

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
February 2, 2022**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, February 2, 2022 at 7:30 p.m. Pursuant to *Ordinance 2022-01 Provide For Continuity of Government During a State of Local Emergency* adopted by the Council on January 19, 2022, this meeting was held electronically. Instructions for participating remotely were provided on the meeting agenda.

**Council Members Present:**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Jesse Howe  
Paula James  
Michael Hummel  
Sean Lloyd

**Council Members Absent:**

Melissa Hoffmann

**Staff Members Present:**

Melissa Hynes, Town Administrator/Zoning Administrator  
Danielle Albright, Town Planner  
Marty Feltner, Utility Supervisor  
Maureen Gilmore, Town Attorney  
Robert Lohr, Project Manager  
Molly McNally, Intern  
Harriet West, Town Clerk  
Martha Mason, Planning & Zoning Specialist  
Sue Holland, Town Treasurer

**Others Present via Zoom:**

Ted Britt  
Randy Minchew  
Stephanie Pankiewicz  
Robert Harris  
Whitney Clark  
Frank Etro  
Clinton Chapman  
Norman Styer  
Kathleen Mann  
Susan Timm

### **CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:31 p.m.

### **PLEDGE OF ALLEGIANCE**

The pledge was not recited because the meeting was held electronically.

### **ROLL CALL**

Roll Call was held. Mayor Ramsey noted that Councilpersons James, Hummel, Howe, and Lloyd; Vice-Mayor Graham; and himself were present, constituting a quorum. Councilperson Hoffmann was absent.

### **PUBLIC COMMENTS**

There were none.

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

Vice-Mayor Graham moved **to adopt the agenda**; Councilperson James seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

### **SPECIAL PRESENTATION**

#### **1. Proposed Plan for Eastern Commercial District**

Ms. Hynes provided background information on the 12-acre property located at the corner of Loudoun Street and Evening Star Drive. It is a vacant parcel that was originally part of the 1989 Master Plan for the Villages of Round Hill, which includes 1,300 homes and 12 acres of commercial space. The property was brought inside the Town limits in the early 2000s. The property is zoned Planned Development – Commercial Center (PDCC).

Persons present on behalf of the contract purchaser included: Ted Britt, Tri-Tek Engineering; Stephanie Pankiewicz, LandDesign; and Randy Minchew, Walsh Colucci. Mr. Britt provided the history of this project and potential uses based on the by-right zoning allowed in the PDCC. His group recently had discussions with the Loudoun County Economic Development Authority about a use the Economic Development Authority was interested in for the property; however, ultimately Mr. Britt's group did not believe that use would be beneficial in this location. Last year, they hired LandDesign, a nationally recognized land planning firm to devise a new plan for the property, which is what will be presented at this meeting. Mr. Britt noted that this is still in the planning

stage and his group is open to suggestions and comments by the Town Council to ensure the project is beneficial to the community, the Town, and his group.

Mr. Minchew reviewed the actions that his clients are requesting from the Town Council. He noted that this is the only parcel of land in the Town zoned PDCC and he referenced language in the Comprehensive Plan that contains a recommendation that reads, “The Town may consider mixed-uses on the 12-acre parcel located in the Eastern Commercial only if the Town has adopted a zoning ordinance district with development regulations that are consistent with Eastern Commercial District provisions of the Plan.” Mr. Minchew outlined two potential paths to move forward with the project. The first option would be to leave the land zoned PDCC but add “mixed-use development” as a special exception as long as the use is in conformance with the Comprehensive Plan. The second option would be to create a new mixed-use zoning district including design guidelines and architectural conditions.

Ms. Pankiewicz of LandDesign gave a PowerPoint presentation on the proposed project. She reviewed assets of the area, key demographics based on a five-mile range, and overall qualities of the community. She noted that any development on this site would need to be sensitive to adjacent, existing residential homes. She noted there are many qualities that make this an attractive site, including commercial frontage and the opportunity for an intersection off Evening Star Drive. The marketing analysis conducted by the firm Arnett Muldrow indicated the area can support approximately 30,000 square feet of retail; whereas, the current plan calls for 150,000 square feet.

Ms. Pankiewicz explained the concept for the proposal is based on the character and attributes of the Town and is designed to reflect an extension of the downtown area. She noted that the current trend for mixed-use environments is desirable for retail/commercial tenants because it brings their customers closer to their businesses. The proposed plan calls for a “Community Commercial Core” of approximately 30,000 square feet that could accommodate professional offices, restaurants, and services and a “transition” area between the commercial and residential component adjacent to the existing residential properties. A key component is a “Civic Central Green” proposed along Evening Star Drive for community activities.

Mr. Minchew offered to answer questions by the Town Council and also asked for guidance on how the Town Council would like his clients to proceed. Vice-Mayor Graham asked for a history of the project for the benefit of the new Councilpersons. She noted that this project has been before the Town Council and the Town rejected the plan that was proposed at that time.

Mayor Ramsey explained that this was part of the original rezoning for the Villages, that created the Round Hill Owners Association (RHOA). At that time this property was designated as the commercial component of that large rezoning but was held back by the Eckles Estate. The commercial component has been dormant for the last 20 years. The residential portion of the mixed-use development is almost nearly built out by Lerner. Realistically there is little demand for 150,000 square feet of commercial development on this site; however, demand for residential development is still strong. The commercial viability for this site is limited. The Eckles Estate is

attempting to maximize the utility of the parcel. Mayor Ramsey asked the contract holder if they have any intention for a commercial-only development or if they believe mixed-use is their best option.

Mr. Britt stated that they researched potential commercial uses for the property. The Loudoun County Economic Development Authority contacted them about a potential commercial user for the property. Tractor Supply offered to take three to five acres for a new retail store. Mr. Britt did not believe that use would be in the best interest of the community. It was Mr. Britt's opinion that mixed-use development would best serve the Town, although a strictly commercial project could be designed. In response to a question by Vice-Mayor Graham, Mr. Britt noted that gyms and a boutique hotel are being explored. Ms. Pankiewicz noted that the site's topography is more suited to a mixed-use development; there is not enough flat ground for large parking lots.

Councilperson James asked how many houses are being proposed. Ms. Pankiewicz indicated that the number of housing units would depend on the type, quality, and character. She recommended that the Town Council and LandDesign hold a charette to lay out different scenarios.

Mayor Ramsey stated he was not trying to rule out mixed-use entirely as long as it does not detract from the commercial viability of the site. A mixed-use component would provide a buffer between the commercial use and the existing residential development. He pointed out that this is the last commercial site in Round Hill; enabling more residential development does not add to the community. Mixed-use is still allowed but the Council wants to see this done by creating a zoning district, not by special exception. Mayor Ramsey stated he would not be in favor of a project where residential uses make up a majority of the development. He noted that due to fluctuations in the commercial and residential markets the developer is working in a different environment than what was happening in 1990 when this rezoning was originally done. Any residential development needs to be only what is necessary to achieve the commercial potential of the site.

Mr. Britt stated they are trying to find the right balance of commercial and residential uses. They welcome the opportunity to work with the Town to find the best ratio. He wanted to work with the Town to find a common ground that combines commercial viability with a residential component.

Mr. Minchew said they thought the best route would be to leave the property zoned commercial and then amend the zoning ordinance to add a special exception for mixed-use development. He noted that the mixed-use zones in other jurisdictions such as Loudoun County, Fairfax County, and Prince William County are predominantly residential.

Councilperson Hummel said he supports the idea of a charette, but it should include the Planning Commission and possibly some of the affected neighbors. He noted that the Comprehensive Plan already includes a mixed-use percentage. He also stated that Vice-Mayor Graham's statement is a bit misleading in that no group has ever submitted a formal application for this property. The Council has looked at several concepts, and the Council worked closely with this group, especially Mr. Chapman, on the Comprehensive Plan language.

Mayor Ramsey stated that if another charette is held, he would be interested in the response from the RHOA, either directly or from their Board, and other major stakeholders in the community. Councilperson Hummel suggested a working group be formed.

Councilperson Lloyd said he agrees with Mayor Ramsey's remarks. He said that the commercial potential is more important. Round Hill is missing a vibrant commercial life, including places to gather, do business, or alternative workplaces; another residential development does not add more to the Town.

Mr. Minchew agreed that the Planning Commission and members of the public should be included in the planning process for this project. Mayor Ramsey asked Councilpersons to send their thoughts on this project to Ms. Hynes. Mayor Ramsey expressed his concerns about holding a charette because it could give the developers false hope; he has not seen anything that is compelling. The project will not likely proceed if it is predominately residential. If a charette would help uncover commercial opportunities, he would be open to that; otherwise, he was reluctant to encourage a charette if it was only to figure out how to squeeze 100 homes onto the site. Following further discussion, the Mayor said he would be receptive to a hotel or an assisted-living facility that could be compatible with commercial development.

## **APPROVAL OF MINUTES**

### **1. October 6, 2021**

Vice-Mayor Graham noted an unclear statement on page 3, lines 118-121, in particular the words, conveying the "easements to the Town." Following discussion, Ms. Gilmore stated that she will work with the Town Clerk to clarify that sentence. Vice-Mayor Graham moved **to approve the minutes, as amended**; Councilperson Hummel seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

### **2. October 27, 2021**

Councilperson Lloyd noted that a section heading is missing around line 52 in the Roll Call section. Councilperson Hummel recommended deleting Roll Call on line 44. Vice-Mayor Graham moved **that the minutes be approved, as amended**; Councilperson James seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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

## **BUSINESS ITEMS**

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

Vice-Mayor Graham reported on the following:

- Staff is working with the County on resolving the floodplain issues for the final approval of Well D.
- The South Tank environmental report will be submitted to the Health Department in February. The site plan package is almost ready to be sent to Loudoun County.

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

Mr. Lohr reported that the contractor has made significant progress over the past two weeks, including pouring driveway aprons on East Loudoun Street. This work will continue over the next several weeks. Town Staff members are working with residents and businesses who will be without access to their driveways for several days while the aprons are being poured.

### **3. County Street Renaming Project**

Ms. Hynes presented this item. She made a presentation to the Planning Commission at the February 1 meeting about the County's Confederate/Segregationist Renaming Project. She also discussed a proposed process for the Town to use in developing a list of future street names.

Councilperson Hummel reported that at the Planning Commission meeting, Commissioner Etro felt strongly about not using people's names; instead, he proposed using names of trees or orchard-related names for any future street names. Councilperson Hummel suggested staying out of the County's process; but agreed that Mosby Court should be examined.

Mayor Ramsey asked if County staff would be willing to include Mosby Court in their process when they send their letters out to affected homeowners; Ms. Hynes indicated that was her suggestion since Loudoun County does the addressing for Round Hill. Mayor Ramsey stated that from a policy standpoint, the Council would want to endorse the County's method. For the sake of simplicity and consistency for the Town residents, they should follow the same process and timeline for Mosby Court. If Loudoun County is willing to send letters to the residents on Mosby Court, the Town would let the County process the name change. If not, Round Hill staff would mimic and follow the same process that the County is using for their roads.

Councilperson Hummel stated that Ms. Hynes also recommended to the Planning Commission that the Town continue to study Town streets and facilities and put together a suggested list of names for future use in the Town. This can be an ongoing project. Mayor Ramsey was in favor of coming up with a list of potential names for streets to be used in the future rather than leaving it entirely up to Loudoun County.

Discussion included the Planning Commission's role in developing the suggested street names. Mayor Ramsey stated he wants the Town to put forth names that represent the Town of Round Hill. Ms. Hynes will find out from the County what the deadline is for submitting suggested street names.

## **ACTION ITEMS**

### **1. Invoice Cloud Contract**

Ms. West presented this item. Written notice to terminate the Town's contract with Paymentus has been submitted. The Council is being asked to authorize the Town Administrator to sign the contract with Invoice Cloud for electronic bill presentment and payment services. Following discussion regarding the Town Attorney's concerns about some of the provisions in the contract, Mayor Ramsey asked that the vote on this matter be postponed until after these contract issues have been resolved to the Town Attorney's satisfaction.

### **2. EGGI Proposal Future Groundwater Supply Needs – Phase 1**

Ms. Hynes presented this item. The proposal from Emery & Garrett Groundwater Investigations (EGGI) for this long-term project includes studying well rehabilitation (Project A), finding new wells (Project B), and drilling and testing the wells (Project C).

The Council is being asked to consider two options: approve Project A at this meeting and to consider Project B before July 1. Councilperson Hummel pointed out Mr. Lane's hybrid suggestion on page 2 of his memo. Staff is satisfied with the hybrid option also. Mayor Ramsey agreed that it would be beneficial to select the most promising items in each option and proceed from there.

Vice-Mayor Graham stated that she supports approving the \$54,000 proposal at this meeting due to the amount of time it takes to get wells operational; it would be beneficial to have EGGI look at prospective sites this year. Vice-Mayor Graham moved **that the Council approve \$54,000 for the evaluation and exploratory research by EGGI, the tasks called out on page 2 of Keith Lane's January 10, 2022 memo.** Councilperson Hummel seconded the motion. There was no discussion. A voice vote was held; the motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Mary Anne Graham	Aye
Jesse Howe	Aye
Michael Hummel	Aye
Paula James	Aye

Sean Lloyd  
Melissa Hoffmann

Aye  
Absent

Councilmember Hummel asked that his name not be associated with one of the wells sites; he suggested it be referred to as Round Hill West. For the public record, Mayor Ramsey stated that Councilmember Hummel has no financial interest in the said well site. Councilman Hummel stated he donated the well site to the Town for free.

Mayor Ramsey noted a typographical error on the top of page 2 of the EGGI memo. It should read “two selected wells from Task 3,” not “Task 4.” These tasks were not part of the items that were just approved.

Ms. Gilmore gave an update on Well-D and the Evening Star Treatment Plant. She stated that the purchase agreement revisions were acceptable to the RHOA attorney. The RHOA attorney will be presenting the documents to the RHOA Board at the meeting on February 8; they will work toward authorizing the acting President to sign the purchase agreement. The corrective deeds have been signed by the Town and RHOA. The only remaining signatures are from Lerner and the County.

### 3. FY 2023 Strategic Action Plan

Ms. Hynes presented this item. The Council is being asked to approve the Strategic Action Plan that Staff uses to kick-off the budget season. She noted that the Strategic Action Plan is based on the survey results, the sticker exercise, and discussion at the Strategic Planning meeting.

Mayor Ramsey had concerns with how the shared parking lot study would be funded and implemented. Ms. Hynes is working with Stantac on a task order for a feasibility study for budgeting purposes.

Vice-Mayor Graham noted a correction on page 9, Item 14 should be “well,” not “wells.” Following further discussion, Vice-Mayor Graham moved **that the Town Council approve the Strategic Action Plan FY 2023-2025 with changes on page 9.** Councilperson Lloyd seconded the motion. There was no discussion. The motion was approved 5-0-1, with Councilperson Hoffmann absent. The vote is recorded as follows:

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



## **REPORTS**

In response to a question from Vice-Mayor Graham, Ms. Hynes stated that Vanessa Plant is working on setting up the Capital Improvements Program budget sheets in Excel.

Councilperson Hummel reported that the Planning Commission voted to retain the current leadership of Manuel Mirabal as Chairperson and Peter Buxton as Vice-Chairperson.

Mayor Ramsey reported that the Coalition of Loudoun Towns (COLT) was successful in having one of its recommended maps included in the next round of the County's redistricting efforts.

## **TOWN COUNCIL COMMENTS**

Vice-Mayor Graham reported that she will be unavailable for the December 7 Town Council meeting; she and her husband will be celebrating their 50<sup>th</sup> wedding anniversary with their children and grandchildren at Disney World in Florida.

Councilperson Hummel noted that the Planning Commission agenda has a "Disclosures" section at the beginning of the meeting and asked if this is something that should be included on the Town Council's agendas. Councilperson Hummel said he will not be attending the February 16 meeting. He also asked about the status of Councilperson Hoffmann. Mayor Ramsey stated he has not had a conversation with her; Ms. Hynes will follow up with Councilperson Hoffmann.

Regarding Councilperson Hummel's suggestion to add a Disclosures item to the Town Council agenda, Mayor Ramsey questioned what the Councilmembers would be asked to disclose. Following discussion, the Mayor asked for a written description of what Councilpersons would be expected to disclose or to provide a copy of the Loudoun County's disclosure language for the Council to consider and possibly adopt.

## **MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 10:02 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED:



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Harriet West, Town Clerk

APPROVED: April 6, 2022