

**ROUND HILL TOWN COUNCIL  
WORK SESSION MINUTES  
February 6, 2020**

A Work Session was held by the Round Hill Town Council at the Town Office, 23 Main Street, Round Hill, Virginia, on Thursday, February 6, 2020, at 7:30 p.m.

**Council Members Present**

Scott T. Ramsey, Mayor  
Mary Anne Graham, Vice-Mayor  
Donald W. Allen  
Amy E. Evers  
Melissa Hoffmann (arrived at 7:37 p.m.)  
Michael B. Hummel  
Paula James

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator  
Danielle Albright, Town Planner  
Maureen Gilmore, Town Attorney  
Sue Holland, Town Treasurer  
Rob Lohr, Project Specialist

**Others Present**

Paul Smith  
Mike Hollar  
Jim Willetts  
Kathy Yingling  
Evan McCarthy  
Al van Huyck  
Bernie Barrett  
Michael Lannon  
Gil Paist  
Clinton Chapman  
Mark Thomas  
Brenda Lee  
Evan McCarthy  
Beth Caseman

**IN RE: CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Ramsey called the meeting to order at 7:33 p.m. Vice-Mayor Graham led those present in the Pledge of Allegiance.

**IN RE: ROLL CALL**

Mayor Ramsey stated that, with all Councilpersons, except Councilperson Hoffmann, the Vice-Mayor and himself present, a quorum was established.

**IN RE: PUBLIC COMMENT**

Mayor Ramsey opened the meeting to Public Comment, asking that each speaker state his/her name and address for the record, and try to keep comments to three minutes.

Mr. Paul Smith, of Bluemont, Virginia, Tree of Life Ministries Executive Director, spoke regarding the proposed CPAM. Mr. Smith noted that a traffic study was referenced during Planning Commission discussions of the CPAM; their engineering firm has been working with Tree of Life on a traffic impact analysis for the Weona Villa site, and a representative of that firm is in attendance this evening, and is available to take questions. Additionally, Mr. Smith noted, as a result of the publicity surrounding the proposal made by Tree of Life to address unmet housing needs, they have received much public support for the proposal; Mr. Smith reported that, in the past two weeks, Tree of Life has taken steps with two local retailers to offer workplace and volunteer opportunities for the elderly and disabled adults who might benefit from the housing opportunities being discussed as part of the Comprehensive Plan Amendment, and noted that this represents a holistic approach to meeting the needs of this demographic group. Mr. Smith thanked the Council.

Mr. Mike Hollar, of 2 Michelle Way, Round Hill, spoke in support of Tree of Life, both as an organization and in regard to their proposal to create cottages at the motel site. Mr. Hollar also stated that he supports, and appreciates, the efforts made in putting forward this amendment to the Comprehensive Plan and the consideration of the idea.

Mr. Jim Willetts, of Hamilton, Virginia, spoke in support of what the Planning Commission has done to meet housing needs, and also in support of what the Town Council is about to do. Mr. Willetts stated that it is important, because it's the right thing to do, and that it is the right thing to do because it's the moral thing to do. Mr. Willetts referenced scripture in noting the two greatest commandments – loving God and loving neighbor as oneself, and stated that the action to support Tree of Life's ministry at the motel property shows the love of neighbor. Mr. Willetts thanked the Council.

Ms. Kathy Yingling, from The Villages of Round Hill, spoke in support of Tree of Life and its efforts, and to commend the steps taken by the Planning Commission and the Town Council to address unmet housing needs in Loudoun County. Ms. Yingling noted that she supports the Tree of Life proposal to create housing for the elderly and disabled at the old motel property. Ms. Yingling stated that she volunteers with Tree of Life by delivering food to some of its clients, and that she sees some of the cases, particularly with elderly clients who can no longer work for various reasons, noting that these people have real needs and cannot afford houses in this area. Ms. Yingling reiterated that she supports Tree of Life. Ms. Yingling thanked the Council.

Ms. Brenda Lee, of The Villages of Round Hill spoke, noting that she has lived in Round Hill for seventeen years and that she raised her son here. Ms. Lee stated that she is in attendance this evening to support Tree of Life and its proposal to build small cottages for disabled adults and senior citizens. Ms. Lee stated that the people who would utilize the housing proposed by Tree of Life would benefit from a smaller environment and a home which would be more easily maintained and would be affordable. Ms. Lee also noted that her understanding is that Tree of Life would help provide for maintenance at the site. Ms. Lee stated that providing this type of service to those in need from this community "is really important." Ms. Lee thanked the Council.

Mr. Evan McCarthy, of The Villages of Round Hill, spoke, noting that he works for the Piedmont Environmental Council. Mr. McCarthy explained that the Piedmont Environmental Council works to promote and protect the natural resources, rural economy, and historic and scenic beauty of Virginia's Piedmont. Mr. McCarthy stated, "I am supportive of the Planning Commission's recent vote to remove two properties from the draft Comprehensive Plan Amendment, as outlined in the supplemental document he submitted to the Town Council yesterday for review; the properties at 36148 East Loudoun Street, and 17711 Airmont Road contain development constraints, such as steep slopes and flood zones, which would indicate that these properties should be further analyzed to understand appropriate land uses which could be developed if sewer and water extensions were granted. The remaining parcel, the Weona Villa property, is the most developable property of the three; however, any properties outside the Town's current limits, which are being considered for sewer and water extensions, should be subject to rural gateway protections that help to keep Round Hill's viewsheds and vistas intact. Additionally, as previously mentioned, a traffic impact analysis could be useful for the Weona Villa property, given the current traffic chokepoint on Business Route 7, as motorists enter and exit the Lake Point development. As of now there are no active development applications for the Weona Villa property; prior to this Council's vote, a potential developer should provide a description of what they have in mind for the property to the Town for review. Please consider the land use, not the applicant." Mr. McCarthy thanked the Council for its time.

Mr. Al van Huyck, of Appalachian Trail Road, spoke, noting that he has been a resident of the area for fifty years. Mr. van Huyck stated that he is not here to oppose Tree of Life, and that analysis he has done indicates that the Weona Villa site is very buildable and is well-located. Mr. van Huyck stated that his concern is that there is not enough sufficient evidence of what will actually happen at the site, and what the implications may be, noting that, to his knowledge, the Town has not had discussions with the County regarding any proposals for the property, nor has it received any written information regarding any proposed development. Mr. van Huyck noted that many people support the proposed effort, which "may be excellent," however, his feeling is that it may be premature to pass a CPAM, at this time, when that proposed development is years away. Mr. van Huyck recommended that the proposal not be turned down, but that the Town also not commit to extend water and sewer to the property with little evidence of what will be there. Mr. van Huyck noted that "you cannot have good-guy applicants and bad-guy applicants," but rather, the Council's job is to protect the Town and make sure all Town needs are taken care of; that evidence is not, at this time, in hand. Mr. van Huyck reiterated that he is not here to oppose Tree of Life's idea, which

he believes has much merit, but rather that he urges the Town Council not to make this commitment until much more information is available, and not to approve the CPAM now.

Mr. Bernie Barrett, of 7 Church Street, Round Hill, spoke in support of the proposal that the Town consider extension of water to the motel site. Mr. Barrett stated that, when one talks about what a town means, taking care of the elderly and disabled is very important; Mr. Barrett noted that there are sacrifices to be made, as there always are, and asked the Council to continue to "go down that route," stating that it is the mark of communities how people are cared for, and that it models for our children and our community that, although difficult and hard, we do everything that we can. Mr. Barrett reiterated his support for the proposal, and thanked the Council.

Mr. Michael Lannon, of the Lake Point subdivision, Round Hill, spoke, noting that he has attended meetings regarding this proposal since February of last year. Mr. Lannon reminded the Town Council that, during the Public Hearing on the proposed CPAM, there was overwhelming opposition; since that time, he noted, everyone who has spoken in support of the proposal has been a member of Tree of Life. Mr. Lannon noted that no one who spoke this evening lives in the Lake Point neighborhood, but that it is the residents of the subdivision who will be impacted by this proposed development, dealing with traffic issues and the negative impact on property values. Mr. Lannon also noted that he does not see a lot of diversity in those who support Tree of Life's proposal regarding this unmet housing need. Mr. Lannon stated that he is not against providing housing for the disabled or the elderly, noting that elderly members of his own family are dealing with cognitive issues, and that his daughter suffered a stroke at two-days-of-age, and that he is, therefore, not insensitive to these topics. Mr. Lannon stated his concern that this is a private organization, which has provided no documentation about what they plan to do, and has put forth no formal application, but which has a number of people who do not live in the community speaking in support of its plans, people who will not feel the impact if the proposal fails. Mr. Lannon thanked the Council.

Mr. Gil Paist, of Purcellville, Virginia, spoke, noting that he is a member of Tree of Life. Mr. Paist noted that he understands the frustration of residents, but posited that the frustration is really with the process required by the Town and the County. Mr. Paist explained that an amendment to the Comprehensive Plan does not address any particular organization or development proposal. Mr. Paist further explained that, as it stands now, Tree of Life cannot come forward with a whole development proposal, and that the site is County land; Tree of Life will first present a package to the County, following which it will come to the Town, whereupon Round Hill will determine if water and sewer will be extended. Mr. Paist noted that, if it is decided to allow for utility extension, the Town will then need to determine how that will take place. Mr. Paist stated that it is at that time Tree of Life would present a package to the Town. Mr. Paist again stated that he understands the frustration of residents regarding this process, but that the discussion at this point is to determine if the proposed CPAM will help Round Hill to meet the goals included in its Comprehensive Plan. Mr. Paist noted that eventually, the citizens of Round Hill will see a proposal – possibly from Tree of Life, or possibly from another entity which may decide to develop the parcel. Mr. Paist thanked the Council.

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

Vice-Mayor Graham moved **that the Agenda be adopted, with the deletion of *Monthly Reports from Committee and Special Project Chairs***. Vice-Mayor Graham asked if a *Mayor's Report* should be added to the Agenda; Mayor Ramsey stated that he will provide that report during the *Council Comments* portion of the meeting. Councilperson Allen then seconded the motion. Mayor Ramsey noted that, during the *Public Comment* portion of the meeting, Councilperson Hoffmann arrived. Councilperson Hummel asked if *Business Item "b," CPAM-2019-01*, should be discussed first; it was decided to do so, with Vice-Mayor Graham and Councilperson Allen agreeing to the modification. There was no further discussion. A vote was held; the motion was approved 6-0. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Michael B. Hummel	Aye
Paula James	Aye
Donald W. Allen	Aye
Melissa Hoffmann	Aye
Mary Anne Graham	Aye
Amy E. Evers	Aye

**IN RE: APPROVAL OF MINUTES**

There were no minutes for approval.

**IN RE: BUSINESS ITEMS**

**a. CPAM-2019-01 – Water and Sewer Service Extension Discussion**

Town Administrator/Zoning Administrator Hynes presented this item, beginning by providing background information. Ms. Hynes explained that, in Round Hill, only the Town Council may request a Comprehensive Plan amendment or a Zoning Ordinance amendment; this differs from most municipalities. Town Administrator/Zoning Administrator Hynes described the process undertaken by the Planning Commission in drafting the amendment before the Town Council this evening; the process included using comments provided at the Public Hearing held by the Commission in October to refine the amendment. Additionally, Ms. Hynes reported, in January 2020 the Planning Commission removed two of the three Land Bays originally included. The version before Council this evening is the result of those refinements. Town Administrator/Zoning Administrator Hynes explained that the CPAM provides standards and guidelines, but does not ensure extension of water and sewer service.

The Town Council then reviewed the draft Comprehensive Plan Amendment forwarded by the Planning Commission; discussion ensued during which corrections were suggested, and during which it was noted that approval of the Comprehensive Plan Amendment would allow for an application to be made and for the Town Council to consider the extension of utilities to the parcel. It was noted by the Mayor that, under the current Comprehensive

Plan, the Town Council could not accept an application. Mr. Paul Smith, representing Tree of Life, in response to a question from Council noted that well and septic, which has been used at this site, would not provide adequate capacity for the development envisioned. Additionally, Mr. Smith noted, the organization wants to submit a rezoning application for the property to the County, but cannot move forward with that step unless the Comprehensive Plan Amendment is adopted. Planning Commission Member Caseman reported that the Planning Commission has asked the Town Council to consider including language addressing the greenbelt and eastern gateway; the Planning Commission understood residents' concerns regarding traffic, and with preserving the rural viewshed, and suggested that language found in the County's Comprehensive Plan could be included in this CPAM. Ms. Caseman noted that this language is similar to Round Hill's Route 719 South Plan. Discussion of this suggestion ensued, and additional changes to the document were made.

Mayor Ramsey requested that, following review of the Comprehensive Plan Amendment by the Town Council at this evening's meeting, the item be included on the Agenda for the Town Council meeting of February 20, 2020, at which time a vote will be taken. The updated document is to be made available to Council Members prior to that meeting. Councilperson Evers thanked the Planning Commission for its work on this item. Mayor Ramsey called for a recess at 8:49 p.m.

**b. Draft Meals Tax Ordinance & Draft Transient Occupancy Tax Ordinance**

Town Administrator/Zoning Administrator Hynes presented this item, noting that discussion of the possibility of implementing these ordinances began approximately two years ago. Mayor Ramsey noted that the topic is being revisited this evening to allow for Council review prior to adoption of the budget. Discussion of the draft ordinances ensued, with particular attention paid to the effect this could have on caterers, and to how collection of the tax would be disclosed to customers. Grammatical, spelling, and numbering corrections were also made. Staff was directed to confirm if a provision in the draft ordinance is required by State Code, and to determine the amount of time allowed for remittance of the tax revenue by non-cash businesses. A revised version of the ordinances is to be provided to Council prior to its February 20<sup>th</sup> meeting, with further discussion to take place at that time.

**c. FY2021 General Fund Operations Budget Review**

Town Administrator/Zoning Administrator Hynes led discussion of this item, explaining that Council is reviewing the second draft of the document this evening. Ms. Hynes provided a summary of the changes made, and took comments from Council for inclusion in the third draft, which will be discussed at the next Town Council meeting. Mayor Ramsey noted that the Real Estate tax rate will be discussed at that meeting, which is slated for February 20<sup>th</sup>.

**d. FY2021 Utility Fund Operations Budget Review**

Town Administrator/Zoning Administrator Hynes led discussion of this item, noting that draft two is under discussion this evening; a summary of changes made was provided.

**e. FY2021 General Fund CIP Budget Review**

Town Administrator/Zoning Administrator Hynes presented this item, noting that, due to there being no incoming funding for this CIP Budget, funding for projects it contains will be taken from Reserves. Council requested that Staff determine if the Poplar Hill subdivision is to be built soon; additionally, Staff was directed to estimate use from the water line to Sleeter Lake Park and to the Wastewater Treatment Plant, in order to provide a projected use for each entity. Project Specialist Lohr provided a review of recommended projects included in this budget, and noted that there are three new projects included on the General Fund Project Tracker Sheet – purchase of a Finance Software Package, upgrades to Niels Poulsen Park, and installation of playground equipment at the Town Park. Mayor Ramsey suggested a process to use to determine the percentage of costs to the General Fund and the percentage of costs to the Utility Fund in the CIP Budget, particularly in regard to the three new items included. Town Administrator/Zoning Administrator Hynes provided information on variables which may impact the cost of repairs to the Town Office.

**f. FY2021 Utility Fund CIP Budget Review**

Project Specialist Lohr presented this item, noting that there are no new projects included. Mr. Lohr reported that, by June 30, 2020, ten to fifteen of the projects included are slated for completion.

**g. FY2021 Fees, Rates & Taxes Discussion**

Town Administrator/Zoning Administrator Hynes reviewed this document, and noted changes which have been made. Discussion ensued regarding how the estimates were devised, with it being noted that various estimates were included which were dependent upon the various rates charged for a potential Meals Tax. Council provided comments and corrections.

**IN RE: SPECIAL ACTION ITEMS**

There were no Special Action Items.

**IN RE: TOWN COUNCIL COMMENTS**

Councilperson Allen noted that the tour of the Town's Utility Facilities, provided by Utility Supervisor Feltner, was informative. Mr. Allen asked if the security cameras at the pedestrian tunnel under the Route 7 Bypass have been installed; Project Specialist Lohr reported that they have not, but will be installed soon. Mr. Lohr stated that the cameras will be put in place following the implementation of the public education program regarding the tunnel; painting of the tunnel will follow these other steps.

Vice-Mayor Graham reported that she decided to delay her presentation of the revised Water and Sewer Ordinances, to allow for the possibility of information regarding grinder pumps to be included.

Project Specialist Lohr reported that he sent, via e-mail, a report to the Council of his meeting with the Round Hill Owners' Association (RHOA), which he attended earlier this evening.

**IN RE: MEETING ADJOURNMENT**

The meeting was adjourned by Mayor Ramsey at 10:38 p.m.

Respectfully submitted,

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Scott T. Ramsey, Mayor

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Debra McDonald, Recording Secretary