

**ROUND HILL TOWN COUNCIL
REGULAR MEETING MINUTES
October 20, 2016**

A regular meeting of the Round Hill Town Council was held in the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, October 20, 2016, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Kimberly Fortunato
Frederick J. Lyne (arrived at 7:33 p.m.)
Michael K. Minshall

Council Members Absent

Janet L. Heston
Christopher J. Prack

Staff Members Present

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

Others Present

Sarah Etro
Clinton Chapman
James Wynn
Sarah Tuggle

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:31 p.m., and noted that, with three Council Members and himself present, a quorum exists.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENT

Mayor Ramsey opened the meeting to public comment, noting that anyone who would like to address the Council, and who is not on the Agenda, may do so at this time. Mrs. Sarah Etro, of 11

East Loudoun Street, introduced herself, and stated that she is in attendance to hear the discussion on the Comprehensive Plan. Additionally, Mrs. Etro stated that she hoped that she would be able to offer comment during that discussion, if appropriate. Mayor Ramsey asked Council if there was any objection to this request; there was none. Mrs. Etro noted that she thought the context for her comments would be better during the actual discussion of the Plan. There was no further Public Comment.

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

Vice-Mayor Graham made a motion **to approve the Agenda, with a change to the placement of the Volunteers of America presentation, requesting that it be heard prior to the Approval of the Minutes portion of the meeting.** Councilperson Fortunato seconded the motion. There was no discussion of the motion. Mayor Ramsey asked if there were any other suggestions for the Agenda. Vice-Mayor Graham asked if legal matters could be added under the Executive Session portion of the Agenda; Mayor Ramsey stated that that item could be added during the motion to move into Executive Session. There was no further discussion. A vote was held; the motion was approved 3-0-1, with Councilpersons Heston and Prack absent, and Councilperson Lyne abstaining. The vote is recorded as follows:

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

IN RE: BUSINESS ITEMS

1. Volunteers of America Presentation

Mr. James Wynn, of Volunteers of America, introduced himself and Ms. Sarah Tuggle, who is the Program Director at the Loudoun Homeless Shelter in Leesburg. Mr. Wynn stated that they are here this evening to speak about the shelter and the people served there. Mr. Wynn explained that Volunteers of America is a national organization, who has been serving the Loudoun community for over twenty-six years. The organization and shelter serve over 400 homeless individuals each year, and also provides services to individuals at risk of becoming homeless. Ms. Tuggle then spoke, providing information on the programs and services provided at the shelter in Leesburg; these include: 1) on-site housing for long-term homeless individuals who suffer from mental illness; 2) assistance in obtaining permanent housing for clients; 3) a drop-in center, which is open during the daytime hours, and which is for individuals not in their program; 4) a hypothermia shelter; and, 5) forty-four beds for use by the homeless, thirteen of which are for single males, with the rest for single women and families. Mr. Wynn explained that there is also a new, donor-provided funding program which helps to provide transportation services for the working poor; this

program provides information about and funding for access to public transportation, as well as private transportation as needed. The different levels of homelessness which exists was discussed; this includes both short-term and long-term need. Mr. Wynn noted that their Loudoun Walk event is upcoming; this helps to provide funding for the shelter and its programs, and will be held on November 5th this year. Their Harvest for Hope event will be held this fall, as well; this event also provides funding for the shelter. Mr. Wynn stated that they will leave a copy of their Annual Report, as well as additional information. Ms. Tuggle stated that she would leave her business card, and asked that the phone number of the shelter be provided to anyone who is in need, and that anyone who would like to volunteer please contact her. Councilperson Lyne asked if needs exist throughout the year, including those which may arise suddenly, and for which the shelter needs help; Ms. Tuggle stated that those needs do exist, including providing cards for the purchase of gasoline, and assistance with classes offered at the shelter, e.g., financial planning and parenting. Council thanked Mr. Wynn and Ms. Tuggle for their presentation; Mr. Wynn and Ms. Tuggle thanked Council for the opportunity to make this presentation.

IN RE: APPROVAL OF MINUTES

a. September 1, 2016 Town Council Work Session Minutes

Vice-Mayor Graham noted the following correction: on page twelve, in paragraph one, the eleventh line, the sentence should read, in part, "*...that the Town adopt an ordinance.*" There were no other corrections. Vice-Mayor Graham then made a motion **that Council adopts the minutes, as amended**; Councilperson Minshall seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-1, with Councilpersons Heston and Prack absent, and Councilperson Lyne abstaining. The vote is recorded as follows:

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

b. September 15, 2016 Town Council Minutes

Vice-Mayor Graham noted two corrections. The first is found on page eight, under Town Charter Updates, where the word *meets* in the phrase "*meets and bounds*" is misspelled; the correct spelling is *metes*. The second is located on the last page, under Council Comments, in which the first line should read, "*Vice-Mayor Graham asked that Council Members send comments regarding the Water/Sewer Ordinance final draft to her; however, she noted, she will not take comments on policy issues via e-mail.*" There were no further comments or corrections. Councilperson Lyne then moved **that Council**

approve the September 15th Town Council minutes; Vice-Mayor Graham seconded the motion. A vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

IN RE: APPROVAL OF THE CONSENT AGENDA

There were no Consent Agenda items.

IN RE: BUSINESS ITEMS

2. Comprehensive Plan Presentation

Town Planner/Zoning Administrator Hynes presented this item, noting that most members of the Council were present during her presentation at the Public Hearing. Ms. Hynes began her presentation with an overview of the history of the update of the Comprehensive Plan. An explanation of how the updated Plan has been constructed, and the reasons for the decisions made in this regard, were presented, with each element/chapter of the Plan discussed. Ms. Hynes also noted that some overlap among the various chapters does exist, and thus encouraged Council Members to scan the entire document, and to read it as though they had not seen it before. Following her presentation, Town Planner/Zoning Administrator Hynes explained the ways the Council may approach the review of the Comprehensive Plan, noting that it may be reviewed "to-the-point," or in greater detail. Mayor Ramsey noted that the work plan for this review allows for several chapters to be discussed during each session, and added that this review should not concentrate on "word-smithing" and punctuation matters, but should concentrate on "the big picture." Mayor Ramsey also asked Council to keep in mind that the Planning Commission has spent a great deal of time in its work on this update, and that there may be reasons for the construction of the Plan which are not readily discernable to Council.

3. Comprehensive Plan Discussion

- **Chapter 1 – Introduction**

Many Council Members stated that this section contained too much detail; Town Planner/Zoning Administrator Hynes stated that she would re-write the Introduction, in order to streamline this section. Councilperson Minshall stated that emphasis should be placed, in this section, on the Town being the "Gateway to the Blue Ridge." Councilperson Lyne stated that Ms. Hynes should not

expend a lot of time on this chapter, and that he "is fine" with the work done by the Planning Commission on this section. Mayor Ramsey stated that he is in agreement with Vice-Mayor Graham that a "punchier" introduction is needed, but that he is satisfied with the overall contents of the chapter. Mr. Ramsey stated that the first chapter should "say who we are." Vice-Mayor Graham stated that she agrees with Councilperson Minshall's suggestion that the Introduction focus on Round Hill being the "Gateway to the Blue Ridge." Mayor Ramsey referenced policies included in the Introduction, particularly the plans for Route 719 South, and asked if they should be included there. Town Planner/Zoning Administrator Hynes stated that assistance in reviewing that plan would be helpful; Mayor Ramsey instructed her to send it to the Council for review.

- **Chapter 2 – Public Participation**

There was discussion regarding the survey information included, with several Council Members suggesting that it should be placed on the Town's website, rather than placed, in such detail, in the Comprehensive Plan. The concern expressed by the Council was that too much detail regarding the survey information, and how it was collected, was included in the updated Comprehensive Plan, and thus served to make the Plan too lengthy. Discussion ensued regarding how to determine the amount of detail needed in the Comprehensive Plan, and the possibility of referencing the Town's website in order to guide interested parties to additional survey information. Mayor Ramsey noted that he would like to see the information from this section which was edited by the Planning Commission, as supporting details give force to policy. Mr. Ramsey also noted that the Town's digital presence should be emphasized.

- **Chapter 3 – Population & Demographics**

Discussion of this chapter began with a review of the financial information included, and the reasons for including/not including that information. Mayor Ramsey noted that this seems to be taken, word-for-word, from the 1993 Comprehensive Plan, with the numbers included updated; Mr. Ramsey stated his belief that important information, pertinent to an understanding of the financial capacity of the Town, have been omitted. Mayor Ramsey offered to provide an updated version of this chapter for further review. Council discussed the following: the Town's financial structure, and its relation to possible boundary line adjustments; and revenue derived from cellular towers, and the precarious nature of relying on this source of revenue. It was noted that policies are tied to funding, and thus a town's financials drive many decisions. There was also brief discussion of whether this is the correct chapter of the Plan in which to include financial information. Discussion then turned to how the

population figures included in the Plan were derived, with Mayor Ramsey providing a method for determining this number which may yield more accurate results. The possibility of renaming this chapter was raised. Councilperson Lyne noted that a reason for not exceeding 3,500 in population was not provided, in the discussion of the Joint Land Management Area and possible boundary line adjustments; language was suggested which would explain this item. Mayor Ramsey stated his belief that policy should not be included in this section.

Council was asked if they would like to undertake preliminary discussion of the Land Use & Growth Management chapter. Several Council Members stated their desire to re-read the section prior to discussion. Mrs. Sarah Etro was then invited to provide her comments on this chapter. Mrs. Etro commented on the Land Bays included in this chapter, noting that this proposal for expansion and related innovative ideas were not presented in the Plan, until toward the end of the Land Use chapter. Mrs. Etro provided the suggestion that the expansion of the Central Commercial District should have been included in the Economic Development chapter, so that a more detailed explanation of why this is being considered could be provided. Mrs. Etro noted that the Future Land Use Map seemed to include inconsistencies regarding the Land Bay dealing with East Loudoun Street; two properties are identified for commercial expansion in the Land Bays section, however, the map shows a larger area for this expansion. Mrs. Etro asked that the map be reviewed, to ensure that the commercial area is depicted correctly. Mrs. Etro stated that the Plan did not seem to provide a reason for expansion of the Central Commercial District, or explain the types of uses desired in that area. The new proffer law enacted by the General Assembly was referenced, with Mrs. Etro noting that this could have an impact on this potential expansion and any related rezoning; Mrs. Etro stated that a detailed explanation of the particular types of uses allowed for the historic homes in this area be included. Mrs. Etro voiced her concern that these homes not be torn down. Councilperson Lyne noted that he appreciated the comments provided by Mrs. Etro at the Public Hearing, and stated that it is not clear to him how properties included in this proposed expansion "made the cut." Mayor Ramsey stated his feeling that, perhaps, the Land Bays provided a way for the Planning Commission to summarize property-specific policies; Mr. Ramsey noted that specific properties may be "called out" in the Comprehensive Plan, as it serves as a guideline. Mrs. Etro noted that this should be kept to a more general discussion, as discussion of specific properties can appear to be arbitrary. Mrs. Etro also noted the biggest thing to be considered is that the Comprehensive Plan achieve what is wanted for the Town as a whole. Mayor Ramsey stated that the Comprehensive Plan should not be used to set policy for a particular property, and noted his agreement with Mrs. Etro that the Comprehensive Plan should be used to implement policies which are good for the Town as a whole. Mr. Ramsey stated that this could be reviewed further, to determine how best to handle this issue in the Plan. Mrs. Etro stated that the Comprehensive Plan should provide the vision hoped for in expanding this area, and explain the value to the Town of a proposed expansion. Mayor

Ramsey noted that a fuller discussion of this will be held at a later time, but he did want to ensure that Mrs. Etro is able to provide her comments at this time. Mayor Ramsey also suggested that Mrs. Etro provide her comments in writing for inclusion in Council packets, so the information would be available for more in-depth review. Town Planner/Zoning Administrator Hynes also noted that the Planning Commission did edit this chapter, based on comments provided by Mrs. Etro at the Public Hearing. Ms. Hynes stated that she will provide this updated chapter to Mrs. Etro for her review, and noted that significant changes have been made. Mrs. Etro stated that she appreciated the Council's providing her the opportunity to speak to them. Mayor Ramsey noted that the Land Use & Growth Management chapter and the Greater Round Hill Growth Area chapter will be discussed at the Council's November work session. The method to be used in conducting this review was also discussed. It was noted that the work session will be held on November 3rd.

IN RE: ACTION ITEMS

There were no Action Items.

IN RE: DEPARTMENTAL REPORTS

1. Town Clerk Report

Town Clerk McGaha noted that her report has been provided in writing in Council packets, and stated that she would be happy to answer any questions.

2. Town Planner/Zoning Administrator Report

Town Planner/Zoning Administrator Hynes reported that she recently attended a zoning training session. Mayor Ramsey reported that a representative of the Marriott Group has been looking at the Weona Villa property, and may be interested in speaking with Town representatives regarding that site. It was noted that the possibility of bringing that property into the Town limits is included in the Comprehensive Plan; in addition, the County's update of its comprehensive plan may have an impact on this. Town Planner/Zoning Administrator Hynes stated that she will ensure that the Town "will be at the table" during the County's update of its plan. Mayor Ramsey noted that, at present, the emphasis in the County's update of its comprehensive plan is on future metro stations and development in the eastern part of the County. Mr. Ramsey also noted that each district Supervisor has appointed a representative to a steering committee created to provide input into the update of the County's plan; Chad Campbell is the representative from the Blue Ridge District. Mayor Ramsey stated that the Town Council may want the Town Planner/Zoning Administrator to advocate for Round Hill in this process.

3. Town Administrator Report

Town Administrator Nicholson reported that he met with County representatives and staff from Stantec on October 7th regarding the Franklin Park Trail Project and acquisitions on East Loudoun Street. Mr. Nicholson noted that it seems the County is behind in its work on this project and have not yet met with residents. The Town Administrator noted that he

had a good conversation with County representative Joe Kuhna regarding work done by the Town and Stantec on acquisitions for the Main Street Enhancement Project. Town Administrator Nicholson stated that he and County representatives walked the area proposed for the Trail, and met with several residents at that time. Mr. Nicholson will meet with Mr. Tim Hemstreet. The Town Administrator noted that VDOT and its representative, Mr. Jim Zeller, stated that Certificates of Take may be used in an effort to obtain needed easements; however, this would only be done as a last resort. Mayor Ramsey requested that no "takes" be done without first consulting with the Town and the Council, and that they be used mainly to obtain temporary construction easements. Further discussion of issues surrounding the Franklin Park Trail Project ensued, with Mayor Ramsey stating that he "will try to elevate this again" in his discussions with County representatives. Town Administrator Nicholson reported that he is working on a Memorandum of Understanding with VDOT and the County, and that it is presently undergoing VDOT review. Mr. Nicholson also noted an error in his printed report regarding the amount to be reimbursed to the Town by the County for the Main Street Enhancement Project; the correct figure should be \$860,000.00. Mayor Ramsey requested that it be ensured that conditions beyond those provided for by the proffer not be imposed; discussion of this issue ensued. Town Administrator Nicholson reported that he spoke to Mr. Brown regarding the delay in the painting of the Evening Star Drive water tower, and will follow-up with him; personal issues in Mr. Brown's family have caused the delay. Mr. Nicholson reported that he recently attended a class provided by the Virginia Municipal League regarding the new proffer law. In addition, a TANV meeting will be held in Lovettsville in the near future, during which a lawyer will present information regarding the proffer law. The Town Administrator provided information regarding the proffer law which he gained from the class; this includes designating one person to deal with a developer. Mr. Nicholson stated that he would send a copy of the presentation to any Council Member who would like one. It was noted that this law will not be settled until it goes to court, and that the legislature may revisit the law; Mayor Ramsey noted that the law "cuts out dialogue." Town Administrator Nicholson provided information regarding changes made to the cut-off process; these changes were made to help customers avoid a cut-off. Enacting these changes brought the number of potential cut-offs from twenty-six to four. Mr. Nicholson also noted that they received positive feedback from customers regarding this. Discussion of this new effort ensued, with Council members expressing concern that this not turn into a situation where customers who are in arrears on their accounts come to expect a call every billing cycle. Town Administrator Nicholson stated that the goal is to move toward customers being contacted via e-mail. Town Administrator Nicholson also: stated that the effort to install hydrant flags is nearly complete; offered "kudos" to the Utility Staff for the maintenance they have provided at various buildings; and reported that the County has changed the format for tax bills, and that Town Staff is working with them regarding this. It was noted that tax bills may be mailed fourteen days prior to the due date, and that retired Town Treasurer Wolford will assist Town Treasurer Fletcher with the preparation and mailing of these bills. In response to a question from the Mayor, Town Administrator

Nicholson noted that information regarding these changes has been posted to the Town's website, and will be included in water bills.

4. Mayor's Report

Mayor Ramsey reported that he attended a COLT meeting this week. Mr. Ramsey provided a brief history of this organization, explaining that it is made up of mayors from each town in the County. It was noted that COLT has been inactive for the past two to three years, but that Purcellville's Mayor Fraser is attempting to revive the organization. Mayor Ramsey stated that the group will meet on a quarterly basis, and that the meetings will be informal and collaborative. Mr. Ramsey also noted that COLT is geared to deal with County issues, while TANV is geared to deal with the State. The two main issues discussed at the COLT meeting were input into the County's update of its comprehensive plan, and broadband policies and issues with Verizon. Mayor Ramsey reported that he attended a meeting with the County regarding their zoning ordinance amendment affecting wells as by-right uses; the County agreed to five changes requested by the Mayor, which should serve to make any impact of the amendment neutral for Round Hill. Mayor Ramsey stated that he recently held a meeting with Mr. Silver and Mr. Lawrence regarding the Eckles property, at which they conveyed their concerns regarding possible impact of the updated Comprehensive Plan on potential development of the property. Mayor Ramsey stated that he suggested they continue participating in the public process. Mayor Ramsey reported that a ribbon cutting ceremony will be held at the new Sheriff's Office Substation this coming Saturday at 10:00 a.m.; he and Vice-Mayor Graham will attend. Finally, Mr. Ramsey noted, planning for the retreat to be held on November 5th is ongoing, and it is hoped a package of materials will be provided to Council Members prior to the meeting.

IN RE: COUNCIL COMMENTS

Vice-Mayor Graham thanked Council Members for their willingness to delay the October work session. Mayor Ramsey noted the effort to create a neighborhood watch organization in Round Hill, and asked if Council had any comments or information regarding this effort. Town Clerk McGaha noted that this effort is being instituted by a resident of Evening Star Drive.

IN RE: EXECUTIVE SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council recess its open meeting and convene a closed session to discuss personnel, legal and real estate matters as authorized by Code of Virginia of 1950, as amended, §2.2-3711(A)(1), §2.2-3711(A)(3), and §2.2-3711(A)(7);** Councilperson Lyne seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

Mayor Ramsey declared that the Town Council is now in executive session, and called for a recess at 10:30 p.m.

IN RE: ADJOURN CLOSED SESSION AND RECONVENE OPEN MEETING

Vice-Mayor Graham moved **that the Round Hill Town Council adjourn its closed session and reconvene its open meeting**; Councilperson Lyne seconded the motion. A voice vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

IN RE: CERTIFICATION OF CLOSED SESSION

Vice-Mayor Graham moved **that the Round Hill Town Council certify that, while in closed session, the Round Hill Town Council discussed only those matters that were contained in the motion by which the Town Council convened its closed session, and that were lawfully exempt from open meeting requirements**; Councilperson Lyne seconded the motion. There was no discussion. A voice vote was held; the motion was approved 4-0, with Councilpersons Heston and Prack absent. The vote is recorded as follows:

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

IN RE: MEETING ADJOURNMENT

The meeting was adjourned by Mayor Ramsey at 11:23 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary