

**ROUND HILL TOWN COUNCIL  
MEETING MINUTES  
September 15, 2021**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, September 15, 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

Jesse Howe

Paula James

Melissa Hoffmann (arrived at 7:37 p.m., participated remotely)

**Council Members Absent**

Michael Hummel

**Staff Members Present**

Melissa Hynes, Town Administrator/Zoning Administrator

Danielle Albright, Town Planner (participated remotely)

Marty Feltner, Utility Supervisor (participated remotely)

Maureen Gilmore, Town Attorney (participated remotely)

Robert Lohr, Project Manager (participated remotely)

Harriet West, Town Clerk

**Others Present**

Manuel Mirabal, Planning Commission Chairperson (participated remotely)

Frank Etro, Planning Commission Member (participated remotely)

**CALL TO ORDER**

Mayor Ramsey called the meeting to order at 7:32 p.m.

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

Vice-Mayor Graham led the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were none.

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

Vice-Mayor Graham made a motion **that the Town Council adopt the Agenda, with the addition of Business Item 3, Utility Update**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-2, with Councilpersons Hummel and Hoffmann absent. The vote is recorded as follows:

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

Councilperson Hoffmann joined the meeting by telephone after the agenda was approved. Ms. Hynes noted that Councilperson Hoffmann could participate in the meeting remotely but would not be a voting member of the meeting.

### **APPROVAL OF MINUTES**

#### **1. June 16, 2021**

Vice-Mayor Graham noted a grammatical correction on page 7, line 297, "follow-up" should not be hyphenated. Vice-Mayor Graham referenced page 9, line 368, and asked about the status of the boat ramp at Sleeter Lake Park. Ms. Hynes explained she is working on a site plan amendment with the County; she confirmed the ramp will not be in place this season. There were no further corrections. Vice-Mayor Graham moved **to adopt the minutes, as amended**; Councilperson Howe seconded the motion. There was no discussion of the motion. A vote was held; the motion was approved 3-0-2, with Councilperson Hummel absent and Councilperson Hoffman not casting a vote. The vote is recorded as follows:

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
Paula James	Aye
Mary Anne Graham	Aye
Jesse Howe	Aye
Melissa Hoffmann	Did not vote
Michael Hummel	Absent

### **BUSINESS ITEMS**

#### **1. Review Draft Zoning Ordinance Amendment 2021-01 (Public Facilities)**

Ms. Hynes presented this item. She reviewed the background for the Zoning Ordinance Amendment that the Town Council referred to the Planning Commission. The Town is working with Loudoun County to bring County properties and County public facilities into town limits via a Boundary Line Adjustment. The public facilities under consideration for Boundary Line Adjustment include the Loudoun County School Board Office Building, the current Sheriff's Office, and the future Fire Station.



The Town Council selected the R-1A Zoning District to rezone all of the properties (public and private) entering into town limits under the Boundary Line Adjustment (except for the Hill High Marketplace). The current R1-A Zoning District does not have a Public Facilities Use. The purpose of the ZOAM 2021-01 is to amend the Zoning Ordinance to add the use “public facilities” to the R1-A District and to create a set of use standards.

The Council is being asked to review the draft amendments to date and to provide feedback to the Planning Commission. The projected timeline is for the Town Council and Planning Commission to conduct a joint public hearing on October 27, 2021.

Ms. Hynes reviewed the following:

- Proposed amendments to Article 21 – R1-A Zoning District for “Permitted Uses” and “Special Exception Uses.”
- Proposed amendments to Article 2 – Definitions to add “Community Facility” and “Community Room,” “Lot Line – Front,” “Private Utility Facility,” and “Public Facility.”

A discussion ensued regarding the uses/structures for “Town Utility,” “Public Facility,” and “Public Utility Facility” in the R1-A Zoning District. Mayor Ramsey stated the solution is to have clear definitions that define the difference between public and private uses, put the public uses in the by-right use standards, and leave the private uses as a special exception.

A discussion ensued about proposed amendments to the definitions of “Town Utility” and “Town Utility Facility.” Ms. Gilmore expressed her concern that the definition of “Town Utility Facility” is too broad; she used the hypothetical example of a new sewer plant in a residentially zoned area. Planning Commission Chairperson Mirabal said the Planning Commission discussed this and determined the Town would not allow such an incompatible use near a residential community; however, they opted to let the Town Council determine if there was appropriate language that could be suggested. Commissioner Etro noted the Planning Commission discussed this scenario and came to the conclusion this is not something the Town is likely to do and there is no appropriate location for such a facility. Mayor Ramsey reiterated the need not to remove or add uses to this ordinance beyond what is called out in the Intent to Amend, which is to add “Public Facility” to R1-A; if there is a need to add a definition for “Town Utility Facility” it should be based on the Town Zoning Administrator’s current interpretation. Following further discussion, it was agreed to focus on the definition of “Public Facility” and not to define “Town Utility Facility” at this time; this will be done at a later date through a separate “Intent to Amend the Zoning Ordinance” resolution.

Ms. Hynes then reviewed the proposed amendments to Article 25. Use Standards, Section 25.3.13 Public Facilities including architecture, design compatibility, minimum building setbacks from the public road, and storage/trash. A discussion ensued about how to calculate the setback; the recommendation is to calculate this using the average front yard setback of the immediate adjacent residential properties.

Ms. Hynes noted the Town will still have the opportunity to comment on the site plan, after the County has submitted the site plan application to the Town. A discussion ensued about the other structures on the site for the fire station.

Councilperson James noted that with the change to the layout of the building the lights will shine into another house, which is not currently occupied but could be used as a residence.

Councilperson Hoffmann suggested that concerns over the setbacks and building placement could be addressed when the County submits the site plan application to the Town.

Ms. Hynes said Staff will work on revising the setback language in the ZOAM; Mayor Ramsey suggested 50 feet.

Vice-Mayor Graham said she would like to work with Staff on a separate chapter regarding public utility guidelines. She said there have been discussions over the years about fencing and facilities blending in with the landscape. Ms. Hynes noted that the Comprehensive Plan recommends design guidelines for public buildings in the future.

Ms. Hynes then reviewed the proposed parking requirements for public facilities and general design standards.

Ms. Hynes thanked the Town Council for the great feedback to provide to the Planning Commission; she noted they are still on track for the joint public hearing in October.

Mayor Ramsey thank Chairperson Mirabal and Commissioner Etro for attending the Town Council meeting and exchanging information.

## **2. 2021 Parking Report Presentation**

Ms. Hynes presented the findings and recommendations of the Planning Commissions' *2021 Parking Report*. It was agreed that an extended discussion of the *Parking Report* be held off until the Council's Strategic Planning meeting on November 3, 2021.

Ms. Hynes explained that the purpose of the report was to identify parking issues for non-conforming properties before undertaking any Zoning Amendments and to identify any future capital projects. She presented the following findings:

- Approximately 90% of the 275 spaces in the Central Commercial District (CCD) is privately owned and only available to patrons/customers of specific businesses.
- The existing parking supply in the CCD is not sufficient to meet peak demand.
- The Round Hill Baptist Church and Round Hill Methodist Church have approximately 70 parking spaces that are primarily used only on Sundays.
- Private landowners allow people to park in their off-street parking lot on a case-by-case basis.



- Visitors and customers who patronize the CCD businesses have been observed parking on the sidewalk.
- Some businesses are not able to or do not want to share parking but have pressure to share their large lots with adjacent properties.

Ms. Hynes presented the primary recommendation, which is to create a shared parking lot agreement among several businesses or private owners where the Town covered maintenance and management. She noted that the Planning Commission did not recommend building a new public parking lot but rather making better use of the existing parking that is available.

Discussion points included the following:

- Other than the churches, no other lots have surplus parking during peak week-day hours; these lots are 200 feet away from the intersection in question.
- This would only work well if all the property owners participate and work together.
- Benefits to the property owners would include reduced maintenance costs.
- The Town could also provide signage and pedestrian safety improvements that would benefit all property owners.

Mayor Ramsey asked whether the Council's perception of the needs matches the business owners' real needs. Ms. Hynes said the businesses were surveyed but feedback was limited. Following further discussion, Mayor Ramsey said he will work with Ms. Hynes to discuss options before the retreat.

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

Ms. Hynes reported there has not been much activity lately due to negotiations between the County and its contractor.

### **4. Utility Department Update**

Vice-Mayor Graham reported on the following:

- Utility staff are still waiting to finalize the survey for Well D and the lift station at the Evening Star Treatment Plant.
- East Coast Utility is installing the safety equipment at the plant.
- Wachs Water is scheduled to begin exercising valves in October.

Vice-Mayor Graham then went on to discuss the well situation at Stoneleigh. She noted that Staff had been discussing having Stoneleigh customers go on voluntary water restriction due to the noticeable increase in water usage on weekends; as a result, the wells have been running longer than normal. She asked Mr. Feltner and Mr. Lohr to discuss the water line break that occurred overnight that drained the tank. She noted that it will take time for the tank to refill and that a boil water notice has been issued to these customers. She suggested that the Town contact Emery &

Garrett Groundwater Investigations (EGGI) to determine if another well is needed. Mayor Ramsey said this is new information, and the Town needs to hear from Staff regarding short-term and long-term solutions. Ms. Hynes said Staff is not recommending a new well at this time.

Mayor Ramsey asked for a summary of what happened. Mr. Feltner reported that a three-foot section of pipe on a main service line split; this was most likely an underground out of sight slow leak that had been occurring over several months that finally burst. He said they were in a dire situation now because they lost all of the water in the tank and the wells have been running for more than 48 hours. Mr. Feltner noted that the usage on the weekends has been higher than during the week and that, prior to the break, Utility staff identified three high usage customers. He said the water line break that occurred overnight resulted in the loss of all 90,000 gallons in the tank in less than one hour.

Mayor Ramsey asked if there is unusual amount of unbilled usage at Stoneleigh. Mr. Feltner said this is being tracked; the report he ran for Stoneleigh prior to the leak showed a 21% loss, which is good in comparison to other jurisdictions. He said the system-wide loss is 10-15%; most jurisdictions do not worry until the numbers hit 30-40%. Mayor Ramsey questioned if a 20% loss should be considered good. Mr. Feltner explained most of the meters at Stoneleigh are the original meters; some are over 20-years old, and they lose accuracy as they age. Mr. Feltner noted the older meters inaccurate reading could account for 5-10% of the loss; to improve upon this, the meters would need to be replaced.

Mayor Ramsey noted that the improvements that have been made over the past two years have made the system more resilient; he asked if there are additional resiliency projects that can be done at Stoneleigh. The following suggestions were discussed: installing a second storage tank, hiring a leak detection company, and rehabbing the Stoneleigh wells. Mr. Feltner said EGGI did not think rehabbing the wells would be beneficial, largely because the aquifer levels have dropped; it would also require taking the wells out of service for a month at a time.

Mr. Lohr noted there is evidence that the water line break was the result of a long-term leak. He said the Stoneleigh Home Owners Association Board representatives he has been in contact with are appreciative of the work the Town has been doing and they are open to looking at additional improvements, water sources and storage capacity. Mr. Lohr said the break was due to the material failure and installation process. Mr. Feltner said the pipe in question was installed more than 20 years ago and was not done properly by the developer, as the correct bedding material was not added. The pipe was sitting on large rocks, which partially led to this issue. He noted this may not be an isolated incident and agreed it would be a good idea to have a leak detection company survey the area to determine if there are other leaks.

Following further discussion, it was agreed that in the short-term, Staff will reach out to Stoneleigh residents about keeping consumption down while the tank refills and hire a leak detection company. Staff will also look into the cost of replacing the meters and adding bands to the existing tank. Mr. Feltner suggested a second tank, rather than adding capacity to the existing tank, which



is 25 years old and need some repairs. Mayor Ramsey suggested adding this to the capital improvements list.

#### **5. Boundary Line Adjustment**

Ms. Hynes said she will email the Council the Planned Development – Commercial Center Zoning District information for Hill High for discussion at a subsequent meeting.

#### **6. Revised October Meeting Schedule**

Ms. Hynes suggested the Council meet on October 13, 2021 and October 27, 2021, the date of the public hearing, rather than October 6, 2021. Vice-Mayor Graham said she would check her availability on October 13; Ms. Hynes will confirm the meeting dates by email.

### **ACTION ITEMS**

#### **1. Approve Yatton Road Lots Performance Agreement and Letter of Credit Acceptance**

Ms. Hynes introduced this item and asked Ms. Gilmore to explain the letter of credit. Ms. Gilmore stated she had the redline changes submitted by the developer requesting the submission of a letter of credit rather than a surety bond. She said the Town can accept a letter of credit as long as it extends six months beyond the end of the agreement. Ms. Gilmore noted there were other minor changes dealing with identifying the security.

Vice-Mayor Graham moved **to authorize the Town Administrator to execute the performance agreement for project 2019-001 with Yatton West and to accept the letter of credit provided that the letter of credit date is adjusted to extend six months beyond the end of the agreement.** Councilperson Howe seconded the motion. Mayor Ramsey called for a voice vote. Councilperson James, Vice-Mayor Graham, and Councilperson Howe voted Aye. Councilperson Hoffmann stated she was not in favor of this. Following discussion, Ms. Gilmore stated that remote participants can vote. Ms. Hynes clarified the location of the lots being discussed. Following further discussion, Councilperson Hoffmann stated she was abstaining from the vote. A discussion ensued about whether the Mayor's vote was needed. Mayor Ramsey stated his vote was only required to break a tie. The motion passed 3-1-1, with Councilperson Hoffmann's abstention counting as a Nay. The vote is recorded as follows:

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

#### **2. Approve Proposal to Abandon Exploratory Test Well RND-F2**

Ms. Hynes presented this item. She explained that the property owner has formally asked the Town to abandon this well since he plans to develop the property. Mayor Ramsey said this is something that can be done administratively by the Town Administrator.

## **REPORTS**

Ms. Hynes reported on the following:

- Two employees are recovering from recent surgeries and are working from home.
- The Town will be working with the County on master planning the new 100-acre extension of Franklin Park, which is adjacent to Sleeter Lake Park. This will save the Town money for engineering, design, and amenities. A discussion ensued about the bathrooms at Sleeter Lake Park. Ms. Hynes noted that the Town's initial location will not work due to the topography. Mayor Ramsey pointed out that the County's process could take three to five years; the bathroom should not be on hold for all that time. Ms. Hynes noted that working with the County on the rezoning and master planning will also facilitate planning for the future utility office building. The Mayor suggested working with the County now on the location for the pavilion and bathroom.

Mayor Ramsey reported on the following:

- The Appalachian Trail Festival this past weekend was very successful.
- The Virginia Municipal League (VML) Conference will be held October 3-5 at Lansdowne.
- The Town Council retreat will take place on November 3, 2021. He will work with the Town Administrator on distributing a pre-retreat survey to the Council next month.

## **TOWN COUNCIL COMMENTS**

Councilperson James asked about vandalism at the tunnel, the sale of the Large Reservoir, and Request for Proposals for the Farmers Market. Ms. Hynes said she would follow up to see if the graffiti has been removed at the tunnel. She added that a public hearing will be required for the sale of the Large Reservoir and that no proposals were received for the Farmers Market. Ms. Albright confirmed that the graffiti at the tunnel has been painted over.

Ms. Hynes asked if the Council would still consider voluntary or mandatory water restrictions for Stoneleigh. Ms. Gilmore explained that the ordinance requires that the water restrictions would have to apply to the entire system. Mayor Ramsey recommended hand-delivering a flyer to Stoneleigh residents with a strongly worded request that they conserve water while the tank is refilling.

Vice-Mayor Graham urged the Council Members to pick up a copy of the Round Hill Outdoor Committee brochure; she thanked Staff for helping at the Appalachian Trail Festival.

Mayor Ramsey gave an update on FestiFall which will be held on October 9; the event will include the 5K race, games and activities planned by the churches, and the T-shirt design competition.

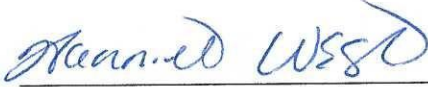
## **MEETING ADJOURNMENT**

Mayor Ramsey adjourned the meeting at 10:05 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.

Harriet West, Town Clerk

APPROVED: January 19, 2022