

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
July 20, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, July 20, 2022 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. Instructions for participating remotely were provided on the meeting agenda.

**Council Members Present**

Scott T. Ramsey, Mayor (participated remotely)  
Mary Anne Graham, Vice-Mayor  
Jesse Howe  
Paula James  
Sean Lloyd  
Isaac Pacheco

**Council Members Absent**

Michael Hummel

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Robert (Rob) Lohr, Project Manager  
Bobby Lohr, Town Planner  
Marty Feltner, Utility Supervisor (participated remotely)  
Maureen Gilmore, Town Attorney (participated remotely)  
Harriet West, Town Clerk (participated remotely)

**CALL TO ORDER**

Vice-Mayor Graham called the meeting to order at 7:34 p.m.

**PLEDGE OF ALLEGIANCE**

Councilperson James led the Pledge of Allegiance.

**ROLL CALL**

Roll Call was held. Vice-Mayor Graham noted that Councilpersons James, Howe, Lloyd, Pacheco, and herself were physically present, constituting a quorum. Mayor Ramsey participated remotely. Councilperson Hummel was absent.

**PUBLIC HEARINGS**

**1. Boundary Line Adjustment**

Ms. Hynes presented this item. She discussed the background for the 2022 Town of Round Hill Boundary Line Adjustment (BLA) which includes 18 properties located on the west side of Town. The properties include a mix of residential, commercial, and County and State-owned parcels. She

noted that once the BLA is approved by the Circuit Court, the parcels will come in under Town Zoning of R1A, except for the Hill High property which will be Planned Development Commercial Center (PDCC). In early 2021, the County Administrator Tim Hemstreet submitted a letter of support for the parcels owned by Loudoun County, which includes the Western Loudoun Sheriff Station and the future site of the Round Hill Fire and Rescue Station, as well as the Loudoun County School Board parcels. The Town Attorney and County Attorney have prepared a draft Boundary Line Agreement. The Loudoun County Board of Supervisors held a public hearing on July 13, 2022 and did not receive any public comments; the Supervisors voted to bring this item back for approval at their meeting on September 6, 2022 after the Town of Round Hill's public hearing. Ms. Hynes noted that she has not received any comments from the public regarding the BLA.

Vice-Mayor Graham opened the public hearing at 7:40 p.m. and called for comments from the public and Council Members.

**Frank Etro**, 11 East Loudoun Street, said he was speaking tonight as a citizen, not as a member of the Planning Commission. Mr. Etro asked the Mayor for a justification for the BLA. Mayor Ramsey explained that it is in the Comprehensive Plan why they want to expand the Town boundaries. The Mayor noted that the primary motivations are to bring in areas that the Town provides service to under the Town umbrella, to provide more population for things like state and federal revenues, to provide more volunteers for boards and commissions, and to heal any community issues that arise between in-Town and out-of-Town. He said there is no good reason not to bring in these areas and that this is all laid out in the Comprehensive Plan. Mr. Etro said he was not disagreeing and that the justification that the Mayor just outlined was better described than what is laid out in the plan. Mr. Etro said that he recalled when the last properties were brought into Town it was not a BLA, it was an annexation, and that there is a difference. Mr. Etro said he has no issues with the BLA but he hopes the Town Council makes it a priority for the Planning Commission to come up with some type of concept plan that incorporates housing elements of the Comprehensive Plan as pertaining to first-time home buyers or affordable housing. Mr. Etro said he would also like to see some possible way of making the state provide safe pedestrian and vehicle access to Hill High Orchard.

Ms. Hynes said that all of the land that comes in through the BLA will have to be added to the Comprehensive Plan. She also noted that the Town will be exploring an Annexation Agreement with Loudoun County for the next round of BLAs.

Hearing no further comments, Vice-Mayor Graham closed the public hearing for the BLA at 7:48 p.m.

## **2. Sale of Town-Owned Properties**

Ms. Gilmore presented this item. She stated that this public hearing is being held to receive public input on the contemplated sale of four parcels owned by the Town. The parcels are located outside of the corporate Town limits and they are surplus property that the Town is no longer using. The

Town issued a Request for Proposals (RFP) in April and received several proposals. The Town is now at a point where it would like to negotiate the sale of the parcels. The State Code requires that the Town advertise and hold a public hearing prior to the sale of any Town-owned property. If the Town Council decides to act this evening, then the Council would adopt an ordinance that would approve the sale of the property. Ms. Hynes displayed a map showing the location of the four parcels to be sold, which were identified as Parcels 1, 2, 4 and 5.

Vice-Mayor Graham called for comments from the public and Council Members at 7:50 p.m. Hearing none, she closed the public hearing for the sale of Town-owned properties at 7:51 p.m.

### **PUBLIC COMMENTS**

**Karen Becker**, a resident of Mosby Court, spoke about the renaming of Mosby Court. She asked if there is a timeline and if the residents will be notified. Ms. Hynes explained the timeline and process for submitting names. Ms. Becker said she understood the County did not select Mosby Court to be renamed, the Town did. Mayor Ramsey explained that Mosby Court is entirely within the Town and will go through the same process that the County is using for renaming the other streets in Hillwood Estates. The residents of Mosby Court will vote on the new name for their street. Ms. Becker stated that three of the five property owners want to keep the name Mosby Court; she asked what the residents can do if they do not want the name changed. Mayor Ramsey stated that name(s) submitted would have to meet the County guidelines, which are not going to allow Mosby Court to remain the name. The Mayor further explained that the County identified all of the streets outside of the towns, including eight streets in Hillwood Estates. Mosby Court is entirely within the Town and the Council decided to include Mosby Court at the same time. It was a Town decision that was motivated by the County decision to rename the rest of the streets. Ms. Becker asked if the Town could undo that decision; Mayor Ramsey said the Town Council could undo the decision but that would require the Council to change its mind.

Vice-Mayor Graham suggested that if all of the residents write a letter to the Council asking them to reconsider, it could be put on the agenda. Mayor Ramsey stated he agreed with Vice-Mayor Graham, that the residents could ask this be put on the Town Council's agenda for discussion.

Ms. Becker said there is a lot of history for residents on Mosby Court. She and other neighbors are long-time residents of Round Hill.

Ms. Hynes stated the next Town Council meeting is in September and if the residents submit the letters prior to the meeting, she can add it to the agenda.

**Frank Etro**, 11 East Loudoun Street, said he was speaking on behalf of himself and not the Planning Commission. Mr. Etro requested that the Town Council direct the Planning Commission and Town Planner to work on the following items:

- Preparing a concept plan for the shared parking study before it goes to engineering.

- Opening a dialogue with the developer of the 13-acre commercial property to come up with a charette to work out the differences to get what the Town wants.

Ms. Hynes said she emailed the developer about supporting a charette and they did not respond. She also said there is money in the budget for the feasibility study for shared parking and the Planning Commission could be involved in that process with the engineering firm. Mr. Etro suggested the Planning Commission could come up with concepts for wayfinding, parking, and layout before engineering begins.

**Karen Becker** spoke again and asked if the residents of Jackson, Longstreet, and Pickett will be notified of the hearing in September; Ms. Hynes clarified it will not be a public hearing, but rather an item on the Council's agenda. She stated that those residents are outside of Town. The Town Council will only be discussing Mosby Court. The rest of the streets fall under the County's street renaming process.

**Frank Etro** spoke again and stated that there needs to be a crosswalk for the work being done on Loudoun and Main Streets and noted this is a safety issue. He also talked about the sidewalk, steps, and riser near 8 and 10 East Loudoun Street and the blind spot at the corner of Rt. 719. Mr. Rob Lohr said all of Mr. Etro's points are very valid; the Town is working with the County on a new sidewalk structure, a wall to replace the guardrail, and crosswalks. Mr. Rob Lohr said he will look into the issue with the steps and that he will talk to the property owner about trimming the shrubs.

#### **ADOPTION OF REGULAR MEETING AGENDA (Amendments & Deletions)**

Vice-Mayor Graham moved that **the Council adopt the agenda with the following changes, move Action Items from Number 8 to Number 6 and have Business Items and Approval of Minutes after the Action Items.** Councilperson Howe seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye
Michael Hummel	Absent

#### **ACTION ITEMS**

##### **1. Approve Boundary Line Adjustment with Loudoun County and Petition Circuit Court to Establish New Boundaries**

Councilperson Lloyd moved that **the Town Council approve Resolution 2022-07: Approve a Boundary Line Adjustment with Loudoun County and Authorize the Mayor and Town Attorney to Petition the Circuit Court to Establish New Boundaries.** Councilperson James

seconded the motion. Vice-Mayor Graham asked if there was any discussion. Councilperson James asked about the difference between an annexation and a BLA. Ms. Gilmore explained that a BLA is usually done as a voluntary agreement on a case-by-case basis by two jurisdictions. Annexations are usually accomplished in a number of ways. One way is for property owners to petition to be annexed into one jurisdiction from another. There can also be voluntary standing agreements that allow property owners to petition and go through a process. BLAs are traditionally done for specific areas and often include more than one parcel; whereas an annexation might be done by the owner of a large property who petitions a jurisdiction to be annexed in. The terms are often used interchangeably but there is a difference. In this case the County and the Town are agreeing to voluntarily adjust their boundaries to bring these properties into the Town. Hearing no further discussion, Vice-Mayor Graham called for the vote. A voice vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye
Michael Hummel	Absent

Ms. Hynes explained the next step is for the Loudoun County Board of Supervisors to take action on the BLA at their September 6 meeting, then the Town Attorney will work with the County Attorney to submit the BLA to the Circuit Court.

## **2. Approve Sale of Town-Owned Property**

Vice-Mayor Graham explained that action on this item requires 75% of the Council to approve and that the Mayor's vote is required since Councilperson Hummel is absent. Councilperson Howe move that **the Round Hill Town Council adopt Ordinance 2022-03: To Approve the Sale of Town Owned Property Identified as Loudoun County Parcel Identification Number (PIN): 608359393000; Tax Map No: 3310, 16868 Tree Crops Lane, Round Hill, Virginia; PIN: 608452175000; Tax Map No: 339C; PIN: 608451461000, Tax Map No: 339E; and PIN: 629498164000, Tax Map No: 3015B.** Vice-Mayor Graham seconded the motion. There was no discussion. A voice vote was held; the motion was approved 6-0, with Councilperson Hummel absent. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Scott T. Ramsey	Aye
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye

Michael Hummel Absent

Mayor Ramsey left the meeting following the vote on this item.

## **APPROVAL OF MINUTES**

### **1. May 4, 2022**

Vice-Mayor Graham noted the following corrections:

- Line 34, Councilperson James led the Pledge of Allegiance, not Vice-Mayor Graham.
- Line 65, “Garret” should be spelled “Garrett.”

Councilperson Howe moved **to approve the minutes as amended**. Councilperson Pacheco seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Hummel absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye
Michael Hummel	Absent

### **2. May 18, 2022**

There were no corrections to the minutes. Following a discussion about the status of the easement for the trail at West Lakes, Vice-Mayor Graham moved that **the minutes of the May 18, 2022 meeting be approved**. Councilperson James seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0, with Councilperson Hummel absent for the vote. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Paula James	Aye
Sean Lloyd	Aye
Isaac Pacheco	Aye
Michael Hummel	Absent

## **BUSINESS ITEMS**

### **1. Utility Department Update**

Vice-Mayor Graham reported on the following:

- She found the tour of Sequencing Batch Reactor (SBR) fascinating. Mr. Feltner said SBR2 has since been drained and SBR3 is back in service.

Councilperson James asked about the wells that were not producing enough water; Mr. Feltner said that is still under investigation and he will provide an update at the end of the week.

Councilperson Pacheco said he had spoken with residents in his neighborhood about the properties of the water that make it corrosive to appliances and plumbing. He asked if this is normal for a well system or if there are things that can be done to mitigate some of those issues. Mr. Feltner explained the water is not actually corrosive, the pH is between 6.8 and 7.2. Most of what people are seeing comes from the limestone that causes a calcium buildup and iron from sedimentation; the Green Sand Filters help to remove the iron and manganese. Mr. Feltner said they have not done a full system flush the past couple of years due to COVID, the drought last year, and the Main Street Project. He intends to flush the entire system this fall and that should help with the sedimentation. In the meantime, he can flush the lines locally if residents are having problems with iron or manganese. Vice-Mayor Graham noted that some homeowners have put in water softeners. Mr. Feltner said water softeners will help with the calcium; he also recommended a full-house sedimentation filter to remove the iron and other sedimentation before putting a water softener in. Mr. Feltner offered to give Councilperson Pacheco a tour of the utility system.

## **2. Franklin Park Trail/Main Street Enhancement Project Update**

Mr. Rob Lohr reported on the following:

- The contractor has completed a lot of concrete work this week.
- The decorative retaining walls on Main Street will be installed over the next several weeks.
- There are two outstanding utility issues – relocating two water meters on East Loudoun Street and raising a fire hydrant on Main Street.
- Paving, stabilization, and seeding will begin next week.
- Substantial completion is expected by the end of August.

Vice-Mayor Graham asked if homeowners could plant flowers or bushes in the bump outs; Mr. Rob Lohr stated that small flowers should be fine if they are maintained but shrubs and bushes would not be permitted for safety reasons.

Councilperson Pacheco asked if a convex mirror could be installed on the post at New Cut Road to address the sight line issues for pedestrians and vehicles if there is not a way to clear enough of the hedge at that location. Mr. Rob Lohr said he would explore this with the property owner and the Virginia Department of Transportation (VDOT).

Councilperson James asked if the island near the fire department will be put back. Mr. Rob Lohr said the final plans call for the installation of a new crosswalk at that location.

Mr. Rob Lohr described a recent safety issue that resulted in him being hit in the legs by a Comcast cable that snapped when the contractor's backhoe driver hit it accidentally. He was not injured and the incident was discussed with the County and the contractor.

## **REPORTS**

Councilperson James asked about the status of the BLA study. Ms. Hynes said the contractor is working on the report and he is in the process of contacting the Round Hill Owners Association. Ms. Hynes said she expects to have the report prior to the Council's Strategic Planning meeting.

Councilperson James also asked about the status of the tunnel. Mr. Bobby Lohr stated that the Town needs approval from VDOT to put structures in the tunnel. The next steps are to have VDOT approve the plans, then have the electric meter installed. A discussion ensued about graffiti in the tunnel.

Councilperson Pacheco said he signed up for Invoice Cloud and he noted that there is a sweepstakes if you pay your first bill online. Ms. West confirmed that is part of the promotional package provided by Invoice Cloud.

Councilperson James asked if the County will give the Town the right to not change the name of Mosby Court. Ms. Hynes said the Town Council can vote to not change Mosby but the decision will need to be made fairly quickly. Ms. Hynes explained the County identified the street names in Hillwood Estates (as part of its Inventory of Confederate and Segregationist Symbols) and the Town expressed support for the street renaming process. Ms. Hynes noted that Mosby Court was originally called Lyneldo Lane and it was renamed when Hillwood Estates was built. A discussion ensued about the historical and political context of the street names. Ms. Hynes explained the process for residents to submit and select new street names.

## **TOWN COUNCIL COMMENTS**

In response to Mr. Etro's comments earlier about the commercial property, Councilperson James stated that the developer's presentation was not just for commercial, it was for residential; that is why they do not want to move forward because the Council will not say yes to houses. Ms. Hynes said the 12-acre parcel is zoned commercial. The people who have had a contract on the property since 2014 come before the Council periodically to present ideas with a mix of commercial and residential uses. Ms. Hynes further stated that the 1989 rezoning for 1,300 homes for residential and 13 acres of commercial was presented as a mixed use. Vice-Mayor Graham stated she talked to Mr. Etro about this a few weeks ago and he is afraid a "box store" is coming there. Ms. Hynes stated that the zoning does not allow open sales like a lumber store and that the size and scope would be limited. Councilperson Lloyd stated it could be beneficial to engage the developer in discussion to provide some direction, rather than ending up with something the Town does not like.

(Due to technical difficulties, there is no audio recording for a two-minute period of this discussion.)



In response to a question from Councilperson Howe, Ms. Hynes stated that the redistricting on Main Street will be discussed at the next Planning Commission meeting, which is tentatively scheduled for the first Tuesday in September.

Vice-Mayor Graham reminded everyone that the Council will not be meeting until September.

**MEETING ADJOURNMENT**

Vice-Mayor Graham adjourned the meeting at 9:29 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:

A handwritten signature in blue ink, appearing to read "Harriet West", is written over a horizontal line.

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Harriet West, Town Clerk

APPROVED: September 7, 2022