

**ROUND HILL TOWN COUNCIL
WORK SESSION MINUTES
November 3, 2016**

A work session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, November 3, 2016, at 7:30 p.m.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Janet L. Heston
Frederick J. Lyne

Council Members Absent

Kimberly Fortunato
Michael K. Minshall
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
John Harris
Michelle Sumner
Scott Sumner

IN RE: CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:34 p.m.

IN RE: PLEDGE OF ALLEGIANCE

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

IN RE: PUBLIC COMMENT ON WORK SESSION AGENDA ITEMS

Mayor Ramsey called for Public Comment on items included on the Work Session Agenda. The Mayor asked Council Members if there was any objection to comment on Comprehensive Plan

matters being heard during that discussion; there was no objection. There were no comments on the other Work Session Agenda items.

IN RE: ADOPTION OF WORK SESSION AGENDA (AMENDMENTS & DELETIONS)

Vice-Mayor Graham, in her motion, requested that Committee discussions remain as noted on the Agenda, with the following exceptions: the Comprehensive Plan discussion being held first under Updates & Items for Discussion, the Sewer Ordinance discussion being moved to the last item under the same heading, and the Water Ordinance discussion being postponed until the next work session. Councilperson Lyne asked to clarify the order in which Committee reports would be heard; Vice-Mayor Graham restated the order she requested in her motion. Due to confusion regarding the motion, Mayor Ramsey asked Vice-Mayor Graham to withdraw her motion and restate it in a manner which was more clear. Vice-Mayor Graham then **made a motion that the Agenda be amended so that items under Updates & Items for Discussion be heard in the following order: Utility Update Report, Land Use Education Program, Administrative Update Report, Town Officials/Staff Retreat, Comprehensive Plan Review, and Water/Sewer Ordinance discussion if time permits.** Ms. Graham noted her belief that there will be a number of comments made on the Comprehensive Plan, and that priority should be given to that discussion. Councilperson Lyne seconded the motion. There was no discussion of the motion, and no objection to the reordering of discussion. A vote was then held; the motion was approved 3-0, with Councilpersons Fortunato, Minshall and Prack absent. The vote is recorded as follows:

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

IN RE: UPDATES & ITEMS FOR DISCUSSION

a. Utility Committee

i) Utility Update Report –

Town Administrator Nicholson explained that a memorandum containing the details of the report is included in Council Members' packets. Mr. Nicholson also explained that Town Engineer Lane submitted a report regarding the south water tower this afternoon, and that Mr. Lane has compiled an exhibit and is working with Town Planner/Zoning Administrator Hynes on the pre-application process. Vice-Mayor Graham provided an update on Well Exploration, noting that the proposed amendment to existing regulation has been passed by the Board of Supervisors; the revised regulation will be provided to municipalities soon. Vice-Mayor Graham noted that she and Mayor Ramsey did provide comments regarding this amendment, and that County representatives were very amenable to listening to their concerns, and that those concerns have been

addressed. Councilperson Heston asked for a summary of the changes made; Mayor Ramsey provided this summary, noting that the amendment was to make municipal wells a by-right use in JLMA districts. Mr. Ramsey further noted that the regulation included specific standards to be met, in order to obtain the by-right designation for well exploration; however, the original wording of the ordinance was not clear, and there was uncertainty if this was in accordance to existing State regulations, or went beyond existing State regulations. Mayor Ramsey noted that this action by the Board of Supervisors helped to clarify that the regulation only applies to new wells, that the pumping and monitoring requirements only applied during the initial draw-down test, and that a hydro-geological study would not be necessary if the pumping and monitoring plan was carried out. Mayor Ramsey stated that the regulation also required monitoring of private wells located within 500 feet of an existing well, which is not currently enforced by the State; the request was made that this monitoring be imposed only if the owner of the private well was amenable to the monitoring, and that verbiage indicating this be included, which the County agreed to do. Mayor Ramsey stated that he feels more comfortable with the amended language included in the regulation. Vice-Mayor Graham stated that Supervisor Higgins was very supportive of amending the regulation in order that it be amenable to the towns. Vice-Mayor Graham also noted that there still exists a half-acre requirement in the regulation, which the Town of Lovettsville objected to, and which she believes will be resolved. Mayor Ramsey stated that this revised regulation will only impact Round Hill if the Town is in the JLMA district. Mayor Ramsey asked for a status update on the filtering of Well 22-A, which Town Administrator Nicholson stated he would provide. Vice-Mayor Graham asked for an update on the painting of the Evening Star Drive water tower; Town Administrator Nicholson stated that Mr. Brown will provide a new date for this work to be done, and that he apologized, as family matters have delayed this work.

b. Land Use Committee

i) Land Use Education Program

Town Planner/Zoning Administrator Hynes presented this item, explaining that this Planning Commissioner Certification training and exam program is only available in Virginia, and is provided by Virginia Tech. Ms. Hynes explained that the program is available to Planning Commissioners, staff, and elected officials, and provides education in basic planning and zoning for the State of Virginia. The program consists of a two-day class session, ten weeks of homework, and a final two-day class session during which attendees take their exam. The 2017 session will be held in Purcellville, in March. Town Planner/Zoning Administrator Hynes strongly recommended attendance at this training, with the further recommendation made that at least two Council Members attend. Ms. Hynes asked that Council Members let her know of any questions they may have. Vice-Mayor Graham asked for the registration deadline; Town Planner/Zoning Administrator Hynes stated that she was unsure, but would find

out that date. Ms. Hynes noted that she will remind Council Members about this opportunity again at the December Council Meeting.

Town Administrator Nicholson noted that an additional training opportunity exists at the upcoming TANS meeting, as a lawyer will be in attendance who will address the new proffer legislation. This meeting will be held in Lovettsville. Vice-Mayor Graham noted that anyone interested in attending should inform Town Administrator Nicholson, with Mr. Nicholson requesting that Council Members inform him of their interest in attending this week.

Councilperson Lyne noted that a memo regarding Sleeter Lake Park was included in Council Members' packets; Mr. Lyne asked that Council Members peruse the memo, and that it be discussed at the next meeting.

c. *Administration, Communication & Technology Committee*

i) *Administrative Update Report*

Town Administrator Nicholson provided this report, noting that painting of the upstairs office area has been completed, and looks good; additionally, a possible tenant for this space contacted Mr. Nicholson again, and will meet with the realtor handling rental of the office space. Vice-Mayor Graham noted that the trash can at the Town Office was removed, but has been replaced, and asked why this was done. Town Administrator Nicholson explained that it was removed due to a large amount of dumping taking place there; however, the problem did not persist and the trash can was put back in place.

d. *Other*

i) *Town Officials/Staff Retreat – November 5th*

Town Planner/Zoning Administrator Hynes presented this item. Ms. Hynes noted that a printed copy of the preliminary survey results has been provided, and that a final copy of these results will be available at the retreat. The Staff Retreat will be held this coming Saturday, beginning at 9:00 a.m.; breakfast and lunch will be provided. Councilperson Heston asked to clarify the location of the retreat; it was noted that it will be held at Hill High. Town Planner/Zoning Administrator Hynes explained that the agenda for the retreat will be very open and unstructured, and that the goal is to leave the retreat with a good draft action plan for the 2017. Mayor Ramsey noted that this is being done on an experimental basis, and that, if Council finds it valuable, it will be done on an annual basis. All Council Members were encouraged to fill out their surveys. Town Administrator Nicholson encouraged Council Members to review the information provided prior to the retreat. Town Planner/Zoning Administrator Hynes asked that any questions about the survey be directed to her.

b. Land Use Committee

ii) Comprehensive Plan – Land Use & Growth Management – Chapter 11

Prior to discussion of the Land Use & Growth Management chapter of the Comprehensive Plan, there was brief discussion of matters reviewed at the previous Comprehensive Plan review session. Mayor Ramsey noted that he did e-mail a draft of the section regarding the financial structure for the Town, and asked if there were any comments regarding this document. Vice-Mayor Graham noted that, under the heading "General Fund Budget," revenue from various taxes are listed; Ms. Graham asked that the phrase *and other taxes* be added to this section, in the event that assessing a food tax is agreed to in the future. Discussion ensued, with Mayor Ramsey noting that this particular section is not meant to include policy, and asking if that amendment should be made in the policy section. There was further discussion of where this issue should be addressed in the Comprehensive Plan; Town Planner/Zoning Administrator Hynes suggested including verbiage regarding additional taxes which may be assessed in the Community Facilities section. Upon further review, it was decided to include language regarding assessment of additional taxes in the next to last line of the section written by Mayor Ramsey; this addition will read thus: *The Town could increase revenue by raising tax rates or imposing new taxes, such as a meals tax.* Councilperson Heston voiced concern that this wording is too specific for inclusion in the Comprehensive Plan; therefore, it was decided to remove the reference to a meals tax. Vice-Mayor Graham thanked the Mayor for agreeing to include this verbiage, noting that she feels it is necessary.

Land Use Chapter – Town Planner/Zoning Administrator Hynes explained that comments have been provided by the following: Mrs. Sarah Etro, a resident of Round Hill; Mr. Clint Chapman, representing the owners of the twelve-acre Eastern Commercial District parcel; the real estate agent involved in the industrial parcel at 6 Bridge Street; and, three households who have provided comments on the Greater Round Hill Area chapter. Ms. Hynes pointed out a memorandum, included in Council Members' packets, and e-mails sent to Council Members, which provide information on these comments. Town Planner/Zoning Administrator Hynes noted that she expects to receive more comments, and will compile them for presentation to the Council. Mayor Ramsey clarified that many of the e-mails received are in regards to the ten-acre parcel on the south side of Yatton Road, for which the Planning Commission included policies in the Comprehensive Plan under which annexation of this parcel may be considered. Mr. Ramsey explained that owners of surrounding properties are concerned about this possible annexation. Town Planner/Zoning Administrator Hynes reported that Mrs. Sarah Etro has provided written comments regarding this chapter for Council review. Ms. Hynes explained that this is the most difficult chapter to review in the Comprehensive Plan, and suggested that Council set aside topics requiring further discussion for which additional meetings could be scheduled. Ms. Hynes reminded the Council that it has only six weeks in which to complete its review of the

Comprehensive Plan. Mayor Ramsey also suggested that the Council undertake a preliminary review of this chapter this evening, and then schedule extra time for a more detailed discussion. Mayor Ramsey noted that the annexation of the ten-acre parcel on Yatton Road (Land Bay 7) represents a "hot topic" for discussion later. Councilperson Lyne noted that he believes the entire Land Bays section will be controversial, as well. Mayor Ramsey suggested that this evening's review begin with discussion of the Land Bays. Councilperson Lyne asked where in the document an explanation of the motivation for including each of these Land Bays may be found; Town Planner/Zoning Administrator Hynes explained that this language is included throughout the document, but, as was pointed out by Mrs. Etro, the document as it currently is written does not provide this information in a clear manner. Ms. Hynes explained that she is in the process of including information which helps to provide this connectivity throughout the Comprehensive Plan. Mayor Ramsey noted that inclusion of these Land Bays in the Comprehensive Plan illustrates clearly the application of policies included in the document. Town Planner/Zoning Administrator Hynes presented the example of the Land Bay (Area 7) which puts forth the conversion of two properties on East Loudoun Street to commercial; behind one of these properties is a vacant lot which could provide parking for commercial uses in this area, but which can only be used for parking if in an area zoned commercial. This, Ms. Hynes explained, was a reason for proposing this change in use. Additionally, these properties were considered for commercial use in order to "square off" the commercial area of downtown. There was lengthy discussion of this concept, with several Council Members disagreeing with the idea, or agreeing only in part. Vice-Mayor Graham raised the question of what could happen to these properties under subsequent owners; Town Planner/Zoning Administrator Hynes explained that specific goals and objectives may be included to address such concerns. Ms. Hynes also noted that proffers on commercial properties are not subject to the stringent rules imposed by recent proffer legislation. Additionally, it was reported that the individual who is purchasing the 8 East Loudoun Street property has sent a letter to the Town regarding her plan to implement a commercial use of the home. Mayor Ramsey stated his opposition to creating additional commercial properties, as there currently are vacancies at existing commercial buildings; Mr. Ramsey stated that he does not see the demand for additional commercial space. Discussion ensued regarding the concern that even more properties may request a commercial designation. Town Planner/Zoning Administrator Hynes stated that the downtown area of Round Hill will "live or die because of parking issues," with there being further discussion of parking. Councilperson Lyne asked if the Planning Commission, in its update of the Comprehensive Plan, discussed issues surrounding parking in the Central Commercial District; Town Planner/Zoning Administrator Hynes stated that they did, and requested that a parking study be conducted. Vice-Mayor Graham asked if a restaurant could use the bank building lot for parking; Ms. Hynes stated that the lot would barely provide enough parking. Mrs. Etro then presented her comments regarding this Land Bay, noting that she will summarize those comments. Mrs. Etro stated that, personally, she

does not support this proposed expansion. Mrs. Etro then stated that she believes there is a way to integrate the Land Bays within the Land Use chapter, and remove the section dealing specifically with Land Bays; Mrs. Etro stated that the Land Bay section could be used as an appendix. Mrs. Etro also noted that the inclusion of some of these properties, which are singular properties and not a grouping, in a Land Bay could appear to be arbitrary; Mrs. Etro stated that it is not clear in the Comprehensive Plan why certain properties were chosen. Mrs. Etro suggested that the Land Bay which is the focus of discussion this evening (Land Bay 7) could be included in the section regarding the Central Commercial District, rather than being singled-out as it currently is. Mrs. Etro noted that, in Land Bay 7, the proposal is to add two new lots/buildings; additionally, there could be two vacant properties (the post office building and the fire department building) in the future, which presents an expansion opportunity. Mrs. Etro stated that the issue being discussed in a vacuum is the impact of the expansion on the rest of the neighborhood, which is an active, viable neighborhood; an entirely new land use is being suggested for this area, and its impact should be considered. Mrs. Etro also noted that parking behind the 8 East Loudoun Street property will impact the back yards of the properties on Mulberry Street. Mrs. Etro stated her belief that some significant problems are posed by this suggested expansion, and urged the Council to "spend some time looking at that." Mrs. Etro also noted that new uses are being proposed for a neighborhood which the Comprehensive Plan designates as one which is important and which should be protected. Mrs. Etro also noted that the upcoming Loudoun Street/Franklin Park Trail Project will provide for sidewalks on both sides of the street, and will knit the neighborhood together even more. Mrs. Etro stated her belief that the Comprehensive Plan does not present the vision for the proposed changes to this area very well, or why the expansion is important. Mrs. Etro discussed the re-zoning of the 7 Main Street property, noting that a big issue dealt with at that time was how to integrate the proposed commercial use within the existing neighborhood, and stating that the number of proffers placed upon the property proved to be onerous and have made a commercial use there very difficult to implement. Mayor Ramsey reiterated his concerns that the process for re-zoning the East Loudoun Street properties may be difficult and divisive, with an end result which may not be viable. The issue of parking for the Central Commercial District was briefly discussed again, with it being noted that parking may become available at 2 and 4 Main Street; Mayor Ramsey stated his preference to try to address Town parking in the context of redevelopment of 2 and 4 Main Street, rather than trying to turn residential back yards into parking lots. Councilperson Heston stated that she received a phone call from a resident who would be affected by the proposed expansion; that resident was disturbed by the proposal. Ms. Heston noted that residents on Main Street would be affected by this expansion, as well. Mayor Ramsey suggested that the suggested expansion of commercial, as currently contained in the update of the Comprehensive Plan, be removed. It was determined that the proposed expansion of commercial at 3 and 5 Main Street be retained in the updated Comprehensive Plan. Mayor Ramsey asked Town

Planner/Zoning Administrator Hynes to rewrite this section; with it being noted that the new owner of the 8 East Loudoun Street property may provide a specific development proposal for the property. Both 8 and 10 East Loudoun Street will be removed from this section of the Comprehensive Plan.

Council then decided to return to the beginning of the chapter for an overall review. Mayor Ramsey discussed the way in which the Comprehensive Plan is organized; particularly that the Land Use Chapter deals mainly with commercial properties and uses, and that residential properties/uses are dealt with in a different chapter. Town Planner/Zoning Administrator Hynes explained that the Housing chapter and the Economic Development chapter contain policies pertaining to residential properties and uses, and that the Land Use chapter serves as a summary of all the other chapters in the Comprehensive Plan. Mayor Ramsey noted the large number of pages of commercial policy contained in the Land Use chapter, which Ms. Hynes explained are directly related to the Eastern Commercial District. Ms. Hynes stated that the most notable change in the Comprehensive Plan results from that parcel going from 100% commercial to a mixed-type use. Mayor Ramsey asked how coherence within the Plan will be maintained; Town Planner/Zoning Administrator Hynes explained the reasons for the current organization, in which the Land Use chapter serves as a summary, and which she stated she would like to retain. Discussion ensued regarding possible ways to remediate this issue, with it being decided that Staff would provide edits at the next Council meeting. Sections 1, 2, 3, 4 and 5 were reviewed, with it being decided that minor edits should be forwarded to Staff. Vice-Mayor Graham suggested that the mixed-use concept should be included in this narrative; Mayor Ramsey agreed with this suggestion, and asked that the justification for the mixed-use be explained in this section, as well. Mr. Clinton Chapman referenced the Staff Report of October 21, 2015 as it relates to the mixed-use concept and its inclusion in the update of the Comprehensive Plan. There was further discussion of the definition of "mixed-use," with Mayor Ramsey requesting that Staff add language regarding mixed-use development to Section 3 of the chapter. There was also discussion of the reference to "the character of East Loudoun Street," and what is meant by that phrase; Town Planner/Zoning Administrator Hynes will include language to explain the meaning of the phrase. Mayor Ramsey noted that the character of that area is mainly residential. Existing buildings in the Eastern Commercial District were discussed, with it being determined that language should be included which will help to govern what is done with those buildings, and to ensure that new construction matches the design of existing structures; Town Planner/Zoning Administrator Hynes stated that proposals for the Eastern Commercial District should come back to a design review committee. Mayor Ramsey and Vice-Mayor Graham asked that the meaning of "character" be expanded upon in this section. The Western Commercial District was then discussed, with it being decided that language in the section should support continuation of the current commercial use there. Additionally, Councilperson Lynes requested that it be made

know that this parcel is, at present, outside the Town's limits. The Light Industrial parcel on Bridge Street was discussed next, with Town Planner/Zoning Administrator Hynes explaining that the current definition of light industrial includes a "flex-space" type of use, for which examples were provided. Ms. Hynes referenced her memo regarding this parcel, in which it is noted that the current industrial use is more aligned with a use found in a large city. Discussion of the possibility of this parcel going to a residential use ensued. Additionally, a list of possible uses, including a continuation of light industrial and the possibility of commercial, was compiled. Concerns by Council of the possibility of "spot zoning" occurring at this parcel were discussed, as well. Town Planner/Zoning Administrator Hynes stated that Council will need to decide what type(s) of use Council could support at this parcel. The Future Land Use Map was also discussed, in conjunction with this section, with it being decided to "cross-hatch" this map. It was decided to keep the policy in the Comprehensive Plan which deals with conversion of this parcel to a residential use, and to include language which could provide for various business uses. Mrs. Etro reminded Council that consideration should be given to the types of vehicular traffic a business use may require (e.g., would large trucks require access to the site?). Mayor Ramsey asked that language be added to this section which would provide for Goals, Objectives and/or Policies for the Light Industrial District. Mr. Ramsey provided suggestions for this wording, including that the Town update the Light Industrial Zoning Ordinance to remove uses no longer compatible with a residential district or which may cause undue impacts on adjoining residential properties, and that new Light Industrial uses be added.

The Goals, Objectives and Strategies for the chapter were then reviewed. The following concerns/comments were discussed:

- The length of this document in comparison to the 1993 Comprehensive Plan, and the seeming repetition of concepts. Town Planner/Zoning Administrator Hynes explained that this is due to various changes which have occurred since 1993, in particular the extensive amount of growth which has taken place; Ms. Hynes also stated that it is better to have a more descriptive Comprehensive Plan.
- The need for explanations for proposed changes; Town Planner/Zoning Administrator Hynes explained that she has tried to add language to the Goals and Objectives which helps to explain the reasons for changes proposed in the Plan.
- Vice-Mayor Graham's concern, under Goal 1, Objective b, Strategy 2, that language be included which would prevent the demolition of buildings and/or the subdivision of existing properties into smaller lots. Town Planner/Zoning Administrator Hynes noted that the Planning Commission discussed this issue at length in relation to in-fill building, however, there was also concern that language provided to help prevent this from happening was too restrictive. Ms. Hynes noted that there is language which discourages demolition in other areas

of the Comprehensive Plan, but there is not, to date, a policy which would prevent demolition. After lengthy discussion of this issue, Town Planner/Zoning Administrator Hynes stated that she will include language in the Land Use chapter regarding demolition and/or subdivision of lots.

- The concept of cluster development, which is called out in the Land Use chapter (under Goal 1), was discussed. The feeling of the Council was that there may be another section of the Plan in which this should be included, in particular the Housing chapter. There was discussion of the possibility that a visual concept be included in the Plan, as well. It was decided that a short narrative regarding balancing the rights of property owners with the need for building affordable housing be included in the Comprehensive Plan; Town Planner/Zoning Administrator Hynes asked that Council Members forward their ideas regarding this to her.
- Goal 2 was discussed next, with Councilperson Lyne noting that the language included providing for another study regarding non-conformities "seems like we are punting the issue down the line." Town Planner/Zoning Administrator Hynes provided an overview of Planning Commission discussion regarding this issue, and provided examples of the difficulties which may exist at non-conforming residential properties. Discussion ensued regarding how the issue of these properties may be addressed in the Comprehensive Plan, with Town Planner/Zoning Administrator Hynes explaining her recommendation that the zoning map and zoning ordinance be revamped, so that the zoning map provides an accurate reflection of currently existing properties. Various issues related to this subject were discussed, including giving property owners more flexibility in making changes to their properties, ensuring that changes made are applicable universally, reduction of the number of non-conforming properties in Town, maintaining the character of Round Hill, and the provision for building affordable housing in Round Hill. It was decided to include this topic on the list for further discussion; however, it was the consensus of the Council to retain the Strategy, with language included which will provide further explanation.
- Mayor Ramsey noted that non-conformities, as related to commercial properties, were not discussed in this chapter, with Town Planner/Zoning Administrator Hynes explaining that, at present, a new use under a new owner of any of these properties is not allowed. Discussion of this topic ensued, with it being noted that this problem is tied directly to the issue of parking. The use of "Form Based Code," as a possible solution to this problem was discussed, as well. Mayor Ramsey asked that language be included in the Land Use chapter which deals with both residential and commercial non-conforming properties.
- Goal 3, Objective a was discussed next, with Mr. Chapman raising a question about Strategy 3, which deals with the size of new commercial buildings preferred at the by the Town. It was noted that the language included here does not disallow a larger building (such as a commercial anchor), but does encourage smaller commercial buildings. After further discussion of the issue,

it was suggested that language be included which encourages *detached* commercial buildings.

- Goal 3, Objective b, Strategy 5, which deals with commercial parking, was discussed next. Councilperson Lyne asked where a study of parking was called for in the Comprehensive Plan; Town Planner/Zoning Administrator Hynes noted that that reference is found on page forty-six in the Economic Development chapter. Mayor Ramsey noted that a design charrette was done, which was incorporated into the Comprehensive Plan; this included the concept of a shared private parking lot behind the houses located on Main Street. Additionally, the Mayor noted, a concept plan was done for redesign of the parking behind the fire station and post office; however, that was not included in the Comprehensive Plan. There was no further discussion of this issue.
- Goal 3, Objective c was reviewed next, with Vice-Mayor Graham stating that, in Strategy 1, the phrase *between the Town Park and the Town Office Building* should be removed; Ms. Graham explained her concerns that this would lead to a domino effect in rezoning properties in this area as commercial, which has been decided against. Discussion of this ensued, with Town Planner/Zoning Administrator Hynes explaining that a B-2 zoning for this area would be preferable, as it would limit the number/types of commercial uses allowed. Mayor Ramsey asked if that zoning designation should be applied only to 3 and 5 Main Street; Ms. Hynes stated that designation would be correct. It was pointed out that the language desired exists in Strategy 5; thus, no further changes will be necessary. Mayor Ramsey suggested that Light Industrial zoning uses should be included under this Goal, as an additional Strategy.
- Goal 3, Objective d was discussed next, with Vice-Mayor Graham suggesting that Strategy 1 be combined with the Objective. Discussion of "brownfield" properties ensued, with the concern raised that the inclusion of this verbiage implies that the Town will incur expenses in encouraging continued use of these properties. It was decided to merge the brownfield language with a previous Strategy, to make the desired use of these properties clear and to remove any misleading impressions.

The Eastern Commercial District Specific Planning Policies section was discussed next. Mayor Ramsey asked Town Planner/Zoning Administrator Hynes to highlight changes between this draft and the current Comprehensive Plan, as much of it seems similar; Ms. Hynes explained that the Planning Commission kept much of the language from the current Comprehensive Plan in this draft. It was also noted that the original intent for this parcel was that it be commercial only, and that adding a residential component makes it difficult to define uses and provide parameters for development. Town Planner/Zoning Administrator Hynes explained that language was added to specify what mixed-use would look like, that building heights were discussed at length by the Planning Commission, and that proffer requirements were specifically noted. Various points included in this section were called out as new language, with Town Planner/Zoning Administrator Hynes explaining that point number 14 is the most

notable new language included. The items were then discussed individually, with there being no comment on numbers one through nine. Comments regarding the rest of the items are included as follows:

- Item Number 10 – changes made to language regarding 24-hour operations were pointed out. It was noted that current Town Code sets hours of operation for commercial enterprises. It was the consensus of the Council that any operations in the Eastern Commercial District not have negative impacts on residents. There was also discussion of various subjective terms, such as "excessively high" retaining walls, and "detrimental" odors and noises.
- Item Number 11 – It was decided to strike the reference to the market analysis. Mr. Chapman noted his concern that the 2016 Loudoun County Design Cabinet Report, as noted in Item 11(a), places undue restrictions on the property owners. After discussion, it was decided to list designs which are preferred, but ensure that no requirement for design be included. There was also discussion of an "Indoor Sports Complex," and the size of building needed to house that use; it was noted that previously provided size guidelines may mitigate uses requiring an excessively large building. Concerns regarding traffic at the Eastern Commercial District parcel, the use of the parcel to provide services to residents, and ways to help determine the types of businesses desired at the site were all discussed.
- Item Numbers 12 and 13 – Town Planner/Zoning Administrator Hynes explained that Item 13, regarding landscape buffer requirements, is new to the updated Comprehensive Plan, and was added at the request of a property owner.
- Item Number 14 – This item concerns mixed-use development at the Eastern Commercial District; the amount of square footage of commercial viable in the Town, as noted in the May 2016 Market Study, was discussed in relation to the amount of commercial which would be feasible at the Eastern Commercial District. Mr. Chapman explained that the Round Hill Partners Group's original proposal to build 84 townhouses at the site can be adjusted. It was noted that Item 14(e), regarding use of 1/3 of the parcel for residential, is of concern to Mr. Chapman's group; Mr. Chapman read a letter from his group in which the request was made to delete this Item from the Comprehensive Plan, and also read proposed language to put in its place. There was lengthy discussion of this issue, with several Council Members explaining that residential on one side of the parcel, and commercial on the other side, is not desired for the site. Town Planner/Zoning Administrator Hynes explained that the current Comprehensive Plan permits only commercial development at the site, and noted that the Planning Commission made these changes in its update of the Comprehensive Plan at the request of the Round Hill Partners Group. Ms. Hynes stated that she will provide memoranda pertinent to this discussion for Council review. Councilperson Lyne asked also for review of the proffers related to this

property. Additionally, Ms. Hynes explained that the existing townhouses in The Villages were originally intended as the buffer at the Eastern Commercial District. Mr. John Harris, as resident of Kelsey Hill Court, stated that a critical component to development at the Eastern Commercial District is lighting, and asked that the Comprehensive Plan address this issue. Mr. Harris noted that the lighting installed at the new Sheriff's Office Substation is "terrific." Following this discussion, it was decided to include this topic in the list for further review at an additional meeting.

Council decided to hold two additional meetings for review of the Comprehensive Plan, with November 10th and November 22nd decided upon for those meetings. Additionally, review of the Comprehensive Plan will be the focus of the December 1st Work Session. Vice-Mayor Graham stated that review and update of the Sewer and Water Ordinances will be moved to 2017. Mayor Ramsey briefly reviewed the topics remaining for review, and the schedule for that review.

IN RE: ITEMS TO BE SCHEDULED FOR THE REGULAR COUNCIL MEETING

This item was not discussed.

IN RE: MAYOR & COUNCIL COMMENTS

Councilperson Heston thanked everyone for their support and prayers. Mayor Ramsey reminded Council Members to take the survey prior to the Council Retreat scheduled for this Saturday (November 5th) at the Hill High Marketplace.

IN RE: MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 11:37 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

Debra McDonald, Recording Secretary