

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
October 27, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, October 27, 2021 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using information provided on the agenda.

Council Members Present

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

Planning Commissioners Present

Manuel Mirabal, Chairperson
Frank Etro (participated remotely)
Michael Hummel
Todd Tschantz

Planning Commissioners Absent

Peter Buxton, Vice-Chairperson

Staff Members Present

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

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:50 p.m.

PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led the Pledge of Allegiance.

**JOINT PLANNING COMMISSION AND TOWN COUNCIL PUBLIC HEARING:
ZONING ORDINANCE AMENDMENT (ZOAM) 2021-01: PUBLIC FACILITY**

Mayor Ramsey noted that there would be a Joint Public Hearing of the Planning Commission and Town Council for ZOAM 2021-01.

Chairperson Mirabal noted that a quorum of Planning Commissioners was established with Commissioner Hummel, Commissioner Tschantz, and himself physically present; Commissioner Etro participated remotely.

Mayor Ramsey noted that Councilpersons Hoffmann, Howe, Hummel, James, Vice-Mayor Graham, and himself were present, also constituting a quorum.

Chairperson Mirabal read the public notice for the October 27, 2021 meeting. The purpose of the meeting is to receive comments and take action on the proposed text amendments to the Round Hill Zoning Ordinance Articles 2, 12, 15, and 25. The amendments add public facility as a permitted use in the R-1A Zoning District paired with related use standards.

Ms. Hynes gave an overview of ZOAM 2021-01 including changes to the proposed definitions of public facilities, use standards, parameters for building and architectural style, and additional use standards. Ms. Hynes also explained the next steps in the amendment process. She noted no comments had been received since the posting of the public notice.

PUBLIC COMMENTS FOR ZOAM 2021-01

Mayor Ramsey opened the floor for public comments at 8:01 p.m. and called for comments from the public. Hearing none, he closed the public comments at 8:01 p.m.

SPECIAL MEETING OF THE ROUND HILL PLANNING COMMISSION

Chairperson Mirabal opened the Special Meeting of the Round Hill Planning Commission at 8:02 p.m. Hearing no comments from the Commissioners, Chairperson Mirabal called for a motion **to recommend the proposed amendments to the Town Council**. Commissioner Tschantz **so moved**. Commissioner Hummel seconded the motion. There was no discussion of the motion. A voice vote was then held; the motion was approved 4-0-1. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Frank Etro	Aye
Michael Hummel	Aye
Todd Tschantz	Aye
Manuel Mirabal	Aye
Peter Buxton	Absent

Chairperson Mirabal stated the motion passed and that the Planning Commission therefore recommends the amendments for ZOAM 2021-01 Public Facilities to the Town Council.

ADJOURNMENT OF THE PLANNING COMMISSION SPECIAL MEETING

Chairperson Mirabal adjourned the Special Meeting of the Planning Commission at 8:05 p.m.

Mayor Ramsey recessed the Town Council meeting at 8:05 p.m. Councilperson Hummel left the Town Office and rejoined the Town Council meeting remotely. The Mayor resumed the Town Council meeting at 8:11 p.m.

ADOPTION OF AGENDA (Amendments & Deletions)

Vice-Mayor Graham moved **to adopt the agenda with the following change, moving Dean Subdivision Bond Release to Item VII**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

ACTION ITEM

1. Letter of Credit for Dean Subdivision

Ms. Hynes explained the history of the Letter of Credit and property improvements for the Dean Subdivision. She explained that the applicant had requested a fee in lieu for sidewalks, trees, and streetlights. The fee in lieu had been received by personal check; all other improvements have been completed. Staff recommends approval of the release of the Letter of Credit for \$27,161.00 and a requirement for a satisfactory one-year maintenance bond in the amount of five percent of \$27,161.00.

Vice-Mayor Graham moved that **the Round Hill Town Council release the Letter of Credit issued by Wachovia in 2006, now under Wells Fargo, as identified in the Irrevocable Standby Letter of Credit Number SM222883W in the amount of \$27,161.00 for the Dean Subdivision on the condition that the Developer post a one-year maintenance bond of five percent of \$27,161.00**. Councilperson Howe seconded the motion. Councilperson Hummel asked for confirmation that the first 20 or 30 feet of the road has been paved with asphalt; Ms. Hynes confirmed the road has been paved with asphalt. Councilperson Hummel suggested waiving the maintenance bond since it is such a small amount. Following discussion, it was agreed it is the Town's practice to require a maintenance bond. A voice vote was held; the motion was approved 4-1. The vote is recorded as follows:

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

APPROVE MINUTES

1. July 7, 2021

Councilperson Hummel asked whether the direct mailing for vacancies on the Town Council and Board of Zoning Appeals was sent out per line 176; Ms. Hynes reported that it had not gone out. Councilperson Hummel asked why the word "October" on line 231 was highlighted; Ms. West

said it was something she had flagged to check on and that the highlighting would be removed from the approved minutes.

Councilperson Hummel moved **to recommend approval of the July 7 Work Session minutes**; Councilperson James seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

BUSINESS ITEMS

1. Utility Department Update

Vice-Mayor Graham reported that work to be performed by East Coast Utility at the Goose Creek Plant and the Waste Water Treatment plant is on hold, awaiting the delivery of materials.

Vice-Mayor Graham also reported that the acquisition of the new dump truck has been delayed due to low inventories; Mr. Feltner confirmed the truck will have to be ordered directly from the manufacturer and would not be delivered until next fall.

Ms. Hynes reported on the following:

- Valve exercising to be performed by Wachs Water has been delayed due to a COVID outbreak with their staff; the work has been rescheduled to start November 3, 2021.
- Staff is obtaining quotes for fire hydrant painting and exercising.
- Leak detection testing has been scheduled for the Stoneleigh community.
- She sent an email to the Stoneleigh Home Owners Association with a list of all of the projects that have been conducted in the community to date and a copy of the Strategic Action Plan which identifies Stoneleigh Water & Sewer System Resiliency as a top priority.
- Two Utility Department positions have been advertised, a Wastewater Operator and Water & Sewer Trainee.
- She is working with the Utility Supervisor on performing leak detection in other parts of Town.
- Mr. Feltner is getting quotes on camering the sewer lines.

2. Franklin Park Trail/Main Street Enhancement Project Update

Mr. Lohr reported that work continues on Loudoun Street as planned and should be completed in the next week and a half.

Mayor Ramsey asked about the purple color of the street light outside of the Town Office; Mr. Lohr said he would contact Dominion Power.

ACTION ITEMS CONTINUED

2. Loudoun County Capital Improvement Project Funding Request

Ms. Hynes presented this item. The Council is being asked to support the Town Administrator's written request to Loudoun County on September 1, 2021 to provide additional funding for the following Round Hill Capital Improvement Projects at Sleeter Lake Park:

1. Road improvements into the Park.
2. Increased funding for the restrooms.
3. Stabilization of the old stone house.

Ms. Hynes noted these requests have been previously discussed with the Council and a formal vote is needed to complete the requirements of the FY2023 application package to the County.

Vice-Mayor Graham moved that **the Round Hill Town Council vote to support the FY2023 Round Hill Capital Improvement Project Funding Request for the completion of significant projects at Sleeter Lake Park**; Councilperson Howe seconded the motion. A discussion ensued about the old house; Ms. Hynes clarified the County's plans and process to obtain estimated costs for the stone house stabilization. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

3. ZOAM 2021-01 Public Facility

Mayor Ramsey explained that the Planning Commission recommended adoption of the Zoning Ordinance Amendment that was the subject of tonight's public hearing; it is now up to the Council to approve or discuss further if needed and bring back at a future meeting.

Vice-Mayor Graham wanted to ensure that the standards for the setbacks were clearly written. Following discussion about how best to establish a clear standard, it was decided the language should be "a minimum front yard setback of 60 feet from the public street".

Vice-Mayor Graham moved to **adopt Ordinance 2021-06, dated October 27, 2021, adopting amendments to Town of Round Hill Zoning Ordinance Articles 2, 12, 15, and 25, as authorized by the Code of Virginia of 1950, as amended, paragraph 15.2285 and 2286; now therefore be it resolved that the Round Hill Town Council hereby adopts the attached Zoning Ordinance amendments, which are incorporated herein as if fully set forth in this Ordinance**

including the change to paragraph nine of the standard regarding the front yard setback as discussed in the meeting; Councilperson Howe seconded the motion. There was no discussion of the motion. A voice vote was held; the motion was approved 5-0. The vote is recorded as follows:

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

REPORTS

Ms. Hynes reported on the following:

- She asked the Council Members to complete the online survey that had been distributed in preparation for the upcoming Strategic Planning meeting, which will be the kick off to the FY2023 budget discussions. Following discussion, it was agreed that the budget meetings will be held as part of the Council's regular meetings unless there is a specific need to schedule additional meetings. Mayor Ramsey said he would like to invite the write-in winner for the upcoming Council election to attend the Strategic Planning meeting; there was no objection from the Council.
- She thanked the Council for their support of the Virginia Municipal League (VML) conference, the Appalachian Trail Festival, and FestiFall.
- The Christmas Tree lighting will be held on the first Saturday in December at 4:00 p.m.
- Staff is working on the Boundary Line Adjustment and the FY2023 Budget.
- She expects to have the title report for the large reservoir this week and will report back on next steps.

Mayor Ramsey reported on the following:

- The VML conference was very successful.
- The Coalition of Loudoun Towns (COLT) continues to track the County's Zoning Ordinance changes.
- The County is working on redistricting based on the new census numbers. COLT is advocating for adequate representation of Western Loudoun and the needs of the Rural Policy Area; the objective is to maintain two seats on the Board of Supervisors representing Western Loudoun.
- The Town Council elections will be held on Tuesday, November 3. Councilpersons James, Howe, and himself are on the ballot for re-election; local resident Sean Lloyd has expressed an interest in the write-in seat. Mr. Lloyd has been an active member of the community and would be great addition to the Council if he is written in.

TOWN COUNCIL COMMENTS

Councilperson Hummel reported that Sean Dunn is interested in representing the Town in the sale of the large reservoir.

Councilperson James asked about the status of Well D; Mayor Ramsey stated the Town has made a formal offer to the Round Hill Owners Association and is awaiting a response. Ms. Gilmore added that the Town asked for a written response by November 8; if the offer is rejected, then additional measures will be required including a public hearing.

Councilperson James asked about the status of the new water tower; Mayor Ramsey explained the next step is to finish the engineering, then put the project out to bid.

Vice-Mayor Graham said FestiFall and the parade were successful. Mayor Ramsey agreed and said the successful parts of FestiFall may be incorporated into next year's Hometown Festival, including kid's games and entertainment from local high schools. He noted the parade route may be changed.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:24 p.m.

Respectfully submitted,
Scott T. Ramsey, Mayor

CERTIFIED:



Harriet West, Town Clerk

APPROVED: February 2, 2022