

**ROUND HILL TOWN COUNCIL  
REGULAR MEETING MINUTES  
February 18, 2016**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 18, 2016, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
R. Daniel Botsch  
Janet L. Heston  
Clarkson J. Klipple  
Frederick J. Lyne  
Christopher J. Prack

**Staff Members Present**

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

**Others Present**

Clinton Chapman  
Deputy Matthew Moats, Loudoun County Sheriff's Office  
Alan Hansen  
Martha Mason Semmes  
Mark Thomas

**IN RE: CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:30 p.m.

**IN RE: PLEDGE OF ALLEGIANCE**

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

As Deputy Moats was in attendance, Mayor Ramsey called for a **Community Policing** Report. Deputy Moats reported that there has been no criminal activity in Round Hill, however, vehicle tampering has been reported in Lovettsville. Deputy Moats reminded everyone to lock his/her car doors. Deputy Moats reported that the Sheriff's Office quarterly meeting was held on Tuesday, February 16<sup>th</sup>; the main topic was construction of the new Substation, with it being noted that the department should be fully housed there by summer. Deputy Moats asked if there were any concerns, none were raised. The deputy also reported a serious accident on the Route 7 Bypass at Williams Gap Road, which has closed Route 7 this evening, and asked that anyone driving in that area be careful. Council thanked Deputy Moats for his report.

**IN RE: PUBLIC COMMENT**

There was no Public Comment.

**IN RE: APPROVAL OR AMENDMENT OF AGENDA**

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

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Frederick J. Lyne	Aye
Christopher J. Prack	Aye

**IN RE: BUSINESS ITEMS**

**1. Loudoun County Design Cabinet Presentation**

Town Planner/Zoning Administrator Hynes presented background information on the work of the Design Cabinet in preparation for its presentation this evening, explaining that the Cabinet held a three-hour long charrette during which it created the three designs to be presented. Ms. Hynes explained that the Design Cabinet consists of volunteers who work under the auspices of the Loudoun County Department of Economic Development. Ms. Hynes also explained how she came to work with the Cabinet, and provided information on the work it does. It was noted that there is no obligation on the part of the Town to use the designs provided by the Cabinet. Town Planner/Zoning Administrator Hynes further explained that a charrette was conducted ten years ago, for all three commercial districts in Round Hill; the results of that earlier meeting were provided to the Design Cabinet in their present work. Ms. Hynes also provided an overview of documents and information provided to the Cabinet in its preparation of the designs presented this evening. The request

made of the Cabinet for its preparation of plans for the Eastern Commercial District was also provided. In closing her remarks, Town Planner/Zoning Administrator Hynes explained that implementation of any design would require that a market study and a traffic study be conducted. Mr. Alan Hansen then spoke, thanking Ms. Hynes for her introduction, and explaining that the Design Cabinet is made up of volunteers, who live and/or work in the County. Mr. Hansen noted that he works as an architect for the firm of DBI. Ms. Martha Mason Semmes then introduced herself, explaining that she currently serves as the Town Administrator for the Town of Middleburg, with professional training in urban planning. Ms. Mason-Semmes noted that she has been a resident of Loudoun County since 1977. Mr. Mark Thomas introduced himself, explaining that he has been a Cabinet member since its inception, and noting that he also worked with the development of the Creekside subdivision currently under construction. Mr. Thomas explained that he is an architect who works for the Pennoni firm. Mr. Hansen explained briefly what each representative of the Design Cabinet will present this evening, and also presented a brief explanation of the slides prepared for presentation of the three designs. Ms. Mason-Semmes reported that she has just been chosen as a fellow in the AICP, stating that she is passionate about small towns. Ms. Mason-Semmes further stated that Loudoun County has been blessed with seven unique towns, which is one reason companies choose to locate in the County – people want to feel they are a part of a small town. Ms. Mason-Semmes stated that small towns need to understand their brand, e.g., why people want to visit them. It was noted that the designs created by the Cabinet do not provide for a large store to anchor the Eastern Commercial District, and that the parcel can be developed and still maintain the feel of the Town. Ms. Mason-Semmes provided some background on the Town of Middleburg, explaining that it currently is home to over 300 businesses. Further, Ms. Mason-Semmes noted, Middleburg created a vision for development and “stuck with that vision.” Council was asked what they think of when they think of Middleburg, the idea that it is a monied community was raised by many in attendance. Ms. Mason-Semmes explained the median income and the amount of subsidized housing which exists in the community, noting that not all residents are well-to-do. Ms. Mason-Semmes explained that Middleburg grew as a village, and that its commercial area is in its historic district, which provides control over the look of the buildings. Ms. Mason-Semmes then spoke about economic competition from Purcellville and Marshall, and explained a market study Middleburg had done. It was noted that that study will be provided to Round Hill for review. Ms. Mason-Semmes suggested that Round Hill request assistance from various Loudoun County sources. The Christmas in Middleburg event, which has grown quite large, was discussed, as was the role technology can play in economic development. Ms. Mason-Semmes suggested that Round Hill “keep it special” when deciding upon its brand. Mr. Hansen provided suggestions for a brand, which were coined during previous planning sessions by the Town; those include Gateway to the Blue Ridge, and Healthy Mountain Town. Mr. Thomas then presented a map of the Eastern Commercial District site, with provided an overview of

transportation routes, and an explanation of the slope and drainage of the parcel. Mr. Thomas noted that it is a great development site, which incorporates a proximity to a large number of people. The site, it was also noted, is walkable for many. Mr. Thomas explained that it would be helpful to know the population within a ¼ mile, ½ mile and one mile radius. Mr. Hansen explained that the location of the storm water pond is a necessity. Mr. Thomas talked about the visibility at the site, and about the amount of traffic in the area. He also noted that the fact that there are residences on two sides of the development was considered in the designs. Mr. Hansen explained that planners now want to encourage inter-parcel connectivity, and spoke about how this could work at the Eastern Commercial District site. Ms. Mason-Semmes explained that the site would encourage specialized retail. The first design was then presented. “Farmstead” features the approximately one-acre pond and emphasizes buildings reminiscent of farm/agricultural structures. Mr. Hansen suggested that Council Members may want to visit the Union Market in Washington, D.C., in order to get some idea of how this concept may look. Mr. Thomas explained that elements gleaned from public input regarding use of the parcel were taken into consideration, particularly a daycare center and a small assisted-living facility. Mr. Thomas further stated that pad sites could be scaled like Victorian houses located in Town, and that there could be flexibility in uses for those sites. It was noted that both a daycare and an assisted-living facility would be easily marketable. The area of most interest – the pond – would be a good site for a restaurant. Mr. Thomas spoke of the history of the family who owns the parcel, and their ties to the brewing industry, noting that the inclusion of a restaurant/pub on the site would tie in nicely with that history. Buildings at the site would continue the pattern of buildings already existing in Round Hill. Mr. Hansen explained that construction could begin with 20,000 to 30,000 square feet at the center of the site. Mr. Thomas suggested that a good beginning point would be the construction of a restaurant at the pond. Councilperson Botsch asked how much construction at the site would be realistic; it was noted that 100,000 square feet is a realistic figure. Councilperson Botsch asked if sufficient parking would be available for that amount of square footage; Mr. Hansen noted that probably only design number three includes sufficient parking. Councilperson Klipple referenced the severe buffering requirements currently imposed on the property, with Town Planner/Zoning Administrator Hynes stating that she asked the Design Cabinet to lower the buffering requirements in the completions of its plans. Ms. Mason-Semmes and Mr. Hansen referenced development in Great Falls as a possible guide for development at the Eastern Commercial District. For the second design, Mr. Hansen noted, the goal was to work with the topography of the parcel; Mr. Thomas explained that this design includes larger buildings with parking in the center. Ms. Mason-Semmes stated that the focal point for this design would be sports venues, particularly indoor venues. Mr. Hansen explained that this design includes one large building, with surrounding smaller buildings. Design number three was then discussed, with Mr. Hansen noting that it utilizes the Urban Land Institute town center concept. The types of businesses which could be located there were

presented, with it being noted that the “big treasure” would be located off the street in this design. Mr. Hansen explained that this type of use would require that someone orchestrate activities. Parking in this design is mostly located around the edges. A brewery is suggested in this design, which ties in nicely with the history of the owners. This design allows for 100,000 square feet of development with 400 parking spaces. It was noted that the commonality in all three designs is the water feature. Two-story buildings on the site were discussed; they could contain retail on both levels, or retail on the first floor and residential on the second floor. For these designs, build-out would occur over several years. Mr. Hansen referenced a recently-released County report which highlights entertainment/cultural offerings in Loudoun County. Ms. Mason-Semmes stated that a mixed-use would work better at this parcel than a strictly retail use. Mr. Hansen suggested that creativity be used in planning for development of the parcel, with Ms. Mason-Semmes referencing the creative use of a gas station in Middleburg which has been turned into a cidery and distillery. Mr. Hansen stated that the greatest potential for growth in both the retail and cultural areas currently exists in western Loudoun County. Mr. Hansen also noted that the report he referenced earlier is available on-line from the Loudoun County Department of Economic Development. Mayor Ramsey thanked the group for its presentation, and expressed his hope that some of its ideas can be incorporated into the development of the parcel. Mr. Hansen explained that members of the Design Cabinet know of developers who may be interested in the parcel, and who may be able to help the Town. Mayor Ramsey expressed his appreciation that three different concepts were presented. Mr. Hansen stated that the commonalities in the designs are the water feature, and the flexibility offered by each. Council thanked the Design Cabinet for its presentation. Councilperson Botsch clarified that no market analysis was done; it was noted that that is correct. Discussion ensued regarding the possible use of form-based code in this development (as was utilized on Columbia Pike in Arlington), the need for various studies to be conducted, and resources which the Town may access. Council again thanked the Design Cabinet, and members of the Cabinet thanked the Council for its time and attention. Council also thanked Town Planner/Zoning Administrator Hynes for inviting the Cabinet to this evening’s meeting.

## **2. Hometown Festival**

Vice-Mayor Graham presented this item, noting that this year’s festival will be held on May 28<sup>th</sup>, and will be much like previous years’ festivals. Councilperson Lyne asked if a schedule of meetings to be held in the organization of the meeting is available; Ms. Graham suggested that he contact Kim Ramsey. Mayor Ramsey elaborated upon preparations for the festival, explaining that planning for regular features is already underway, and that a “meet and greet” is usually held in late March. Additionally, Mr. Ramsey noted, there will be a refurbished Hometown Festival website.

## **IN RE: ACTION ITEMS**

### **1. Approval of Minutes: January 21, 2016 Town Council Meeting**

Vice-Mayor Graham asked if, on page twelve, line three, the phrase *upon a ruling by the Chair* should instead read *upon a ruling by the Mayor*; it was decided that the reference as noted is correct. Councilperson Heston noted that, on page three, line six, the word *feeling* is misspelled. Additionally, Councilperson Heston noted, on page five, the committee referenced is the *ACT Committee*; there should not be an ampersand in the committee name. Councilperson Botsch referenced Item 3 – Meeting Topics with Supervisor Tony Buffington, under Business Items, on page six. Mr. Botsch explained that the meeting Town Administrator Nicholson attended with County Administrator Tim Hemstreet, referenced in this section, is a separate issue from the discussion at the Land Use Committee of topics which may be presented to Supervisor Buffington. Discussion ensued regarding how to word this correctly, with Mayor Ramsey providing the following wording: *...reported that, per Land Use Committee request, the Town Council discussed issues to be raised with Supervisor Buffington regarding Round Hill*. There were no further corrections. Vice-Mayor Graham then moved **that the minutes be approved as amended**; Councilperson Heston seconded the motion. There was no discussion of the motion. A vote was then held; the motion was approved 5-0-1, with Councilperson Prack abstaining. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
R. Daniel Botsch	Aye
Janet L. Heston	Aye
Clarkson J. Klipple	Aye
Mary Anne Graham	Aye
Christopher J. Prack	Abstain
Frederick J. Lyne	Aye

## **IN RE: REPORTS**

### **1. Town Administrator's Report**

Town Administrator Nicholson reported that he recently spoke to Mr. Joe Kuna, County staff, regarding acquisitions for the Franklin Park Trail Project; it was discovered that the County has not yet held meetings with residents affected by this project. In following up on this, Mr. Nicholson met with Mr. Hemstreet and explained that the Town is moving ahead with its portion of this project. Mr. Nicholson reported that the Town is ahead of the County by nine signatures. The meeting with Supervisor Buffington will be reviewed in the Mayor's Report.

## **2. Town Planner/Zoning Administrator Report**

Town Planner/Zoning Administrator Hynes reported that a new hair salon will be opening above Savoir Fare, that the Habitat for Humanity house is nearing completion, and that she signed a demolition permit for 17 Bridge Street – a new house will be built on that site. Additionally, Ms. Hynes noted, she has been talking with the proprietor of a Montessori school who wants to locate the facility in Round Hill, and who hopes to be in the facility by the fall. The school is required to obtain a letter of support from the community, and would like to locate in an existing structure until they can build. It was noted that a lot zoned R-2 would be appropriate for that use. Mayor Ramsey suggested that the school representative contact the owner of Weona Villa, noting that she may be willing to rent that facility. Additionally, Mr. Ramsey noted, the parcel across Route 7 from Weona Villa has been, at times throughout the past several years, on the market. Councilperson Heston reported that there are lots for sale behind the Hill High Orchard building, which may be appropriate for this use. Town Planner/Zoning Administrator Hynes reported that representatives of the school plan to attend the next Town Council meeting. Councilperson Botsch asked the amount of square footage required for this school; Town Planner/Zoning Administrator Hynes stated that they need 2,600 square feet, and also want some green space. Councilperson Prack also suggested a contact who is connected with a property at the lake.

## **3. Mayor's Report**

Mayor Ramsey reported that the meeting of the Round Hill Volunteer Fire Department, scheduled for January, was cancelled due to weather; the meeting will be held instead this coming Monday and he will attend. Mr. Ramsey asked that Council Members let him know of any issues they would like him to discuss with RHVFD members. Mayor Ramsey also reported that he and Town Administrator Nicholson met with Supervisor Buffington, two of his assistants, and a representative from the Planning Department, earlier in the week. Mayor Ramsey and Town Administrator Nicholson had a list of ten items to discuss with the Supervisor; Mr. Buffington was very attentive, and was trying to be proactive, and all ten items were discussed. Mayor Ramsey noted that some of the lengthiest discussions were regarding Sleeter Lake, well permits, and the unused cash proffer from RHI. The re-routing of truck traffic, off of Main Street, was also discussed. Vice-Mayor Graham noted that Supervisor Buffington had received erroneous information regarding water quality in Round Hill, and asked if that issue was discussed, as well. Mayor Ramsey explained that Supervisor Buffington had received information from local residents regarding water quality; additionally, Mr. Buffington had questions regarding the water tower, specifically asking about locating the tower close to Purcellville, in order to address both quality and supply issues. Mayor Ramsey and Town Administrator Nicholson informed Mr. Buffington that the connection to Purcellville is very hypothetical at this point, and that it is uncertain if it is financially feasible. Supervisor Buffington was informed that funding is being included in the upcoming year's budget for an engineering study of that issue;

however, Round Hill is not looking at that as a long-term solution. Councilperson Prack asked what, specifically, is Supervisor Buffington's concern regarding the water tower; Mayor Ramsey answered that constructing the tower will require a special exception from the County, and it seems Mr. Buffington is expecting some "push back" on the issue, due to issues encountered at the Red Hill water tower. Mayor Ramsey noted that, like the Red Hill water tower, there will be homes near the tower who will not receive utility service from the Town; therefore, similar issues could arise. Councilperson Heston asked if Supervisor Buffington was aware of the proffer by RHI to widen Evening Star Drive; Mayor Ramsey stated that his staff was prepared to discuss the issue, but that this was the first time Mr. Buffington had heard of the proffers. Mr. Ramsey also stated that he seemed to be of the same mind as the representatives of Round Hill, in that, if the funds were not to be used for their original purpose, they need to be repurposed. Town Administrator Nicholson put forth the suggestion that these funds could be used, instead, for the Main Street Enhancement Project. Mayor Ramsey noted that Supervisor Buffington seemed amenable to that suggestion; however, more research by County staff will need to be done. Discussion ensued regarding the number of ADT most recently counted on Evening Star Drive (approximately 1,800); the number of ADT would need to reach 8,000 in order for the street to be widened. It is estimated that the current number is approximately 3,000; it is not believed that 8,000 will be reached. Councilperson Lyne referenced an earlier discussion of an increase in traffic as homes are sold at the Creekside development, and a proposed traffic study to be conducted there. Town Planner/Zoning Administrator Hynes explained the criteria necessary for a study to be conducted, in order to determine if a traffic signal should be installed at the intersection of East Loudoun Street and Evening Star Drive. Further discussion of this ensued, with Mayor Ramsey reiterating his stance that money not used for widening that street be released for use on the Main Street Enhancement Project. Councilperson Heston asked if that funding should be retained, in the event Evening Star Drive would need to be widened in the future; Mayor Ramsey stated his belief that it would be best to free up that funding for a more immediate project. Councilperson Botsch asked for more details of the conversation regarding Sleeter Lake. Mayor Ramsey explained that the application is currently before the County. He and Town Administrator Nicholson explained that Round Hill has applied for grant funding, which has an expiration date. A partnership between Round Hill and the County, in the management of the park, was discussed as well. Mayor Ramsey also reported that the County Administrator's draft budget has funding for this project, in the amount of \$173,000.00 "penciled in." Mayor Ramsey stated that it would be wise for the Town to make its strong case before the County as to how that money will be used, as there will be other entities vying for that funding. Town Administrator Nicholson reported that the Board of Supervisors will meet this coming Tuesday, at 6:00 p.m., for discussions regarding capital projects. Councilperson Lyne asked how the County's budget timeline will work with Round Hill's park timeline; Town Administrator Nicholson, Town



Planner/Zoning Administrator Hynes and Mayor Ramsey all stated that, usually, the County budget is set by early April. Councilperson Botsch asked to clarify that the deadlines related to grant funding for Sleeter Lake Park, potential County funding for the park, and grant funding for the Main Street Enhancement Project, all fall in April; Town Planner/Zoning Administrator Hynes noted that that is correct. Discussion ensued regarding the timing of construction at Sleeter Lake Park in light of these funding deadlines. Mayor Ramsey noted that the Town needs to determine if the County's Department of Parks and Recreation will include a line item in its budget for the Sleeter Lake Park project. The Mayor and the Town Administrator will conduct negotiations with the County regarding this, and will report back to the Council. Councilperson Lyne asked what the ongoing commitment of the Town will be to the park; it was noted that Round Hill currently is committed to its matching portion of the VDGIF grant, which totals \$25,000.00. Discussion ensued regarding this, with the consensus being that Round Hill cannot provide maintenance for the park in perpetuity; Mayor Ramsey suggested that continued negotiations between Round Hill and the County be undertaken, with the goal being that, eventually, maintenance of the park will be under the auspices of, and in the budget of, the County. Town Administrator Nicholson stated that there is interest in doing so, on the part of the County, due to Sleeter Lake Park's proximity to Franklin Park. Councilpersons Lyne and Botsch both agreed that this should be discussed further at future Land Use Committee meetings. There was further discussion of possible funding sources for the Main Street Enhancement Project, with particular attention paid to proffers provided by the developers of the Lake Ridge subdivision. The impact of the Franklin Park Trail Project on the Main Street Enhancement Project, and the fact that the County is behind the Town in its work on the Franklin Park Trail, were discussed, as well. Regarding Sleeter Lake Park, Mayor Ramsey suggested that the process to develop this resource be continued, with negotiations conducted with the County to ensure its backing for this project. Mayor Ramsey also reported that the County has a Parks and Recreation Committee, whose members are appointed by the Supervisors; the representative from the Blue Ridge district is Round Hill resident Allison Tinney. Town Staff will reach out to Ms. Tinney, in order to inform her of current negotiations with the County regarding Sleeter Lake Park, and in order to gain her assistance in work on this project. Mayor Ramsey further reported on conversations held with Supervisor Buffington regarding boundary line adjustments under consideration in Round Hill, and its impact on utility rates. It was noted that Supervisor Buffington does not want to see high-density development around Round Hill.

#### **4. Planning Commission Report**

Town Planner/Zoning Administrator Hynes reported that the Planning Commission has meetings scheduled for March 1<sup>st</sup> and March 8<sup>th</sup>, with the goal being to complete the update of the Comprehensive Plan. Following completion of the Planning Commission's work on this, a Public Hearing will be held. Vice-Mayor Graham also reported that the Planning Commission voiced concerns regarding the letter included in the Utility Section of the Comprehensive Plan, and asked that the Town Council address this issue.

#### **6. Utility Committee**

Vice-Mayor Graham reported that RHI has requested a bond release for Upper Lakes, however, all the items on the punch list have not yet been completed. This issue should come before the Council at its March meeting. The painting of the water tower will begin in March/April. Two of the three original cellular carriers will have their equipment located in the corral on the tower, but Sprint likely will not; Brad Brown of USG, suggested that the Town take that spot, which could be used for broadband equipment. The cost to the Town to do so would be \$42,330.00, which could be paid off over a five-year period at a rate of \$8,400.00 per year. Ms. Graham reported that if, in the future, Sprint wanted to place cellular equipment in the corral, there would still be room for them to do so. It was also reported that the income provided by the broadband equipment would not be as great as that provided by the cellular equipment, but that the broadband equipment could help with SCADA. Vice-Mayor Graham reported that the T-Mobile contract has still not been signed, and that they are paying on a month-to-month basis. Mayor Graham noted that Town Clerk McGaha will provide Council Members with minutes of this meeting soon. The meeting recently held between Round Hill representatives and County representatives, regarding well exploration in Round Hill, was discussed. It was noted that seventeen County employees attended that meeting, and that all the well sites proposed by Round Hill were "shot down" by the County. Vice-Mayor Graham noted that minutes of that meeting will be provided to Council Members. Additionally, Ms. Graham reported, the County may require a special exception in order to drill a test well. Vice-Mayor Graham also reported that test wells may be drilled at four sites. Town Administrator Nicholson explained that the County's rationale for requiring a special exception permit is that the Town may use the well, if water is found. Additionally, Mr. Nicholson noted, it seems the County will issue permits for non-conservation lots. There was further discussion of this issue, with Town Administrator Nicholson noting that the County seemed amenable to test wells being drilled on conservation easement lots, and that the Health Department seemed fixated on the requirement that a 100 foot radius around each well be maintained. Vice-Mayor Graham highlighted requirements for wells passed by the Board of Supervisors in December 2015. Town Planner/Zoning Administrator Hynes noted that, at the end of the meeting, the County finally told the Town to go ahead with the proposed drilling. Mayor Ramsey asked if the Town currently has needed permits; Vice-Mayor Graham explained

that the permits had to be withdrawn, as the expiration date had been reached. Mayor Ramsey instructed Staff to obtain those permits as soon as possible. Mayor Ramsey and Town Administrator Nicholson stated that, ultimately, the County wishes to determine where Round Hill drills its wells, however, the County will not be paying for those wells, Round Hill will. Mayor Ramsey also noted that boundary line issues are a problem to be solved, not an obstacle. Vice-Mayor Graham explained that, all-in-all, the meeting was productive. Town Administrator Nicholson reported that Mr. Emery “did a great job” in finding a path forward through his discussions with County staff.

#### **6. Administration, Communications & Technology Committee**

Councilperson Heston noted that the Committee did meet, and its report is before Council Members. The next meeting will be held on March 7<sup>th</sup>.

#### **7. Land Use Committee**

Councilperson Botsch reported the most of the issues discussed at the Land Use Committee meeting have been covered by Council this evening. Mr. Botsch noted that, during the March/April time frame, the Town needs to ensure that all documentation necessary for the Hometown Festival is in place. The Land Use Committee is going to double-up the number of meetings it will hold; a meeting will be held on February 24<sup>th</sup>, to which Planning Commission Chair Mirabal will be invited. Councilperson Botsch also noted that the rationale for holding extra meetings is so that, when the Comprehensive Plan update comes before the Council, the one-month turn-around time-frame can be met. Town Planner/Zoning Administrator Hynes further clarified that the Planning Commission is not going to be able to meet the original deadline for its completion of the update. The next meeting of the Land Use Committee will be March 15<sup>th</sup>.

#### **IN RE: COUNCIL COMMENTS**

Vice-Mayor Graham thanked Staff and Council for the fruit basket they sent, and noted that Tom is home from rehabilitation and will be visited by a home-health provider. Mayor Ramsey noted that Kim’s parents have moved to Round Hill. There were no further Council Comments.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:03 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary