in place as "the ability to live in one's own home and community safely, independently, and comfortably, regardless of age, income, or ability level." Aging in place is difficult in Round Hill. When older adults in Round Hill prepare to retire, they typically must look outside of the Greater Round Hill Area for housing and most likely outside of Loudoun County as well. When empty nesters want to downsize, they must compete for the low supply of first floor living housing or apartments within the town limits and the Joint Land Management Area (JLMA). When seniors begin to look for housing paired with medical care and a senior community center, there are no senior living facilities, nursing home facilities, or active adult communities within the town limits, the JLMA or in the Greater Round Hill Area. This is a challenge for the town because lifelong residents will have to move away to meet their housing needs and medical needs when they want to stay with their community, close to friends and family.

The town needs more housing for older adults, retirees, and senior citizens. Many of the needs of this demographic group are similar to adults who need barrier free housing, also called "universal design." Ideally, the town would benefit from more barrier-free housing in Round Hill to allow for residents to age in place and to provide housing for adults with disabilities. Universal design aims to create an environment that is accessible for as much of the population as possible. Universal design can also benefit a multi-generational house.

Other alternatives the Town may consider include the concept of accessory dwellings for family members. This would allow for residents to build or create an accessory dwelling for family members. This idea presents some challenges such as regulating "use only by family members."

Section 3: Affordable & Workforce Housing

The Town faces the challenge of providing opportunities for developing affordable housing and workforce housing without destroying the historic fabric or character of Round Hill. The town is made up almost entirely of single-family detached houses. Within town limits, there are no townhouses or duplexes. There are two multi-family buildings located on Mosby Court and Bridge Street. There is also one residential development that provided eight smaller homes zoned R-6 (average 1,800 square feet) on 0.20 acre lots along New Cut Road. These lots were designed as a cluster subdivision with the open space component dedicated to the town for parkland. This cluster subdivision is a good example of what affordable housing or workforce housing could look like in Round Hill.

The town is open to considering ideas for affordable housing or workforce housing if the building looks like a single-family detached home from the public street. The Town prefers duplexes or quadplexes over townhouses. Duplexes and quadplexes would be a new type of housing unit for Round Hill, but it could possibly work in the right circumstance if the housing units were built to be compatible with the size and design of historic Round Hill houses. Furthermore, these unique dwelling unit configurations should not stand out as "out of character" with historic Round Hill houses.

Section 4: Infill Development & Build Out

Under the current Round Hill Zoning Ordinance, Round Hill has built out 85% of the land within town limits (see Chapter 10). This analysis uses the term "build out" to describe land coverage rather than density. As defined here, build-out means that there is little or no more green space that

can be developed for housing. However, since even this can be easily misunderstood, and it's important to specify the limits of what it implies.

First, a completely built-out Round Hill does not mean that every inch of available open space has been consumed. Protected parkland and land that is physically unsuitable for development remains. This also means open space will remain within already developed communities. However, it also means that there are no more large tracts of land that could be used for new residential subdivisions or residential development projects within the Town of Round Hill.

Reaching “build-out” does not have to mean that Round Hill will freeze in time. The town will continue to evolve in response to new economic and demographic trends. This Comprehensive Plan will help the Town prepare for these trends.

If the Town does not take any action to change its current Zoning Ordinance, then Round Hill will be unable to meet some of its housing and community development goals. This is called the “No Action Build-Out Scenario.” For the purposes of this build-out scenario, it can be assumed that the existing land use patterns would continue under the existing zoning regulations.

The “Town Action Build-Out Scenario” would imply that in order to set the framework to meet the Town’s housing and community development goals in the future, the Town would need to take action via changes to its Zoning Ordinance to allow for some residential growth to serve the unmet housing demands of residents in Round Hill. New residential buildings could be added within existing streets to accommodate housing demand through the use of infill development. Infill development means filling in vacant lots or redeveloping older structures. A review and revision to the Zoning Ordinance could allow for a limited number of infill development projects that are able to meet the goals and objectives of this comprehensive plan.

Section 5: Cluster Development

Virginia State Code § 15.2-2286.1 offers provisions for clustering of single-family dwellings to preserve open space. Cluster development, also known as conservation development, is a site planning approach that is an alternative to conventional subdivision development. It is a practice of low impact development that groups residential properties in a proposed subdivision closer together in order to utilize the rest of the land for open space, recreation, or agriculture. Homes are grouped together on fairly small lots near one another, with larger open spaces in the same development left untouched.

The following are benefits of Cluster Development:

- a. Creates large contiguous open spaces for conservation and wildlife habitat purposes, or for agriculture.
- b. Placing the homes near one another minimizes the cost of running roads and utilities to them, and allows for convenient socializing and a real sense of community.
- c. Development expense will be lower, and therefore housing affordability will improve.
- d. Connected open space provides habitat for a greater variety of animal and plant life than would be seen in the same amount of open space parceled out into individual yards.

- e. Joint community facilities can be developed. Examples might be a vegetable garden, a swimming pool, an implement storage shed, or a barn.

Section 6: Maintenance of Homes

The Town wants to limit the number of buildings that fall into disrepair or blight. However, the challenge for the Town is the consensus to limit maintenance enforcement on property owners. This “hands-off” approach only works when property owners set their own standards of maintenance to keep a building up to a decent condition to prevent it from becoming a nuisance property. In other words, doing what is right, without being told to do so. Property owner neglect resulted in some houses in town becoming nuisance for years at a time.

The Town may consider a combination of incentives and possible penalties to achieve property maintenance. The town would need to consider working with the County in the future on a memorandum of understanding to allow them to enforce county building maintenance standards, which would include demolishing blighted properties that have become safety hazards. The Town would also need to consider developing affordable incentive programs to encourage basic property maintenance before enforcing regulations.

Section 7: Community Development

The town wants to encourage resident-driven beautification projects and community development projects. At the same time, the Town is open to partnerships to improve Round Hill. Town officials want residents to feel welcome at the Town Office to meet with staff or to attend Town Council meetings to share their thoughts and concerns before trying to spearhead a solution on their own. Information and feedback directly from residents or business owners carry more weight than staff because it is coming from those people who live in Round Hill and not from an outsider’s opinion. Town officials can use new information and feedback to consider new policy and program changes.

-6-

Housing & Community Development

Goals, Objectives & Strategies

Overall Goal: The Town of Round Hill will work to facilitate the creation of a convenient attractive and harmonious community. The Town will encourage the further development of family life, instills a sense of pride and place for all citizens, establishes and identity that allows for privacy while encouraging and enhancing social contact.

Goal 1: Advocate for the development and redevelopment of residential neighborhoods which enhance the living environment for all residents of Round Hill.

- a) **Objective:** Ensure neighborhoods are designed as well-coordinated links to the Greater Round Hill Area not as separate independent places when considering Round Hill Zoning Ordinance amendments, Round Hill Subdivision & Land Development Ordinance amendments or future Round Hill Design Guidelines language.
 - 1. Strategy: Support residential development that preserves appropriate elements of the natural environment.
 - 2. Strategy: Support residential development that provides space for community facilities and services in neighborhoods.
 - 3. Strategy: Support residential development that protects adjacent neighborhoods from the adverse effects of traffic and incompatible land uses.
 - 4. Strategy: Support residential development that includes community and stakeholder collaboration in designing new neighborhoods.
- b) **Objective:** Advocate that new neighborhoods should include connected streets, pedestrian sidewalks or trail linkages to adjacent neighborhoods, sidewalks or trails when considering Round Hill Zoning Ordinance amendments, Round Hill Subdivision & Land Development Ordinance amendments or future Round Hill Design Guidelines language.
 - 1. Strategy: Require that neighborhood streets include landscaping and traffic calming features to effectively manage traffic and encourage attractive and safe pedestrian-friendly environments.

2. Strategy: Require new neighborhoods or infill development projects to incorporate and support pedestrian-oriented amenities such as trails and sidewalks.

Goal 2: Support the development of vibrant neighborhoods with various housing options which will accommodate a mix of household types, address residents' changing needs, and allow households to grow and age in place.

a) Objective: Prepare for an aging population with a housing supply that serves retirees and the elderly, as well as persons with disabilities and/or special needs.

1. Strategy: Amend the Zoning Ordinance to reflect the need for “first floor living” houses, single-story houses, or small houses on small lot sizes to provide housing options primarily for retirees or empty nesters.
2. Strategy: Encourage the construction of new housing or the remodeling of existing housing stock, to incorporate Universal Design features to make homes locally available which are more comfortable and accessible for persons with disabilities and/or special needs.
3. Strategy: Amend the Zoning Ordinance to permit the use of extended family dwellings within the primary dwelling or an accessory building.
4. Strategy: Support the development of new assisted living facilities, or the conversion of existing houses into assisted living facilities, for residents who need daily support but are not in need of a nursing home facility.
5. Strategy: Study the various creative options to allow for local residents to “age in place” by retaining their current home in Round Hill and provide a report with recommendations to the Town Council.

b) Objective: Support Loudoun County in its goals to meet the demands for affordable housing and workforce housing in western Loudoun County, but only in incremental stages which are appropriately sized for a small town.

1. Strategy: Encourage community participation in developing solutions to the Western Loudoun County affordable housing and workforce housing shortage.
2. Strategy: Advocate for affordable housing and workforce housing through reuse or infill development of single-family detached houses or duplexes, which are found to be compatible in size and character to the surrounding neighborhoods.
3. Strategy: Support the development of neighborhoods which incorporate affordable housing and workforce housing options through the varied use of multiple housing type options and not limited to one housing type.

4. Strategy: Include in the future Round Hill Design Guidelines examples of quadplexes or duplexes that look like two-story single-family detached buildings from the public street and have parking spaces or garages strategically located behind the building.
5. Strategy: Study various housing designs which create affordability through creative design to include some of the preferred affordable housing designs in the future Round Hill Design Guidelines.
6. Strategy: Amend the Zoning Ordinance to permit a diversity of housing configurations to encourage construction of a variety of dwelling types based on the recommendations of the comprehensive plan.
7. Strategy: Explore the use of accessory dwellings as an alternative affordable housing option.
8. Strategy: Consider the total benefits to the community when reviewing affordable housing or workforce housing policies or projects.
9. Strategy: Amend the Zoning Ordinance to permit cluster subdivisions to encourage the development of smaller homes on smaller lots as alternative housing choices for multiple population groups and to provide the opportunity to preserve remaining land for public and neighborhood open space use.

Goal 3: Promote the preservation of existing neighborhoods through appropriate infill development where adequate public facilities exists.

- a) Objective: Encourage creative, compatible development on non-conforming lots or underdeveloped lots when considering Round Hill Zoning Ordinance amendments, Round Hill Subdivision & Land Development Ordinance amendments or future Round Hill Design Guidelines language.
 1. Strategy: Amend the Zoning Ordinance to permit the compatible redevelopment of non-conforming residential lots.
 2. Strategy: Allow opportunities for infill development only if the new lots are compatible with the surrounding neighborhood and if the proposed residential development project meets the goals of the comprehensive plan.
- b) Objective: Maintain a density of residential development that will retain the small-town character of the Town.
 1. Strategy: Encourage housing that is compatible in design and density with the existing housing.

2. Strategy: Require development of a greater density to be designed and located so that it will not adversely affect the character or environment of established neighborhoods.
- c) Objective: Support residential development projects that incorporate historic preservation strategies into the development plan as a method to preserve or protect the neighborhood character.
 1. Strategy: Require residential development plans to protect against the destruction of, or encroachment upon, historic and/or environmentally sensitive areas
 2. Strategy: Discourage demolition of existing residential dwellings listed as contributing buildings in the National Register of Historic Places.
 3. Strategy: Encourage, in existing residential areas, that housing activities focus primarily on the rehabilitation of the existing housing structures rather than on removal and new construction.

Goal 4: Maintain the integrity and enhance visual aesthetics of existing neighborhoods, while revitalizing neighborhoods as necessary

- a) Objective: Advocate the maintenance of residential homes and properties, in order to protect existing property values and protect public health, safety and welfare.
 1. Strategy: Identify housing units that are in either disrepair or decline and work toward renovation that is cost effective and efficient.
 2. Strategy: Consider establishing programs to prevent blighted properties from becoming safety hazards
 3. Strategy: Study possible avenues of financial assistance for maintenance or repair and consider implementing a comprehensive improvement program for substandard residential structures.
 4. Strategy: Consider creating programs for those who cannot afford to maintain their homes on their own and/or direct them toward incentives provided to encourage reinvestment in homes.
 5. Strategy: Educate residents on the availability of staff and the Town Council to address issues and opportunities in formats varying from visiting the Town Office to attending Town Council meetings. The goal would be to open the lines of communication to address concerns early in an issue or opportunity.
- b) Objective: Identify or develop effective incentive plans which encourage improvement or renovation of existing homes, with a focus on continued upkeep and maintenance of such improvements.

1. Strategy: Identify federal, state and non-profit funding sources (grants, loans, tax credits, etc.) to assist owners with renovations and improvements.
2. Strategy: Provide educational resources for homeowners considering renovation that will provide them with necessary information regarding “What and How” to know and do for a successful project (i.e. building permits, design, financing, working with a contractor, etc.).
3. Strategy: Promote the value of maintaining community appearance and protecting the Round Hill identity.
4. Strategy: Host an annual beautification award program to recognize private property improvements.
5. Strategy: Encourage collaboration among neighbors for community beautification projects. Projects could include helping one neighbor to creating a feature along a street.

Chapter 12

GREATER ROUND HILL AREA

PART 1: BACKGROUND

Section 1: Introduction

As an incorporated town, the Town of Round Hill governs its land use matters through its own Planning Commission and Town Council. Development within the Town's boundaries is regulated by the Town Zoning Ordinance and the Subdivision and Land Development Ordinance, and is subject to review by a Town Council-appointed Planning Commission. Land immediately outside the corporate limits is subject to County zoning regulations and review. The Town and the County's participation in the planning process is vital to ensure that a smooth transition in land uses will occur in accordance with the Town's goals and policies. The Loudoun County Revised General Plan builds on the objectives set forth within the 1990 Round Hill Area Management Plan (RHAMP). These plans recognize the importance of towns as nodes for development and growth. The Loudoun County Revised General Plan establishes a comprehensive strategy for balancing new growth and development with the existing community, while considering the unique and varied needs of the Greater Round Hill Area.

Section 2: County Growth Management Policies

The Town supports the following the Loudoun County Comprehensive Plan (known as the Revised General Plan) Growth Management Policies as they relate to the Round Hill Joint Land Management Area:

- a. The purpose of Joint Land Management Areas around some of the towns in the County is to accommodate growth emanating from them and to establish distinct boundaries between the Towns and the adjacent policy area. The County will work with town officials to improve coordination on land use, annexation and other matters affecting the Joint Land Management Areas.
- b. New non-government development is encouraged to locate within the corporate limits of the Towns before moving into contiguous designated Town Joint Land Management Areas (JLMAs) to facilitate the compact and efficient use of resources.
- c. Planning and policy documents in the JLMAs will be adopted by the County through cooperative planning efforts with the towns, and decisions on land use applications concerning land in the JLMAs will be made by the County in consultation and collaboration with the Towns.
- d. The County will coordinate with the towns on rezonings and subdivision development within the areas surrounding the towns and in designated JLMAs regarding the provision of utilities, public facilities, and compliance with community design, growth management, and other goals and policies stated in the Revised General Plan and applicable area plans.

- e. The Board of Supervisors will establish joint Town and County committees to oversee planning efforts in the JLMAs, assign staff as required to provide technical support, and encourage a public process to invite the participation of Town and County residents.
- f. The Revised General Plan seeks the creation of a “greenbelt”, depending on topography and physical features, around the towns and/or their JLMAs to assist in maintaining the distinct character of each town.
- g. The County will seek the implementation of a greenbelt through dedication of open-space easements, purchase of development rights, large-lot subdivisions, clustering, open space or cash-equivalent proffers, transfer of development potential, and other means.
- h. As water and sewer are extended into a JLMA, annexation of the area by the Town will be encouraged by the County.
- i. The County will coordinate closely with the towns on residential subdivisions proposed outside the town limits.
- j. The County will coordinate with the Towns on development issues in order to promote fiscally balanced growth that will not unduly strain County or Town resources, including County and Town budgets, the natural environment, public facilities and utilities.

Section 3: Agricultural Rural Zoning

Almost all of the land outside of the JLMA, but within the Greater Round Hill Area is zoned Agricultural Rural-1 (AR-1) by Loudoun County. The use of the AR-1 Zoning District benefits the Town of Round Hill as a tool for both growth management and for economic development. The purpose and intent of the AR-1 district is to:

- a. Support the use of land for rural economy uses, with residential uses allowed at densities consistent with the general open and rural character of the rural economy uses.
- b. Allow for a broad range of rural economy uses, including (agriculture, horticulture and animal husbandry), agriculture support and services associated with on-going agricultural activities, and other uses that can be developed in ways consistent with the rural character of the AR-1 district through mitigation or other standards.
- c. Recognize the County’s tourism industry is interconnected with the rural economy and rural economy uses in the district by allowing for tourism uses related to agricultural uses, conference and training center uses, and rural activity and special event uses.
- d. Promote consistency between residential development and rural economy uses through lower density residential development or clustering of residential development.

- e. Ensure that the rural economy uses are compatible with any existing permitted residential development.

PART 2: OPPORTUNITIES & CHALLENGES

Section 1: Round Hill Area Management Plan

The Round Hill Area Management Plan (RHAMP) is an important document that provides guidance and policies for the Greater Round Hill Area. Another way to understand its purpose is to recognize the Town has a Comprehensive Plan and the County has a Comprehensive Plan (Loudoun County Revised General Plan), so the RHAMP serves as the Comprehensive Plan for the area known by the County as the Round Hill Planning Area. The Town refers to this area as the Greater Round Hill Area. In reference to development that directly impacts the Town of Round Hill; the County refers to both the Loudoun County Revised General Plan and the RHAMP when reviewing any land development applications within the Joint Land Management Area (JLMA). The JLMA is jointly managed by the Town and the County because while it is land within the County jurisdiction, it is within the Town Water and Sewer Service Area. The challenge is that the RHAMP has not been revised or updated since 1990. There was one amendment in 1997 to the Community Facilities Chapter. Other than that, the document needs a major update to reflect any changes to the Greater Round Hill Area in the last 26 years. At this time, the County will not be implementing the RHAMP update until the County completes the County Comprehensive Plan Update. The Town should develop a strategy in preparation for the eventual RHAMP update process.

Section 2: Existing Neighborhoods Outside of Town

There are two groups of residents who consider the Town of Round Hill their hometown, those who live within town limits and those who live outside of town limits but within the Joint Land Management Area (or beyond in the Greater Round Hill Area). To an outsider, it is difficult to distinguish where the town boundary lines are located because the Joint Land Management Area (JLMA) was designed to appear as an extension of the town. The residents of the JLMA and residents of the town send their children to the same schools, visit the same parklands and patron the same downtown businesses; as well as volunteer for the same local events and attend the same churches. Most importantly, the residents moved to Round Hill for the same reasons that the residents of the town moved to Round Hill. According to the 2014 Round Hill Community Survey, both groups of residents wanted to be a part of a small town far from the hustle and bustle of eastern Loudoun County and beyond. There are several reasons supporting bringing the existing neighborhoods within the JLMA into town limits:

- a. First, much of the current and future community facilities, pedestrian trails, and stormwater management retrofit projects benefit both in-town and out-of-town residents. However, only in-town residents can contribute to the General Fund which provides funding for non-utility projects. More residents could mean a stronger General Fund to help complete many capital improvement projects that could benefit all residents, in-town and out-of-town.
- b. Second, the inclusion of a new group of residents would mean a new pool of candidates to join the local Town Council, Boards and Commissions.

c. Third, every neighborhood that comes into town Limits means an increase in the overall community spirit and goodwill. To bring any neighborhood into town Limits the following should be considered:

- What does inclusion mean for the General Fund and the Utility Fund?
- How will it affect town taxes and water/sewer rates?
- What public services will the Town provide compared to those services that the Homeowners Association provides?
- What benefits does inclusion mean for the residents of the JLMA?
- What method is best for bringing neighborhoods into town: annexation or boundary line adjustment?

Map 12-1, the Town Expansion Study Areas Map, divides the Joint Land Management Area into sections or neighborhoods that could be brought into the town limits as listed in Table 12-1.

Table 12-1 List of Study Areas Considered for Possible Inclusion into Town Limits

| Map Area | Name | Acreage | Population | Homes |
|----------|--------------------------|----------|------------|---------------|
| A-1 | Hillwood Estates | 39.25 | 205 | 82 |
| A-2 | Walraven | 37.15 | 3 | 1 |
| A-3 | Simpsons Creek | 42.78 | 100 | 10 |
| A-4 | Hill High | 11.20 | 0 | Commercial |
| A-5 | Creekside | 59.28 | 238 | 95 |
| A-6 | Woodgrove Park | 50.15 | 0 | Park & School |
| B-1 | Fallswood & Popular Hill | 65.03 | 118 | 47 |
| B-2 | Stoneleigh | 568.60 | 398 | 159 |
| C-1 | Fallsplace | 8.13 | 73 | 29 |
| C-2 | Newberry Crossing | 16.33 | 118 | 47 |
| C-3 | Villages of RH North | 47.89 | 408 | 163 |
| C-4 | Villages of RH South | 74.65 | 560 | 224 |
| C-5 | Lakepoint | 128.37 | 785 | 314 |
| C-6 | Greenwood | 24.11 | 108 | 43 |
| C-7 | Mountain Valley | 148.02 | 925 | 370 |
| C-8 | West Lake/Upper Lakes | 0.00 | 0 | 0 |
| | Totals | 1,320.94 | 4,039 | 1,584 |

Note: These areas are in no particular order at this time. The population calculation is based on the assumption of 2.5 persons per household.

In 1990, it was the intent of the County and the Town of Round Hill that any property located within the Joint Land Management Area served by Town water and sewer services should be annexed. In the 35 years since the creation of the Joint Land Management Area, the Town has only pursued boundary line adjustments of three areas. These included the 12-acre vacant commercial parcel known as the Eastern Commercial District, the 14 existing homes on the East Side of Airmont Road, and the vacant land now known as Lake Ridge Estates. However, there

are currently about 1,200 homes that are served by Town water and sewer within the Joint Land Management Area that have not been brought into town limits.

Section 2: Rural Economy

Round Hill and its JLMA is an island in a sea of agricultural land. This means that it is directly impacted by the success or failure of the Round Hill Economy. The 2013 County Rural Economy Business Development Strategy found that losing agricultural and rural industries will have a profound effect on Loudoun's rural economy given the high output, and employment, and earnings multipliers. On average, rural industries contribute approximately 25 cents in additional sales output, 20 cents of in additional earnings for every dollar in sales. For every million dollars in sales, the rural economy generates approximately eight additional jobs, beyond those employed on the farm, in the vineyards, or art galleries.

Changes in the land use regulations or zoning ordinances that regulate the rural economy could become opportunities or challenges to the Town. A good example of the impact of the land use and zoning changes of the agricultural land surrounding the Town of Round Hill, and other small towns in Virginia, is the recent State legislative changes supporting the wine and craft beverage industry. The new legislation has made it easier to own and operate farms that also manufacture wine and craft beverages, which is drawing record numbers of visitors to areas that previously saw very little traffic. In the future, the Town will need to remain an active participant in future discussions about policies and programs affecting the local rural economy to advocate for the residents and businesses of Round Hill.

PART 3: GUIDING PRINCIPLES & POLICIES

The Greater Round Hill Area has experienced a great deal of residential growth over the past 20 years and is no longer able to absorb the County's new residential development as it has in the past.

The following are the three elements that affect growth and development in the greater Round Hill Area.

1) **Round Hill Water & Sewer Service Line** - the area that the Town determines to be the limit of how far out the Town may provide water & sewer.

- ❖ **Water & Sewer Service Line Policy:** The Town of Round Hill shall be able to determine the boundary line limiting the area that the Town will consider serving water and sewer. This boundary line is determined based on the cost and capacity of the water and sewer system.

2) **Round Hill Urban Growth Line** - the area that the Town determines to be the limit of how far out Round Hill may grow in the future.

- ❖ **Urban Growth Line Policy:** The Town of Round Hill shall set a boundary line of the Urban Growth Area that is the same as the boundary line of the Town Water & Sewer Service Area. The decision to annex or to bring a property into town limits will be decided on a case-by-case basis.

3) **Round Hill Joint Land Management Area Line** - the area that the County shares review of land development projects with the town, it is a County proposed and adopted line. Towns can oppose the JLMA lines that County staff has proposed, depending on whether towns believe they should be further out or closer in, or whether there should be JLMA at all. JLMA lines are based in part on County review of what services towns provide and how well they can provide them. It can also be based on existing and projected land use, subdivisions, watershed boundaries and drainage divides, etc.

4) **Principles of Growth & Development beyond the Town Boundary:**

- a. Partner with Loudoun County to review any proposed amendments to the Joint Land Management Area (JLMA) boundary line.
- b. Require that all new growth in the Greater Round Hill Area should be phased, so as not to overburden the existing public facilities and local government resources.
- c. Focus long term goals of the Town on annexing developed areas adjacent to the town for which the Town presently provides water and sewer services.
- d. All new residential developments proposed to be on the Round Hill Public Utility System should have water and sewer agreements with the Town of Round Hill.

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Greater Round Hill Area

Goals, Objectives & Strategies

Goal 1: Advocate appropriate form, size and densities of new residential development in the Greater Round Hill Area.

- a. Objective: Advocate that development should occur as a natural and organic expansion of Round Hill with new developments that exhibit the character and quality which is compatible with the existing town
 - 1. Strategy: Encourage development within the JLMA to be of a density, pattern and character which is compatible with existing development within the Town of Round Hill in terms of design, layout, scale and street pattern.
 - 2. Strategy: Support new development within the JLMA that will become an extension of the existing town, forming logical and natural additions to the historic fabric and enhancing the existing town as the central focal point of the entire community.
 - 3. Strategy: Discourage the County from approving residential rezonings that allow increased residential gross densities beyond the boundaries of the JLMA.
 - 4. Strategy: Require that requests for residential rezonings must demonstrate that adequate water and sewer service will be available to serve the proposed development.
 - 5. Strategy: Support the clustering of residences as a method to obtain additional open space.
 - 6. Strategy: Oppose development that proposes an average density greater than it would have been without clustering unless a rezoning is also involved.
 - 7. Strategy: Solicit the need for a nursing home facility or retirement community featuring a nursing home facility, within the Greater Round Hill Area.

Goal 2: Encourage rural economy business development in the Greater Round Hill Area to provide local goods, services and jobs to Town of Round Hill residents and visitors.

- a. Objective: Support efforts by the Loudoun County Rural Economic Development Council to promote sustainable economic growth and vitality of the agricultural, horticultural, equine and other rural industries in Western Loudoun County.

1. Strategy: Identify ways that rural businesses within the Greater Round Hill Area could form strategic partnerships with Town of Round Hill businesses.
2. Strategy: Become an active participant in the implementation of the 2013 County Rural Economy Business Development Strategy.

Goal 3: Advocate for County management and maintenance of community facilities, as well as County planning for the development of new community facilities to serve residents of the Town and the JLMA.

- a. Objective: Support the comprehensive planning for transportation and community facilities in the Greater Round Hill Area to better serve the Town and the JLMA.

1. Strategy: Advocate for the improvement and expansion of existing community facilities serving both the Town and the JLMA.
2. Strategy: Encourage the grouping of compatible community facilities, such as active recreational facilities and schools, when appropriate.
3. Strategy: Advocate that the County consider the inclusion of community facilities, such as pedestrian walkways and playgrounds, in land development proposals in making its decision to approve or deny proposals.
4. Strategy: Advocate the acquisition of right-of-way from Purcellville to Round Hill to connect to the regional W&OD Trail, also known as the Franklin Park Trail.
5. Strategy: Advocate for walkable neighborhoods in the JLMA using connected streets in a grid pattern and discourage the use of cul-de-sacs.

- b. Objective: Support the creation of County community facilities in the Greater Round Hill Area to better serve the Town and the JLMA.

1. Strategy: Support joint Town-County operations of the future Sleeter Lake Park.
2. Strategy: Support the creation of a County Commuter Lot in close proximity to another community facility or a commercial property.
3. Strategy: Support a second civic use or community facility at the Western Loudoun Sheriff Station such as a library or fire station.
4. Strategy: Support the conversion of the Loudoun County Public Schools Round Hill Center, also known as the “old elementary school” into a community center with childcare options, recreational activities and community gathering spaces.

Goal 4: Coordinate with Loudoun County to support efforts to conserve the Greater Round Hill Area's historic resources as new development occurs.

- a. Objective: Encourage the preservation of the physical and cultural links to the traditions that shaped the Greater Round Hill Area.
 1. Strategy: Encourage the preservation of those resources which contribute to the: knowledge, awareness, identity, or direct experience and use to the residents of the Greater Round Hill Area.
 2. Strategy: Support the preservation of those resources which are vulnerable to an immediate threat of destruction or deterioration.
 3. Strategy: Advocate the use of traditional design and site planning characteristics in new development, such as one to two-story buildings in order to achieve harmony between new and existing development.
 4. Strategy: Educate the residents of the Greater Round Hill Area. on historic outreach efforts to identify, research, and preserve historic sites, structures or groups of historic structures in the Greater Round Hill Area. which contribute to the local culture and archeological past.
 5. Strategy: Request that the County assist local historic preservation efforts in the Greater Round Hill Area by providing the use of historical files and liaison assistance.
 6. Strategy: Encourage the preservation, adaption, and reuse of historic structures in the Greater Round Hill Area for: community centers, museums, visitor centers, and educational facilities.

Goal 5: Coordinate the actions of the Town and the County as growth occurs in the Greater Round Hill Area

- a. Objective: Encourage the coordination of Town and County planning efforts to ensure the development of a growth pattern which is beneficial to both jurisdictions in terms of visual appearance and efficient service delivery.
 1. Strategy: Encourage orderly urban growth of the Town and the JLMA consistent with the policies of the Round Hill Area Management Plan.
 2. Strategy: Expect joint review of any development proposal for land within the JLMA regardless of whether or not the Town sewer and water service would be necessary.

3. Strategy: Consider adopting an Annexation Agreement between the Town and the County.
 4. Strategy: Encourage coordinated transportation improvements which will benefit both the Town and the County.
 5. Strategy: Work with the County to reestablish the Greater Round Hill Area Planning Council in preparation for the update of the Round Hill Area Management Plan and other joint planning projects.
 6. Strategy: Request that the County put on their project schedule, prior to 2020, the update of the Round Hill Area Management Plan.
- b. Objective: Be an active participant in the update of the County Comprehensive Plan.
1. Strategy: Assess existing conditions in the Joint Land Management Area and identify current concerns and future needs for the community.
 2. Strategy: Establish specific goals beyond the Joint Land Management Area and into the Greater Round Hill Area
 3. Strategy: Establish objectives which accurately and realistically reflect the expectations and desires of both Town and County residents for the character and quality of future development.
 4. Strategy: Recommend land use policies and programs for: environmental management, land use types, development densities, and transportation patterns.

Goal 6: Expand the town boundaries gradually through either a boundary line adjustment or annexation to incorporate properties within the Urban Growth Line in order to strengthen the Town and the overall community.

- a. Objective: Investigate a near-term expansion of Town boundaries in order to: increase the town population, enlarge the pool of candidates for local offices, boards and commissions, improve contacts and connections within the Round Hill community, increase the town tax base, and promote the achievement of Comprehensive Plan goals.
1. Strategy: Consider including adjacent established neighborhoods that are already connected to the town that would benefit from Town services to increase the tax base and population.
 2. Strategy: Consider the site of the Western Loudoun Sheriff's Station and adjacent properties in order to facilitate orderly development of the future fire station.
 3. Strategy: Consider the site of the old Round Hill Elementary School if such inclusion would facilitate the conversion of that site to a community center.

4. Strategy: Consider other parcels adjacent to the town that are logically already part of town neighborhoods, that are currently split parcels, or that may offer strategic value to achievement of comprehensive plan goals.
- b. Objective: Prioritize town expansions that may benefit the incoming parcels.
 1. Strategy: Seek support by a resident-controlled Homeowner's Association board before expanding the town into residential neighborhoods that are part of a HOA, with the exception of Brentwood Springs (Creekside at Round Hill) which is under a proffer condition to support inclusion into the town.
 2. Strategy: Prioritize neighborhoods that may benefit from Town services over those that receive adequate services from an HOA.
 3. Strategy: Conduct a thorough public process including public information sessions, surveys and other outreach efforts designed to both educate the public and gather public opinion and feedback.
 - c. Objective: Expansion should be done gradually in order to reduce adverse impacts to Town services.
 1. Strategy: Consider an Annexation Agreement between the Town and County to facilitate the annexation of properties in the Joint Land Management Area in order to reduce the administrative burden of boundary line adjustments and multiple expansions.
 2. Strategy: Perform a financial impact analysis prior to any town expansion that clearly identifies the anticipated impact of the change in town boundaries on: the Town General Fund, the Town Utility Fund, the current town households and the potential new town households.
 3. Strategy: Scale individual expansions to achieve a moderate pace of growth for the town population.
 4. Strategy: Ensure the long-term financial benefits by pursuing expansions that are large enough to justify administrative costs.

Goal 7: Promote a greenbelt of rural land around the JLMA.

- a. Objective: Retain viewsheds of the surrounding rural environment, and maintain the distinction between the Town of Round Hill and the adjacent Town of Purcellville.
 1. Strategy: Encourage the use of conservation easements on lands adjacent to the JLMA and the protection of existing easements.

2. Strategy: Oppose any increase in density and development outside of the JLMA that is not consistent with the traditional rural character of Western Loudoun County.
3. Strategy: Encourage the use of tree-save areas in the JLMA.
4. Strategy: Encourage the Town of Purcellville and Loudoun County to avoid high-density development between the current boundaries of the two towns and in particular in the vicinity of Franklin Park, which serves as part of the buffer between the two localities.

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Greater Round Hill Area

Specific Planning Policies & Maps

PART ONE: Greater Round Hill Area Land Bays Map

Please refer to Map 12-2, “Round Hill Area Land Bays.” The purpose of this map is to highlight specific properties (or clusters of properties) and recommend future uses that if implemented, could support accomplishing some of the goals of the Round Hill Comprehensive Plan.

In addition to serving as a visual aide to the Greater Round Hill Area Element, it is also the accumulation of the several other Elements of the Comprehensive Plan on one policy map.

This section serves as a legend to the following Land Bays, located outside of the town limits but within the Greater Round Hill Area (or also known as the Round Hill Planning Area) and features policies that should be considered during the review process under the following three circumstances:

- A. The Town is a referral agency on a land development application within the Joint Land Management Area.
- B. The Town is permitted to comment on County Comprehensive Plan Amendments that relate to the Greater Round Hill Area.
- C. The Town is considering future Boundary Line Adjustments or Annexations of both vacant and developed land in the Greater Round Hill Area.

AREA 1: GREATER ROUND HILL AREA LAND BAYS MAP

- Address: 35246 Harry Byrd Highway
- Loudoun County Property Identification Number: 585451906000
- Description & Zoning: Located outside of town boundaries and inside of the Joint Land Management Area, zoned PD-CC. As the western gateway into Round Hill, the site is considered the Western Commercial District of Round Hill

- Policy: Town would support the continued current commercial uses of the site and preservation of the historically significant building tied to the history of Round Hill.
- Related Comprehensive Plan Elements:
 - a. Heritage & Community Character
 - b. Economic Development

AREA 2: GREATER ROUND HILL AREA LAND BAYS MAP

- Address: 47 Loudoun Street
- Loudoun County Property Identification Number: 584179082000
- Description & Zoning: Located outside of town boundaries and inside of the Joint Land Management Area, zoned JLMA-1. This is the site of the new Western Loudoun Sheriff Station.
- Overall Policy: Town supports a boundary line adjustment or annexation to bring this parcel into town limits under the following specific policy:
- Specific Policy: Town would support the continued current public facility use of the site and would support the grouping of other new compatible public facility uses at the site.
- Related Comprehensive Plan Element:
 - a. Community Facilities

AREA 3: GREATER ROUND HILL AREA LAND BAYS MAP

- Address: 41 West Loudoun Street
20 Walraven Way
- Loudoun County Property Identification Number: 584185769000
584285220000
584290920000
584279883000
584280957000
584182378000
- Description & Zoning: Located outside of town boundaries and inside of the Joint Land Management Area, zoned JLMA-1.

- Overall Policy: Town supports a boundary line adjustment or annexation to bring these six parcels into town limits under the following two specific policies:
- Specific Policy A: Town would support up to 2 dwelling units per acre if the following conditions are met:
 1. Proposed residential development includes elements of affordable single-family housing or workforce housing.
 2. Proposed residential development adds to the diversity of house size and lot size in Round Hill.
 3. A portion of the residential development is built using Universal Design methods which focus on making homes safe and accessible for everyone, regardless of age, physical ability, or stature.
 4. Proposed development preserves the historic culvert located on 41 West Loudoun Street.
 5. Proposed development is interconnected with the Western Loudoun Sheriff Station Property at 47 West Loudoun Street with a conversion of existing Sheriff Station access road to Public ROW.
- Specific Policy B: Town would support a community center, assisted living facility, nursing home facility and/or event venue uses only at 41 West Loudoun Street.
- Specific Policy C: Mitigate adverse impacts to adjacent properties or to the integrity of existing house located at 20 Walraven Way
- Related Comprehensive Plan Elements:
 - a. Heritage & Community Character
 - b. Housing & Community Development

AREA 4: GREATER ROUND HILL AREA LAND BAYS MAP

- Address: 20 High Street
- Loudoun County Property Identification Number: 584289179001
- Description & Zoning: Located outside of Town boundaries and inside of the Joint Land Management Area, zoned JLMA-1.
- Overall Policy: Town supports a boundary line adjustment or annexation to bring this

parcel into Town limits under the following specific policy:

- Specific Policy: Town would support the conversion of the Round Hill Center (old elementary school) into a Round Hill Community Center.
- Related Comprehensive Plan Element:
 - a. Community Facilities

AREA 5: GREATER ROUND HILL AREA MAP

- Loudoun County Property Identification Number: 555352988000
- Description & Zoning: Located outside of Town boundaries and inside of the Joint Land Management Area, zoned PDH-3. The property is divided between an 8-acre Town Park parcel and a 2-acre Civic Use Parcel.
- Overall Policy: Town supports a boundary line adjustment or annexation to bring the Town Park and Civic Use Parcel into Town limits under the following specific policy:
- Specific Policy A: Town would support Loudoun County developing a commuter lot on the Civic Use Parcel, if the following conditions are met:
 1. The proposed commuter lot is a Special Exception Use and not permitted by-right.
 2. The proposed commuter lot will mitigate noise and visual impacts to surrounding residential area by using heavy landscape buffers, low impact lighting, and limited hours of operation.
 3. The proposed commuter lot is included in the local Sheriff's routine patrol to prevent trespassing at the commuter lot after it is closed for the night.
 4. County permits use of the commuter lot for parking for the Creekside Park and for town events, on evenings, weekends and holidays.
- Related Comprehensive Plan Elements:
 - a. Economic Development
 - b. Community Facilities
 - c. Transportation

AREA 6: GREATER ROUND HILL AREA LAND BAYS MAP

- Loudoun County Property Identification Numbers: 557356633000
- Description & Zoning: Located outside of Town boundaries and outside of the Joint Land Management Area, zoned PDH-3. It is located along the southern end of Sleeter Lake.
- Policy: Town supports the placement of a future Town water tower on this utility outlot. This future water tower will serve the entire JLMA and make the Round Hill water system more efficient.
- Related Comprehensive Plan Element:
 - a. Public Utility

ROUTE 719 SOUTH AREA PLAN
ADOPTED APRIL 21, 2005

I. PURPOSE AND SCOPE OF PLAN AMENDMENT

This plan document amends the Town of Round Hill Comprehensive Plan, as adopted by the Round Hill Town Council on November 18, 1993, to add a new planning area, hereafter called the Route 719 South Planning Area. The Route 719 South Planning Area, is newly incorporated into the Town's corporate limits. For the purposes of this planning document, any references to "Round Hill" or "the Town" shall be taken to mean the current corporate limits of the Town of Round Hill, prior to the annexation of the Route 719 South Planning Area.

II. GOALS

This plan reaffirms the primary goals of the Town of Round Hill Comprehensive Plan, as adopted by the Round Hill Town Council on November 18, 1993, and the Loudoun County Round Hill Area Management Plan (hereafter referred to as RHAMP), as adopted by the Loudoun County Board of Supervisors on January 2, 1990, while it specifically seeks to achieve the following goals within the new planning area:

1. Ensure safe and calm auto, pedestrian and bicycle traffic along Route 719 while maintaining its rural and scenic visual character.
2. Provide a safe, efficient, accessible circulation network which accommodates vehicular, pedestrian and biking modes of transportation in the planning area and which provides adequate transportation linkages to the region.
3. Conserve and protect the natural, historical and archaeological endowments of the planning area while promoting the provision of appropriate public facilities, utilities and services in a manner which causes the least environmental, social or community discord.
4. Preserve the rural residential character of the planning area and recognize single family residential as the planned land use for the area.
5. Emphasize neighborhood focus and establish efficient land use patterns in new development. Develop environmentally sensitive land use patterns in both small and large-scale developments.
6. Ensure that new developments are compatible with the Town's natural, historic and architectural resources for present and future residents.

7. Preserve open space and ensure that land development is accomplished in a manner which reduces pollution and conserves energy resources as well as prevents significant adverse alteration or damage to regional and local ecological systems on a macro and micro scale.
8. Provide a range of housing opportunities with a diversity of sizes, types and cost ranges that reflect the variety of single family neighborhoods in the existing developed portions of Round Hill.
9. Manage the level and timing of development in the planning area in order to ensure fiscally balanced growth which will not unduly strain County or Town resources including County and Town budgets, the natural environment, the transportation network, public facilities and utilities.
10. Coordinate planning efforts between the Town and County in the provision of public utilities and facilities to manage the timing of development, prevent undesirable environmental and fiscal impacts and maintain a mutually supportive relationship between jurisdictions.
11. Preserve the quality and character of the existing rural environment of the area, including views from Route 719 as the southern "gateway" into Round Hill.

III. GENERAL PLANNING AREA POLICIES

A. GENERAL POLICIES

The potential for new residential growth within the corporate limits of the Town of Round Hill is severely limited by a lack of vacant land within the Town. Therefore, the Town will encourage a limited amount of new residential development to take place around the existing Town within the designated planning area established in this Plan Amendment. Any new residential development, however, will undoubtedly affect the relationship of the existing Town of Round Hill relative to its pastoral surroundings. In order to minimize this impact, new development shall occur as a natural and compatible expansion of the existing Town. In every case, new development shall exhibit a character and quality which is compatible with the existing Town and which reflects the traditional historic settlement pattern and urban design features of Loudoun County settlements.

1. This Plan Amendment specifically adopts the policies that are in Loudoun County's Round Hill Area Management Plan, as adopted January 2, 1990 and amended, for the

planning area. Where there is conflict between the policies in this Town Plan amendment and the policies in the Round Hill Area Management Plan or the Town Comprehensive Plan, the policies in this Town Plan Amendment shall govern.

2. The Town shall promote single family residential as the planned land use in the annexed area.
3. New development along Airmont Road (Route 719) shall effect an appropriate transition from the surrounding rural countryside character to the historical Town character. This area is an important "gateway" to the Town and shall serve to visually reinforce entry into Round Hill, to calm and manage vehicular traffic entering Town in a safe and efficient manner, and to reinforce the Town's streetscape and development pattern.
4. In order to protect the rural character of Route 719, as well as environmentally sensitive lands in the planning area, new residential development shall be clustered in areas designated on the Land Use Plan for residential development, and shall be excluded, or developed at very low densities, in areas that are designated as environmentally sensitive, as shown on the Land Use Plan.
5. New development in the planning area shall exhibit a character and quality which is compatible with the existing Town. Although the planned residential density in this planning area is generally lower than the existing residential density in the Town, the form and character of the new development shall match the traditional settlement pattern and urban design features of Round Hill.
6. The Town will consider rezonings for higher residential density in the planning area, up to a maximum density of one unit per acre, based upon a finding that the proposed rezoning(s) satisfy the following development standards:
 - The proposed development exhibits a character and quality which is compatible with the historic character of the Town.
 - The proposed development does not increase the Town's or County's financial burden to pay for public facilities and services, or decrease the quantity or quality of those public facilities and services.
7. Clustering of residences on suitably designated land within the planning area served by central sewer and water shall be encouraged as a method to obtain additional open land. In no case shall the average density of the resulting development be greater than it would have been without clustering unless rezoning is also involved. Permanent open space easements shall be placed on the residual open space land which will preclude further development.

8. In areas designated as suitable for clustered residential development on the Land Use Plan, the lot areas may be smaller than one acre; however, maximum densities within any individual property in the planning area shall be no greater than one unit per acre.
9. For the purposes of density calculations, net acreage shall be used, excluding lands in floodplain, lands with steep slopes of 25% or over, and lands to be devoted to non-residential development.
10. The Town shall formulate a Town-wide policy and plan to address the need for affordable housing within the Town.
11. For the purposes of providing affordable housing only, attached housing types, such as duplexes, may be considered by the Town in a rezoning application, provided that the density on any individual tract does not exceed one unit per acre.
12. The Town does not support the creation of Homeowner's Associations for new development in the Route 719 South Planning Area, except for limited management associations solely for the purpose of maintaining private roads or parks within new neighborhoods.
13. The Town may initiate a comprehensive re-mapping of the area located along Hayman Lane and Yatton Road to promote affordable housing opportunities and in recognition that the existing pattern of small lots is incompatible with the large lot zoning of the area posing many non-conformity issues for current property-owners .

B. RESOURCE DISTRICTS

The following specific Resource Districts are shown on the accompanying Land Use Plan and are established in order to:

- protect environmentally sensitive and scenic areas
- limit development to areas where it is least disruptive to the environment and to public views
- further the overall goals and policies of this Plan Amendment and the Town's Comprehensive Plan.

1. NATURAL RESOURCE PROTECTION AREAS

- These areas, as shown on the Land Use Plan, are restricted from development by 100-year floodplain, in addition to the Town's natural area preserve on the "Hook." These areas shall remain undeveloped and every effort shall be made to maintain or

restore them to their natural state as sheltered wildlife habitat and indigenous vegetation.

- Some limited passive recreation may occur in these areas, such as hiking and nature study, provided any improvements are designed in an environmentally sensitive manner that maintains the ecological health of the surrounding land.

2. ENVIRONMENTALLY SENSITIVE AREAS

- These areas, as shown on the Land Use Plan, are environmentally sensitive or otherwise desirable to be preserved because of their natural resource value, such as areas of steep slopes (15%-25% and above) and/or significant woodlands.
- These areas shall be preserved as open space or developed as very low density rural-type development, such as large estate lots with minimum individual lot sizes of three acres.
- Any development in these areas shall be of a very environmentally sensitive nature and construction shall avoid altering areas of woodland or steep slopes to the greatest extent possible. Disturbed areas shall be stabilized and replanted with dense native vegetation.

3. CRITICAL VIEWSHED AREAS

- These areas, as shown on the Land Use Plan, are visible from Airmont Road (Route 719) and are of vital scenic importance in establishing and maintaining the overall scenic character of the southern gateway and approach to Round Hill.
- In general, these areas shall either be maintained in a rural, open character, or be developed with a pattern of residential development that is compatible with the Town's traditional historic development pattern, including the following design features:
 - Houses aligned so that their front facades face onto Airmont Road, with vehicular access from the side or the back, and no driveway access onto Airmont Road.
 - Lots of approximately ½ acre in size, with length-to-width proportions and street orientation that is consistent with the existing historical pattern of the Town, especially as it exists along Loudoun Street, Main Street and New Cut Road.
 - Houses that exhibit an architectural massing, form and character that is consistent with the town's historic architectural fabric, including detached garages and outbuildings that complement the main house architectural style.

4. RESIDENTIAL CLUSTER AREAS

- These areas, as shown on the Land Use Plan, are either already developed with existing homes, or are suitable for new residential development. They are generally suitable for single family detached housing, which can be clustered with lot sizes as small as $\frac{1}{4}$ acre, if served by public water and sewer.
- Although clustered development with lot sizes as small as $\frac{1}{4}$ acre is encouraged, the density of any individual property in the annexed area shall not exceed one unit per acre.
- Cluster development is encouraged in these areas, in order to limit development in the other Resource Districts, listed above, in which development is more restricted.
- The residential development shall exhibit a character and quality which is compatible with the existing Town and which reflects the traditional settlement pattern and urban design features of Round Hill and other historic Loudoun County settlements.
- The provision of small "pocket parks" and other small civic spaces and formal open space is encouraged, within the residential subdivisions, as a focus for community activity and visual amenity.

IV. POLICIES FOR SPECIFIC PLANNING AREAS

AIRMONT ROAD AREA

1. The Town shall seek to develop traffic calming measures on Airmont Road throughout the Route 719 South Planning Area, in order to protect the safety of vehicles and pedestrians in the historic portion of the Town. Specific traffic calming measures may be signalization, roundabouts, "speed tables" or other mechanisms to effectively slow traffic approaching Town in a safe and functionally appropriate way. A potential design for traffic calming improvements is shown on the attached Traffic Calming Concept Plan. However, the detailed location and type of traffic calming should be determined based on a study undertaken for that purpose. The Town should seek assistance from VDOT and/or the development community in constructing the traffic calming improvements.
2. Airmont Road shall retain its rural historic character as the southern gateway to Round Hill.
3. A paved hiker/biker trail shall be developed along Airmont Road, as generally shown on the Proposed Land Use Plan. The trail shall conveniently connect new and existing residences to the Town and to surrounding areas. Safety, accessibility and comfort shall be primary considerations in trail design and location. The trail may be on either the east or west side of the road, depending on feasibility but road crossings shall be minimized, and shall be accompanied by highly visible crosswalks, signage and other safety features.
4. An additional trail shall be provided that connects the trail along Airmont Road with the lake, as generally shown on the Land Use Plan, in order to provide access to passive recreational opportunities in this portion of the planning area.

HAYMAN LANE AREA

1. The Hayman Lane area is an older established residential enclave with a stable character and shall retain its character and setting. Limited new infill housing may be allowed in this area, up to an overall density of one unit per acre.
2. Some flexibility in lot size and housing type, including attached housing, may be provided in this area, provided that this is primarily done in order to provide affordable housing that is consistent with the scale and character of the Town.
3. The floodplain and steep slope areas shall be protected from development and maintained or restored to a natural state.

4. The Town should pursue a long-range strategy for improving Hayman Lane and bringing it up to current road standards for public use, including access to "The Hook" natural area. The improvements should not cause significant disruption to the existing houses or the natural features in the area.
5. "The Hook" natural area shall remain free of vehicular travelways and shall have pedestrian trails only. Public access to the natural area shall be from Hayman Lane.

YATTON ROAD AREA

1. This area is primarily undevelopable floodplain, north of Yatton Road, with some developable platted land south of Yatton Road. The character of new development in this area shall be single family detached, shall not exceed one unit per acre, and shall generally match the character of housing in the Town.
2. A paved hiker/biker trail shall be developed between the existing stream and Yatton Road, to connect with the trail on Airmont Road. The trail shall be designed in an environmentally sensitive way, to minimize disruption to the natural streamside ecology of the site.

NORTH OF BYPASS AREA

1. This area is functionally an extension of the existing Town development pattern. New development in this area shall be single family detached residential and shall generally match the scale, character and density of the adjacent Town area, and shall preserve steep slopes, significant woods and other environmentally sensitive areas on the site.

October 2016 Version of the Comprehensive Plan

Advertised & Presented at a Public Hearing

Voted on by PC to recommend approval

October 10, 2016

Staff Comment (03-01-19): The following 3 Land Bays were deleted by the Town Council from the October 2016 version of the Comprehensive Plan. Staff recommends that the Town Council consider similar language for Land Bay #8 be applied to the Weona Villa site and future changes to the JLMA or town boundary line. This language was written and recommended for approval by the Planning Commission, after it was presented at a Public Hearing in October 2016.

Greater Round Hill Area Map, Area 6 (The Barn House)

- Address: 36148 E Loudoun Street
- Loudoun County Property Identification Number: 555381231000
- Description & Zoning: Located outside of Town boundaries and outside of the Joint Land Management Area, zoned AR-1.
- Policy: Town would like the County to consider this parcel as an extension of the Round Hill Eastern Commercial District and not for additional residential units. However, the Town would like it to remain outside of the JLMA at this time.

Greater Round Hill Area Map, Area 7 (Weona Villa)

- Address: 36169 Loudoun Street
- Loudoun County Property Identification Number: 555285759000
- Description & Zoning: Located outside of Town boundaries and outside of the Joint Land Management Area, zoned AR-1.
- Policy: Town would like the County to consider this parcel as an extension of the Round Hill Eastern Commercial District and not for additional residential units. However, the Town would like it to remain outside of the JLMA at this time.

Greater Round Hill Area Map, Area 8 (Former Draisey Property)

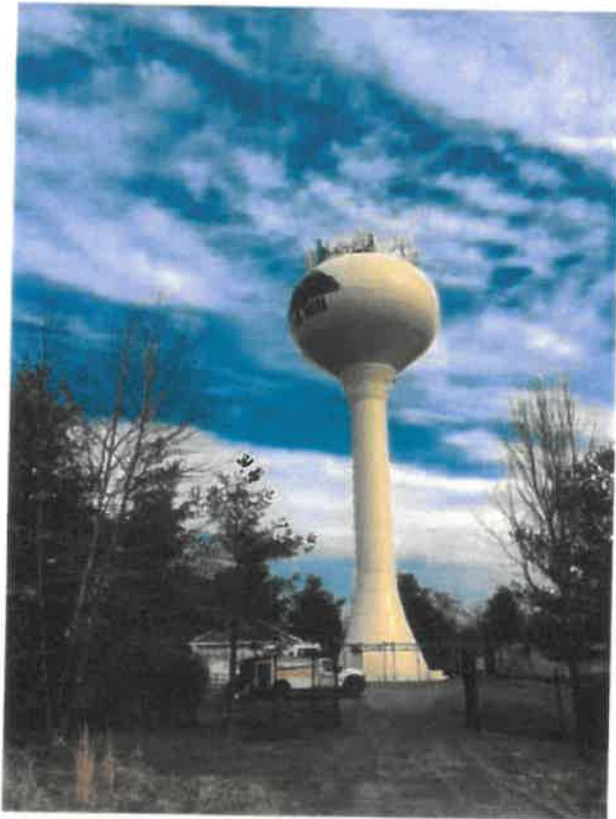
- Addresses: 17711 Airmont Road
35583 Trebor Lane
35615 Trebor Lane
- Loudoun County Property Identification Numbers: 585392030000
585392148000
585396152000
- Description & Zoning: Located outside of Town boundaries and outside of the Joint Land Management Area, zoned AR-1.
- Overall Policy: Town supports a boundary line adjustment or annexation to bring these parcels into Town limits under the following two specific policies:
- Specific Policy A: Town would support low density residential (up to 1 dwelling unit per acre).
- Specific Policy B: Town would consider the maximum density of 2 dwelling units per acre, or a retirement community paired with a medical facility and a nursing home facility, or tourism accommodations paired with an event venue as appropriate use of the site if the following minimum conditions are met:
 1. Traffic generated by the proposed development does not adversely impact the intersection of Main Street and Loudoun Street.
 2. Applicant completes a Main Street and Loudoun Street intersection study and contributes to intersection improvements to reduce adverse impacts.
 3. Water and Sewer usage by the proposed development does not adversely impact the Water and Sewer capacity of the Town.
 4. Proposed development must maintain the rural character of the southern portion of Town.
 5. Proposed development must comply with the Route 719 Plan.
 6. Proposed development completes part of Phase 3 of the Round Hill Greenway Project by building a pedestrian trail, starting at the end of the Lake Ridge Estates proffered pedestrian trail and ending at Yatton Road.
 7. Proposed development complies with the goals and objectives of the Round Hill Comprehensive Plan.

TOWN OF ROUND HILL

| Revenues | | | | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------------|-------------------|---|
| Account Description | FY 16 Budget | FY 16 Actual | FY 17 Budget | FY 17 Actual | FY 18 Budget | FY 18 Actual | FY19 Budget | FY 19 YTD | FY 20 Proposed | % |
| CIP Revenues (MH) | | | | | | | | | | |
| 1 VRA Loan Reserve | 61,756 | 0 | 22,228 | 0 | 23,139 | 23,139 | 23,602 | 23,602 | 0 | 1 |
| 2 Sewer Availability Fees - Consent Decree | 339,584 | 332,793 | 294,963 | 342,981 | 330,000 | 346,411 | 349,874 | 79,687 | 0 | 2 |
| 3 From Reserve (Money Market) | 218,097 | 0 | 202,678 | 0 | 838,488 | 838,488 | 713,482 | 713,482 | 680,185 | 3 |
| Proffer - Lift Station | 0 | | | | | | | | | |
| Total CIP Revenues | \$ 619,437 | \$ 332,793 | \$ 519,869 | \$ 342,981 | \$ 1,191,627 | \$ 1,208,038 | \$ 1,086,958 | \$ 816,771 | \$ 680,185 | |
| Water/Sewer | | | | | | | | | | |
| 4 Availability Fees-Water | 75,016 | 195,042 | 115,900 | 150,333 | 238,754 | 100,236 | 245,917 | 239,158 | 261,131 | 4 |
| 5 Availability Fees-Sewer | 116,505 | 336,416 | 179,228 | 232,475 | 369,210 | 149,609 | 380,287 | 393,250 | 391,695 | 5 |
| Connection Fees-OAK HILL | | | | | | | | | | |
| Meter Fees-Consent Decree | | | | | | | | | | |
| Cash in CD | | | | | | | | | | |
| 6 Sale of Equipment/Supplies | | | 10,000 | 0 | | 1,749 | 0 | 0 | 0 | 6 |
| DEQ Grant | | | | | | | | | | |
| 7 From Utility Operating Fund | 6,926 | | 93,744 | 93,744 | 0 | 39,000 | 0 | 0 | 0 | 7 |
| Total Water/Sewer | \$ 198,447 | \$ 531,459 | \$ 398,872 | \$ 476,552 | \$ 607,965 | \$ 290,594 | \$ 626,204 | \$ 632,408 | \$ 680,185 | |
| Total CIP Revenues | \$ 817,884 | \$ 864,251 | \$ 918,741 | \$ 819,532 | \$ 1,191,627 | \$ 1,208,038 | \$ 1,086,958 | \$ 816,771 | \$ 652,826 | |

| Expenditures | | | | | | | | | | | |
|---|--|--------------|--------------|--------------|--------------|--------------|--------------|-------------|------------|----------------|------|
| Account Description | | FY 16 Budget | FY 16 Actual | FY 17 Budget | FY 17 Actual | FY 18 Budget | FY 18 Actual | FY19 Budget | FY 19 YTD | FY 20 Proposed | Page |
| VRA DEBT SERVICE | | | | | | | | | | | |
| 2009 VRA Debt | | | | | | | | | | | |
| 8 | 2009 VRA Loan Payment | 499,281 | 502,772 | 497,641 | 0 | 500,892 | 500,891 | 504,869 | 374,964 | 509,918 | n/a |
| | Trustee Fees 2009 | | | | | | | | | | 8 |
| Water Improvements/Updates | | | | | | | | | | | |
| | Water Investigation (EGGI) | 0 | | | | | | | | | |
| | Water Resources Planning - Peed & Bortz | | | | | | | | | | |
| | Fencing for Well Site Security | 20,000 | 10,379 | | | | | | | | |
| 9 | Alternative Power Supply @ Wells/Treatment plant | | | | | | | | | | 11 |
| 9 | Engineering/Design | | | | | | | 3,000 | 3,000 | 5,000 | 9 |
| 9 | Construction | | | | | | | 72,000 | 72,000 | 80,000 | 9 |
| New Cut Road Lift Station Installation | | | | | | | | | | | |
| Total VRA | | \$ 519,281 | \$ 513,151 | \$ 497,641 | \$ - | \$ 500,892 | \$ 500,891 | \$ 579,869 | \$ 449,964 | \$ 594,918 | |
| Wastewater | | | | | | | | | | | |
| Wastewater Equipment (Centrifuge) | | | | | | | | | | | |
| Sewer Collection System - camera, repairs | | | | | | | | | | | |
| Pump Around for Main PS @ WWTP | | | | 12,500 | 3,213 | | | | | | |
| Pump Around for Rt 7 Lift Station | | | | 12,500 | 4,827 | | | | | | |
| Sewer Line Cleaner and Trailer | | | | | | | | | | | |
| 710 Lift Station Installation | | | | | | | | | | | |
| Yatton Sewer Main Replacement | | | | | | | | | | | |
| Utility CIP Historical Data | | | | | | | | | | | |
| 3/2/2019 | | | | | | | | | | | |

TOWN OF ROUND HILL UTILITY FUND FY20 – FY25 CIP



MARCH 7,
2019

TOWN COUNCIL BUDGET DISCUSSIONS

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Utility Fund Project Tracker

version 3/1/19 Budget Submittal

| Project | Category | Assigned To | Estimated Start | Estimated Finish | Project Duration | Current Status | Funding Secured | Stop Light Status | Notes |
|--|-----------|-------------------|-----------------|------------------|------------------|--------------------|-----------------|-------------------|--------------------------|
| <u>Well 22A Connection to Evening Star WTP</u> | Utilities | M. Felner | 6/1/2017 | 6/30/2019 | 760 days | Completed | Yes | Green | 1st ph. Complete/Monitor |
| <u>Vardon Road Loop</u> | Utilities | R. Lohr/Utilities | 6/1/2017 | 5/31/2020 | 1,096 days | Under Construction | Yes | Green | |
| <u>Water Main Well Property</u> | Utilities | Mayor/TA | 12/1/2018 | 9/30/2020 | 670 days | Acquisition | Yes | Yellow | Acquire Property |
| <u>Acquisition South Main Zone Water Tank</u> | Utilities | R. Lohr/Utilities | 8/1/2018 | 4/1/2021 | 973 days | Design/Funding | No | Green | Zoning Completed |
| <u>Generator Installations</u> | Utilities | R. Lohr/Utilities | 7/1/2018 | 6/30/2020 | 670 days | Zoning Approval | Yes | Green | Stoneleigh Approved |
| <u>WWRP Upgrades</u> | Utilities | M. Felner | 4/1/2019 | 6/30/2020 | 487 days | Bid | Yes | Green | |
| <u>Rebuild Rt. 719 Well Building</u> | Utilities | M. Felner | 7/1/2019 | 6/30/2020 | 365 days | Design | Yes | Green | |
| <u>Remove Inlet at WWRP and Storage</u> | Utilities | R. Lohr/Utilities | 7/1/2019 | 7/1/2020 | 366 days | Design | Yes | Green | |
| <u>1st Work on Sewer Lines</u> | Utilities | M. Felner | 7/1/2019 | 6/30/2025 | 2190 days | Design | Yes | Green | |
| <u>Expanded Security at Utility Facilities</u> | Utilities | R. Lohr/Utilities | 1/1/2019 | 6/30/2020 | 546 days | Design | Yes | Green | |
| <u>Safety Upgrades at Utility Facilities</u> | Utilities | M. Felner | 2/1/2019 | 6/30/2024 | 1975 days | Design | Yes | Green | |

Stoplight Chart

| |
|--------------|
| GREEN LIGHT |
| YELLOW LIGHT |
| RED LIGHT |

All systems go with project on track. No problems or anticipated delays.

Project on schedule but close to slipping behind. Some aspects may be behind Schedule with close monitoring required.

Project behind schedule with problems. Need to monitor carefully and require additional resources or rescheduling.

TITLE: Well 22A Connection to Evening Star WTP**STATUS:** Completed/Monitor**PROJECT RANKING:** Priority 1

PROGRAM DESCRIPTION: The project consists of connecting Well 22A to the Evening Star WTP "Train 2" greensand treatment system. Well 22A already pumps to the Evening Star WTP, but only receives chlorination and pressure boosting to reach the Evening Star Tank. Connection to the greensand filters should help address some of the iron and manganese issues with Well 22A. This project will also take "Train 1" off line and hook Wells 21NA, 21NB and 22A all to "Train 2".



OPERATING IMPACT: Annual operational budget of \$500 has been added to cover annual impact.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan
 Under Public Utility System, Goal 1: To provide drinking water for the Round Hill Community that is safe, reliable and sustainable. C. Objective: Secure and maintain adequate and sustainable water supplies to serve current and projected growth in Round Hill. 3. Strategy: Develop new water resources to meet 100% of projected service needs for the maximum month at buildout with the highest producing well offline.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| 6/2017 Completed | 3/1/2018 | 6/30/2019 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|-------------------|---------------|----------------|----------|------|------|------|------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | \$80,000 | \$5,000 | \$41,500 | - | - | - | - | - | \$126,500 |
| Transfer to SCADA | - | (\$20,000) | - | - | - | - | - | - | (\$20,000) |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | \$80,000 | (\$15,000) | \$41,500 | - | - | - | - | - | \$106,500 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|--------------------|---------------|----------------|----------|------|------|------|------|------|--------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Land/ROW/Logal | - | - | - | - | - | - | - | - | - |
| Engineering/Design | \$6,187 | - | \$1,500 | - | - | - | - | - | \$7,687 |
| Construction | \$53,813 | \$5,000 | \$40,000 | - | - | - | - | - | \$98,813 |
| Contingency | - | - | - | - | - | - | - | - | - |
| Miscellaneous | - | - | - | - | - | - | - | - | - |
| | \$60,000 | \$5,000 | \$41,500 | - | - | - | - | - | \$106,500 |

Operating Impact

| Operating/Maintenance Type of expenditure | Proposed | | | | | | Total for CIP |
|--|----------|-------|-------|-------|-------|-------|---------------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$3,000 |

Additional Information/Questions:

- Phase 1 should be complete by the end of FY 18. If it operates as expected, the FY 20 funding may not be required.
 -
 -
 -
 -
 -
 -
 -
 -
-

TITLE: Yatton Road Loop Water Main**STATUS:** Under Constructi**PROJECT RANKING:** Priority 1

PROGRAM DESCRIPTION: The project includes construction of a new 8-inch water main for approximate 1,525 linear feet along Yatton Road connecting the 8" main on Sassafras Road with the existing 12" main on Airmont Road. This creates an important loop in the southern main zone. This project also includes 1,800 linear feet of 4-inch raw water main piping that will be constructed to connect well 12 to an existing raw water line in Airmont Road which will then link with the Town's Westlake WTP.



OPERATING IMPACT: Moving forward the Town will budget \$200 a year for annual impact.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Pla

- Under Public Utility System. Goal 1: To provide drinking water that is safe to drink and meets or exceeds customer expectations for quality. B. Objective: 2. Strategy: Add loop connections where possible to reduce single point failures in the water distribution system.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| 6/2017 Completed | 1/1/2019 | 11/1/2019 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | FY20 | Proposed | | | | | Project Funding |
|----------|---------------|----------------|-----------|----------|---|---|---|---|-----------------|
| Reserves | \$40,000 | \$650,000 | \$110,000 | - | - | - | - | - | \$800,000 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | \$40,000 | \$650,000 | \$110,000 | - | - | - | - | - | \$800,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | FY20 | Proposed | | | | | Project Cost |
|--------------------|---------------|----------------|-----------|----------|---|---|---|---|--------------|
| Land/ROW/Legal | | - | - | - | - | - | - | - | - |
| Engineering/Design | | \$99,600 | - | - | - | - | - | - | \$99,600 |
| Construction | - | \$530,400 | \$7,100 | - | - | - | - | - | \$537,500 |
| Contingency | - | - | \$102,900 | - | - | - | - | - | \$102,900 |
| SCADA Transfer | \$40,000 | - | - | - | - | - | - | - | \$40,000 |
| Miscellaneous | - | \$20,000 | - | - | - | - | - | - | \$20,000 |
| | \$40,000 | \$650,000 | \$110,000 | - | - | - | - | - | \$800,000 |

Operating Impact

| Operating/Maintenance | FY19 | FY20 | FY21 | Proposed | | | Total for CIP |
|-----------------------|-------|-------|-------|----------|-------|-------|---------------|
| Type of expenditure | \$200 | \$200 | \$200 | \$200 | \$200 | \$200 | \$1,200 |

Additional Information/Questions:

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TITLE: Well Property Acquisition**STATUS:** Acquisition**PROJECT RANKING:** Priority 1

PROGRAM DESCRIPTION: This is a placeholder by our engineer to address ongoing efforts related to acquisition of property related to a future production well. The most recent Town efforts have been centered on the "RND-D" well site identified by Emery & Garrett Groundwater Investigations, LLC in 2013 -2016. This budget will not be sufficient to fully develop a future well and future CIP project will be needed to address activities such as long term pumping, hydrological studies, well development, etc.



OPERATING IMPACT: Annual operational cost of \$500.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System. Goal 1: To provide drinking water for the Round Hill Community that is safe, reliable and sustainable. C. Objective: Secure and maintain adequate and sustainable water supplies to serve current and projected growth in Round Hill. 3. Strategy: Develop new water resources to meet 100% of projected service needs for the maximum month at buildout with the highest producing well offline.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| 12/2018 Acquisition | N/A | 9/30/2020 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|----------|---------------|----------------|----------|------|------|------|------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | \$4,300 | \$2,107 | \$98,593 | - | - | - | - | - | \$105,000 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | \$4,300 | \$2,107 | \$98,593 | - | - | - | - | - | \$105,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|--------------------|---------------|----------------|----------|------|------|------|------|------|--------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Land/ROW/Legal | \$4,300 | \$2,107 | \$58,593 | - | - | - | - | - | \$65,000 |
| Engineering/Design | - | - | - | - | - | - | - | - | - |
| Construction | - | - | \$40,000 | - | - | - | - | - | \$40,000 |
| Contingency | - | - | - | - | - | - | - | - | - |
| Miscellaneous | - | - | - | - | - | - | - | - | - |
| | \$4,300 | \$2,107 | \$98,593 | - | - | - | - | - | \$105,000 |

Operating Impact

| Operating/Maintenance Type of expenditure | Proposed | | | | | | Total for CIP |
|---|----------|-------|-------|-------|-------|-------|---------------|
| | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 | |
| | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$3,000 |

Additional Information/Questions:

- Mayor and TA will be working with HOA to discuss acquisition issues.

 - Project will need zoning approval from LoCo.

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TITLE: South Main Zone Water Tank**STATUS:** Design/Funding**PROJECT RANKING:** Priority 2

PROGRAM DESCRIPTION: The project consist of construction of a new elevated tank in the southern portion of the Town's main water system zone. The proposed location is a one acre parcel located in the Upper Lake's Subdivision. The site is accessed from Yatton Road. The proposed tank will be connected to a 12" main line and will be 500,000 gallons unless it needs to be downsized during value engineering. Preliminary engineering recommends it be 150' from the ground to the overflow and staff is looking at a composite tank consisting of steel and a concrete pedestal. This project addresses many of the high priority system needs identified in the 2015 Water System Planning Study.



OPERATING IMPACT: This should be budgeted for \$10,000 annually to help offset future painting and maintenance cost.

GOAL ADDRESSED:

2017-2037 Round Hill Comp Plan

- Public Utility System Goal 1: To provide water that is safe, reliable and sustainable with objective b: to minimize the risk of service interruptions and guarantee water service to the maximum number of customers in the event of system failures or drought. 1. Strategy: Build a new southern water tank as recommended by the 2015 Water System Planning.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| 8/1/18 | 4/1/20 | 4/1/21 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|-----------------|---------------|----------------|-----------|-----------|-------------|------|------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserve FY 2019 | \$2,600 | \$15,000 | \$190,000 | - | - | - | - | - | \$207,600 |
| VRA Loan | - | - | - | \$500,000 | \$1,992,400 | - | - | - | \$2,492,400 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | \$2,600 | \$15,000 | \$190,000 | \$500,000 | \$1,992,400 | - | - | - | \$2,700,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|--------------------|---------------|----------------|-----------|-----------|-------------|------|------|------|--------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Land/ROW/Legal | - | - | - | - | - | - | - | - | - |
| Engineering/Design | \$2,600 | \$10,000 | \$195,000 | \$100,000 | \$33,600 | - | - | - | \$341,200 |
| Construction | - | - | - | \$400,000 | \$1,668,000 | - | - | - | \$2,068,000 |
| Contingency | - | - | - | - | \$206,800 | - | - | - | \$206,800 |
| Miscellaneous | - | - | - | - | \$84,000 | - | - | - | \$84,000 |
| | \$2,600 | \$10,000 | \$195,000 | \$500,000 | \$1,992,400 | - | - | - | \$2,700,000 |

Operating Impact

| Operating/Maintenance Type of expenditure | FY20 | FY21 | FY22 | Proposed | | | Total for CIP |
|--|----------|----------|----------|----------|----------|----------|---------------|
| | FY23 | FY24 | FY25 | FY20 | FY21 | FY22 | |
| | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$60,000 |

Additional Information/Questions:

- Town received a Commission Permit and SPEX Approval from Loudoun County
 - TC has indicated a potential desire to accelerate this project.
 - Town will need to participate in the VRA, VDOH Water Programs or Rural Development Loan Process to fund the project.
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TITLE: Alternative Power Supply at Wells/Treatment Facilities

STATUS: Design

PROJECT RANKING: Priority 1

PROGRAM DESCRIPTION: Install Generators at two water wells and treatment clusters in Town to allow the Town to provide water during extended power outages. This project will be divided into two phases. The first phase will involve the installation of a generator at the Stoneleigh Water System. The second phase will involve installing a generator at the Goose Creek well and treatment plant.



OPERATING IMPACT: Annual Impact of \$2,000 for maintenance contracts and repairs. This will also include the fuel cost.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System, Goal 1: To provide drinking water of the Round Hill Community that is safe, reliable and sustainable.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| 7/1/2018 | 4/1/2019 | 5/1/2020 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|----------|---------------|----------------|----------|---|---|---|---|---|-----------------|
| Reserves | - | \$75,000 | \$85,000 | | | | | | \$160,000 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | \$75,000 | \$85,000 | - | - | - | - | - | \$160,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|-----------------------|---------------|----------------|----------|---|---|---|---|---|--------------|
| Land/ROW/Legal | - | - | - | - | - | - | - | - | - |
| Engineering/Design | - | \$3,000 | \$5,000 | - | - | - | - | - | \$8,000 |
| Construction | - | \$72,000 | \$80,000 | - | - | - | - | - | \$152,000 |
| Professional Services | - | - | - | - | - | - | - | - | - |
| | - | \$75,000 | \$85,000 | - | - | - | - | - | \$160,000 |

Operating Impact

| Operating/Maintenance | Proposed | | | | | | Total for CIP |
|-----------------------|----------|---------|---------|---------|---------|---------|---------------|
| Type of expenditure | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$12,000 |

Additional Information/Questions:

- In addition to the permanent option of a generator at both sites, we explored having one portable generator to serve both sites. This option while costing less has other potential challenges that TC and our engineer may want to discuss.
 - Town received approval from Stoneleigh Golf Course and will submit permit to County in early March.
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TITLE: WWTP Upgrades**STATUS:** Procurement**PROJECT RANKING:** Priority 1

PROGRAM DESCRIPTION: The WWTP was last upgraded in 2011 and over the last 8 years certain issues have developed. Staff recommends the following upgrades to address operational issues: pump around for Influent Pump Station, Removal of vault lid at pump station and construction of removable enclosure, conduit upgrade to influent pump station, replace digester pump, upgrade inventory of pumps/valves, and construction of equipment shed. Staff will be asking to start this CIP project now using user fees and left over funds in the FY 19 operational budget.



OPERATING IMPACT: Annual Impact of \$750 for maintenance contracts and repairs.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System, Goal 2: To provide wastewater treatment for the Round Hill Community that is reliable, sustainable and environmentally sound.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| N/A | 4/1/2019 | 6/30/2020 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|-----------|---------------|----------------|----------|------|------|------|------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | - | - | \$85,000 | - | - | - | - | - | \$85,000 |
| Loan/Bond | - | - | - | - | - | - | - | - | - |
| User Fees | - | \$30,000 | - | - | - | - | - | - | \$30,000 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | \$30,000 | \$85,000 | - | - | - | - | - | \$115,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|-----------------------|---------------|----------------|----------|------|------|------|------|------|--------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Engineering/Design | - | - | - | - | - | - | - | - | - |
| Construction | - | \$30,000 | \$85,000 | - | - | - | - | - | \$115,000 |
| Professional Services | - | - | - | - | - | - | - | - | - |
| | - | \$30,000 | \$85,000 | - | - | - | - | - | \$115,000 |

Operating Impact

| Operating/Maintenance Type of expenditure | Proposed | | | | | | Total for CIP |
|--|----------|-------|-------|-------|-------|-------|---------------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$4,500 |

Additional Information/Questions:

| | |
|--|----------|
| • Pump Around for Influent Pump Station | \$20,000 |
| Removal of Vault Lid and Removable Cover | \$10,000 |
| Upgrade Conduit to Influent Pump Station | \$10,000 |
| Replace Digester Pump | \$10,000 |
| Upgrade Inventory of Pumps/Valves | \$15,000 |
| Equipment Storage Shed | \$50,000 |

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TITLE: Rebuild Rt. 719 Well Building**STATUS:** Design**PROJECT RANKING:** Priority 2

PROGRAM DESCRIPTION: Design and construct a cost effective building around the Rt. 719 Well. Current building is deteriorated and has structural damage and wood rot. During the design, Engineer will explore cost effective options for installing a new building along with removing the contact tank attached to the building.



OPERATING IMPACT: Annual Impact of \$500 for maintenance contracts and repairs.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System, Goal 1: To provide drinking water of the Round Hill Community that is safe, reliable and sustainable.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|-----------------------------|-----------------------|-------------------------|
| 7/1/2019 | 12/1/2019 | 6/30/2020 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|----------|---------------|-------------------|----------|------|------|------|------|------|--------------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | - | - | \$25,000 | - | - | - | - | - | \$25,000 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | \$25,000 | - | - | - | - | - | \$25,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|-----------------------|---------------|-------------------|----------|------|------|------|------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Land/ROW/Legal | - | - | - | - | - | - | - | - | - |
| Engineering/Design | - | - | \$1,500 | - | - | - | - | - | \$1,500 |
| Construction | - | - | \$23,500 | - | - | - | - | - | \$23,500 |
| Professional Services | - | - | - | - | - | - | - | - | - |
| | - | - | \$25,000 | - | - | - | - | - | \$25,000 |

Operating Impact

| Operating/Maintenance Type of expenditure | Proposed | | | | | | Total for CIP |
|--|----------|-------|-------|-------|-------|-------|------------------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$3,000 |

Additional Information/Questions:

- Current building is in bad condition. Need to replace structure, reroute well or put in operational reserve.

 - The Town is exploring other options to address the building and keeping it operational in the interim.

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TITLE: Remove Trailer at WWTP and Install storage facility**STATUS:** Design**PROJECT RANKING:** Priority 2

PROGRAM DESCRIPTION: Remove the existing trailer at the WWTP and pave the area for future use. Install a temporary rental trailer that can be used for storage of Town and Utility records. It can also be used to secure Utility supplies. The long term solution will be installing a permanent building. The Town hopes to dispose of the trailer under surplus which should save some cost. If not the budget to remove and pave the area is \$18,000. Interim storage for up to two years on site is budgeted for \$8,000. A new permanent storage building is proposed for \$55,000 in FY 22.



OPERATING IMPACT: Annual Impact of \$750 for maintenance contracts and repairs.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System, Goal 2: To provide wastewater treatment for the Round Hill Community that is reliable, sustainable and environmentally sound.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|-----------------------------|-----------------------|-------------------------|
| 7/1/2019 | 12/1/2019 | 7/1/2022 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|-----------|---------------|-------------------|----------|------|----------|------|------|------|--------------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | - | - | \$26,000 | - | - | - | - | - | \$26,000 |
| Loan/Bond | - | - | - | - | \$55,000 | - | - | - | \$55,000 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | \$26,000 | - | \$55,000 | - | - | - | \$81,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|-----------------------|---------------|-------------------|----------|---------|----------|------|------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Engineering/Design | - | - | - | - | - | - | - | - | - |
| Construction | - | - | \$22,000 | \$4,000 | \$5,000 | - | - | - | \$5,000 |
| Professional Services | - | - | - | - | \$50,000 | - | - | - | \$76,000 |
| | - | - | \$22,000 | \$4,000 | \$55,000 | - | - | - | \$81,000 |

Operating Impact

| Operating/Maintenance Type of expenditure | Proposed | | | | | | Total for CIP |
|--|----------|-------|-------|-------|-------|-------|------------------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$4,500 |

Additional Information/Questions:

- Town is looking at a portable structure and permanent stick built facility as options for a long term storage solution.
 - The Town is planning to store records either onsite or offsite during the interim until the permanent solution is implemented.
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TITLE: I&I Work on Sewer Lines**STATUS:** Procurement**PROJECT RANKING:** Priority 1

PROGRAM DESCRIPTION: Infiltration and Inflow can have a major impact on the operations of your pump stations and treatment plant. I&I usually comes into the system from illegally connected storm drains, sump pumps, damaged sewer mains and leaky manholes. It can cause your flows to spike as much as 3 to 5 times your normal amount. Our staff wants to continue cleaning and inspecting the lines to identify areas where we suspect the system is getting large flows of I&I. We will be working with neighboring governments and the private sector to help us with this task.

OPERATING IMPACT: Annual Impact of \$750 for maintenance contracts and repairs.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System, Goal 2: To provide wastewater treatment for the Round Hill Community that is reliable, sustainable and environmentally sound.

**Significant Dates**

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| N/A | 7/1/2019 | 6/30/2025 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|-----------|---------------|----------------|----------|----------|----------|----------|----------|----------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | - | - | \$50,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$100,000 |
| Loan/Bond | - | - | - | - | - | - | - | - | - |
| User Fees | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | - | - | \$50,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$100,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|-----------------------|---------------|----------------|----------|----------|----------|----------|----------|----------|--------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Engineering/Design | - | - | - | - | - | - | - | - | - |
| Construction | - | - | \$50,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$100,000 |
| Professional Services | - | - | - | - | - | - | - | - | - |
| | - | - | \$50,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$100,000 |

Operating Impact

| Operating/Maintenance Type of expenditure | Proposed | | | | | | Total for CIP |
|--|----------|-------|-------|-------|-------|-------|---------------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$750 | \$750 | \$750 | \$750 | \$750 | \$750 | \$4,500 |

Additional Information/Questions:

- Reduction of I&I will save us from additional treatment cost and reduce the risk of environmental violations from overflows and permit violations.
 - The cleaning process which is the first step is also a highly recommended maintenance procedure which reduces liability for main blockages.
 - The staff is proposing to use local governments and the private sector who has the specialized cameras and vac trucks.
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TITLE: Expanded Security at Utility Facilities**STATUS:** Bid**PROJECT RANKING:** Priority 1

PROGRAM DESCRIPTION: In FY 19, the Town began a multi-phase security upgrade at the WWTP and Water Storage Tank site. The program involved fence upgrades, cameras, access controlled gates and card swipe door entry. This year, the staff is proposing to install additional cameras, expand the new black fence at the front WWTP gate, repair and upgrade damaged security fencing at the WWTP, secure safety perimeter by clearing trees and brush around WWTP Fence to the east and south, and link SCADA system to door alarm at Evening Star Water Tank Site.

OPERATING IMPACT: Annual Impact of \$600 for maintenance contracts and repairs.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System, Goal 2: To provide wastewater treatment for the Round Hill Community that is reliable, sustainable and environmentally sound.

**Significant Dates**

| Engineering/Design Start | Construction Start | Estimated Completion |
|-----------------------------|-----------------------|-------------------------|
| 1/1/2019 | 7/1/2019 | 6/30/2020 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|-----------|---------------|-------------------|----------|------|------|------|------|------|--------------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | - | - | \$92,000 | | | | | | \$92,000 |
| Loan/Bond | - | - | - | - | - | - | - | - | |
| User Fees | - | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | - | |
| | - | - | - | - | - | - | - | - | |
| | | | \$92,000 | | | | | | \$92,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|-----------------------|---------------|-------------------|----------|------|------|------|------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Engineering/Design | - | - | - | - | - | - | - | - | - |
| Construction | - | - | \$92,000 | | | | | | \$92,000 |
| Professional Services | - | - | - | - | - | - | - | - | |
| | | | \$92,000 | | | | | | \$92,000 |

Operating Impact

| Operating/Maintenance Type of expenditure | Proposed | | | | | | Total for CIP |
|--|----------|-------|-------|-------|-------|-------|------------------|
| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$600 | \$600 | \$600 | \$600 | \$600 | \$600 | \$3,600 |

Additional Information/Questions:

| | |
|---|----------|
| • Cameras | \$8,000 |
| Secured Door access to Control Building | \$5,000 |
| Black Fence at front of WWTP | \$14,000 |
| Repair/Upgrade WWTP Damaged Fence | \$20,000 |
| Secure Buffer around WWTP | \$40,000 |
| Security Upgrades and SCADA Link | \$5,000 |

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TITLE: Safety Upgrades at Utility Facilities**STATUS:** Design**PROJECT RANKING:** Priority 1

PROGRAM DESCRIPTION: During our VML Safety Audit, several safety items were identified at our facilities. The Town is creating a CIP project to make these repairs immediately and also put money aside to complete additional repairs as identified over the next 5 years. The majority of the initial repairs will be correction of several ladders that access our storage areas and plant tanks.



OPERATING IMPACT: Annual Impact of \$200 for maintenance contracts and repairs.

GOAL ADDRESSED: 2017 - 2037 Round Hill Comp Plan

- Under Public Utility System, Goal 2: To provide wastewater treatment for the Round Hill Community that is reliable, sustainable and environmentally sound.

Significant Dates

| Engineering/Design Start | Construction Start | Estimated Completion |
|--------------------------|--------------------|----------------------|
| 2/1/2019 | 4/1/2019 | 6/30/2024 |

Capital Improvement Program

Utility Funds

Funding Sources

| Sources | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Funding |
|-----------|---------------|----------------|----------|----------|----------|----------|----------|------|-----------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Reserves | - | \$25,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | | \$100,000 |
| Loan/Bond | - | - | - | - | - | - | - | - | |
| User Fees | - | - | - | - | - | - | - | - | \$0 |
| | - | - | - | - | - | - | - | - | - |
| | - | - | - | - | - | - | - | - | - |
| | | \$25,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | | \$100,000 |

Planned Uses

| Uses | Prior to FY19 | Projected FY19 | Proposed | | | | | | Project Cost |
|-----------------------|---------------|----------------|----------|----------|----------|----------|----------|------|--------------|
| | | | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| Engineering/Design | - | \$2,000 | - | - | - | - | - | - | \$2,000 |
| Construction | - | \$23,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | | \$98,000 |
| Professional Services | - | - | - | - | - | - | - | - | - |
| | | \$25,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | | \$100,000 |

Operating Impact

| Operating/Maintenance | Proposed | | | | | | Total for CIP |
|-----------------------|----------|-------|-------|-------|-------|-------|---------------|
| Type of expenditure | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | |
| | \$200 | \$200 | \$200 | \$200 | \$200 | \$200 | \$1,200 |

Additional Information/Questions:

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