



Round Hill Town Council Meeting Agenda
October 7, 2026 at 7:30PM

Town Office, 23 Main Street, Round Hill

Individuals wishing to participate remotely may do so using the link or phone number listed below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84055826338?pwd=3N9r4C97UjD8aMV9AmhWOeyOWW3Q0n.1>

Participate by phone: (301) 715-8592

Meeting ID: 840 5582 6338

Passcode: 248176

Written comments regarding items on this agenda can be submitted to townclerk@roundhillva.gov by 3:00PM on the day of the meeting.

I. Call to Order & Pledge of Allegiance

II. Roll Call and Remote Participation Notification

III. Action Item

1. Interim Appointment to Town Council – Trey Wirth

IV. Oath of Office Ceremony – Trey Wirth

V. Presentation

1. Hayman Lane Well Exploration, Peter Foster, Emery & Garret Groundwater Investigations
 
2. Regulations, Education, Enforcement for E-bikes, Mopeds, Scooters, and More, Deputy Phelps, Loudoun County Sheriff's Office

VI. Public Comment

Members of the public may address the Council at this time. Speakers must state their name and address for the record and limit their presentation to five minutes. The speaker's item may be placed on the agenda for the next meeting.

VII. Adoption of Meeting Agenda (Amendments & Deletions)

VIII. Disclosures

IX. Approve Minutes

1. September 16, 2026



X. Business Items

1. Financial Report (as of August 31, 2026)
2. 2017 Comprehensive Plan Review Discussion



XI. Reports & Updates

1. Utility Update
2. Southern Greenway Update

XII. Town Council Comments

XIII. Closed Session

To discuss and consider the acquisition of real property interests for public utility purposes where discussion in an open meeting would adversely affect the Town's bargaining position or negotiation strategy, as authorized by Virginia Code Section 2.2-3711 (A)(3).

XIV. Meeting Adjournment

1. Council Meeting Opening and Oath Ceremony

The meeting commenced with the pledge of allegiance, roll call confirming the presence of all five council members and one remote participant, and the appointment of Trey Worth to fill the vacancy left by Sean Lloyd's resignation. Trey Worth was subsequently sworn in as a council member.

A. Pledge of Allegiance

The meeting began with a pledge of allegiance led by Mary Anne.

B. Roll Call

Councilperson James, Vice Mayor Pacheco, Councilperson Graham, Councilperson Caseman, and the mayor were present, with Jim participating remotely.

C. Appointment of Trey Worth

A motion was made and passed to appoint Trey Worth to fill the unexpired term of Councilmember Sean Lloyd, with a special election scheduled for November 2, 2027.

D. Oath Ceremony for Trey Worth

Trey Worth took the oath of office, administered by Mike Amos, a deputy clerk and neighbor.

2. Hayman Lane Well Exploration Update

Peter provided an update on the town's efforts to develop new water supply wells, focusing on the Hayman Lane property. Test wells were drilled, and efforts were made to secure permits for existing wells like Simpson's Creek and 27A.

A. Overview of Water Supply Well Exploration

Peter discussed the town's strategy to supplement existing water supplies with new wells, highlighting efforts on Hayman Lane and other properties.

B. Drilling and Permitting Updates

Test wells T1 and T2 were drilled on Hayman Lane, with T1 yielding 18 gallons per minute. Efforts to secure permits for Simpson's Creek and 27A were ongoing.

C. Next Steps for Simpson's Creek and 27A

Peter outlined the need for site approvals, re-drilling of Simpson's Creek due to deteriorated casings, and potential pumping tests and water quality sampling.

3. E-Bike and Traffic Safety Discussion

Representatives from the Ohio County Sheriff's Office discussed e-bike regulations, safety concerns, and the need for education and enforcement, particularly targeting juvenile riders.

A. E-Bike Classification and Regulations

The discussion covered the differences between e-bikes, mopeds, and motorcycles, emphasizing the need for proper registration, licensing, and helmet use.

B. Safety Concerns and Enforcement Challenges

The panel highlighted issues with juvenile riders and the importance of parental involvement, education, and community outreach to promote safe riding practices.

C. Proposals for Increased Education and Outreach

Suggestions included coordinating with schools for regular safety training sessions and leveraging media to disseminate safety information.

4. Financial Report and Committed Funds

A financial report was presented, detailing the town's current financial standing, including bank balances, investment earnings, and tax revenues. The report also outlined significant committed funds for various capital projects.

A. Current Financial Standing

As of August 31, the town had \$155,000 in the bank account, with detailed breakdowns of utility and general fund balances.

B. Investment and Earnings

The town's investments in the Virginia Investment Pool yielded earnings, and plans were discussed for moving investments into longer-term funds post-audit.

C. Committed Funds for Capital Projects

Significant funds were committed to projects such as the Ermont Water Line, Evening Star tank rehab, and Southern Greenway, necessitating a potential loan discussion.

5. Comprehensive Plan Update

The council discussed updating the 2017 Comprehensive Plan, focusing on a review and cleanup rather than a full revision. The plan included scheduling a public hearing by September 15, 2027.

A. Scope of the Update

The update aimed to clean up outdated references, update data, and revisit goals and strategies without proposing major policy changes unless necessary.

B. Timeline and Process

The staff proposed a methodical review process, with the planning commission and town staff involved, aiming for a council public hearing by September 15, 2027.

C. Appointing Trey Worth to Planning Commission

A motion was passed to appoint Trey Worth as the town's representative on the planning commission.

6. Council Comments and Announcements

Council members shared various updates, including website improvements, staff announcements, and community initiatives.

A. Website and Employee Listings

A request was made to ensure all employees are listed on the town's website.

B. Quarterly Town Managers Meeting

The town manager reported on a successful meeting with county administrators, highlighting collaboration opportunities.

C. New Staff Responsibilities

Updates were provided on new responsibilities for staff members, including PR and social media management.

7. Closed Session and Adjournment

The council recessed into a closed session to discuss the acquisition of real property interests for public utility purposes. Upon reconvening, the session was adjourned.

A. Motion for Closed Session

A motion was made and passed to convene a closed session to discuss real estate matters affecting the town's bargaining position.

B. Certification of Closed Session

The council certified that only matters identified in the motion were discussed during the closed session.

C. Adjournment

The meeting was adjourned after the certification of the closed session.

**ROUND HILL TOWN COUNCIL
MEETING MINUTES
September 16, 2026**

A Regular Meeting was held by the Round Hill Town Council on Wednesday, September 16, 2026 at 7:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill, Virginia. Instructions for participating remotely were provided on the meeting agenda.

Council Members Present

Scott Ramsey, Mayor
Isaac Pacheco, Vice-Mayor
Beth Caseman
Mary Anne Graham
Paula James
Jim Maulfair
One seat vacant

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Maureen Gilmore, Town Attorney (participated remotely)
Hooper McCann, Project/Risk Manager
Logan Parsons, (participated remotely)
Harriet West, Town Clerk (participated remotely)

Others Present

Trey Wirth, applicant for Town Council vacancy

CALL TO ORDER

Mayor Ramsey called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

Councilperson Graham led the Pledge of Allegiance.

ROLL CALL AND REMOTE PARTICIPATION

Roll Call was held. Mayor Ramsey, Vice-Mayor Pacheco, and Councilpersons Caseman, James, Graham, and Maulfair were physically present constituting a quorum. There was one seat vacant.

PUBLIC COMMENTS

Tom Graham, 27 Main Street, spoke to the Council about reducing the speed limits in Town and working with the Loudoun County Sheriff's Office to increase enforcement.

ADOPTION OF MEETING AGENDA (Amendments & Deletions)

Councilperson Graham moved **that the agenda be approved**. Vice-Mayor Pacheco seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Beth Caseman	Aye
Mary Anne Graham	Aye
Paula James	Aye
Jim Maulfair	Aye
Isaac Pacheco	Aye

DISCLOSURES

There were none.

APPROVE MINUTES

1. September 2, 2026

Councilperson Graham asked that Sean Lloyd's name be added to those who attended the Round Hill Farm to Trail event.

Ms. West noted a correction to the address in the motion approving the September 2, 2026 minutes and to the related Ordinance for the lease agreement. Staff prepared a sample motion which had been reviewed by the Town Attorney. Ms. Gilmore noted that this will be an amendment to the minutes to reflect the correct address of 23 Main Street, Suite A, and also to the Ordinance that was adopted. In response to a question from Mayor Ramsey, she explained that the Council could either repeal and adopt the Ordinance with the correction, or amend the current version.

Vice-Mayor Pacheco moved that **the Round Hill Town Council approve the September 2, 2026 meeting minutes as amended, changing "23A East Main Street" to "23 Main Street, Suite A," Round Hill, Virginia as well as the edit proposed by Mary Anne Graham.** Councilperson Graham seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Beth Caseman	Aye
Mary Anne Graham	Aye
Paula James	Aye
Jim Maulfair	Aye
Isaac Pacheco	Aye

Vice-Mayor Pacheco moved that **the Round Hill Town Council amend the related Ordinance Number 2026-07 to correct the physical address of the leasehold to "23 Main Street, Suite A," Round Hill, Virginia.** Councilperson Graham seconded the motion. There was no discussion. A vote was held; the motion was approved 5-0. The vote is recorded as follows:

<u>MEMBER</u>	<u>VOTE</u>
Beth Caseman	Aye
Mary Anne Graham	Aye
Paula James	Aye
Jim Maulfair	Aye
Isaac Pacheco	Aye

BUSINESS ITEMS

1. Announcement of Candidate for Interim Appointment to Town Council

Mayor Ramsey explained that the application period for candidates had closed and that there was one applicant. Ms. Gilmore clarified that the Council will not be able to act tonight but they can interview or ask questions of the applicant. Mayor Ramsey noted that the applicant (Trey Wirth) was interviewed when he recently applied for the Planning Commission vacancy. Following discussion, it was agreed that there was no need for an additional interview and that Trey would be appointed at the Council meeting on October 7, 2026.

ACTION ITEMS

1. Proposed Reduction of Speed Limits Within the Town of Round Hill

Ms. Hynes presented this item. The Council is being asked to consider reducing the speed limits within the Town. Ms. Hynes provided a list of all streets in Town with current and recommended speed limits. She recommended starting by lowering the speed limit on Airmont Road from 35 miles per hour (MPH) to 25 MPH, and reducing the speed limit on N. Locust Street, Loudoun Street, Main Street, New Cut Road, Simpsons Creek Road, and Yatton Road from 25 MPH to 20 MPH. If there are issues with other streets in the future they can be lowered following the same process.

A discussion ensued about having one unified speed limit. Ms. Gilmore explained that the Virginia Department of Transportation (VDOT) would require a speed limit sign on each street. A discussion ensued about enforcement and the cost of the signs. Vice-Mayor Pacheco noted that the Loudoun County Sheriff's Office (LCSO) has been responsive to his requests for targeted enforcement.

Following further discussion, the consensus of the Council was to move forward with reducing the speed limits of the following streets as recommended in the Town Administrator's staff report: Airmont Road, Bridge Street, Cedar Street, Cinnamon Fern Road, High Street, N. Locust Street, S. Locust Street, Loudoun Street, Main Street, Mulberry Street, New Cut Road, Piper Run Avenue, Simpson Creek Road, and Yatton Road. The list excludes streets identified as a dead end or cul-de-sac. Staff will prepare a proposed Ordinance for public hearing.

REPORTS & UPDATES

1. Town Administrator's Updates

Ms. Hynes presented the Council with two options for the Strategic Planning Meeting – October 21 or November 4. The Council agreed on October 21.

Ms. Hynes updated the Council on e-bikes, the Strategic Planning meeting survey, FY28 County CIP funding request for the Southern Greenway, 2026 Rate Study, Western Loudoun Town Water & Sewer Study, Airmont Water Line and Evening Star Tank Rehab, FY26 Audit, and staffing changes. A discussion ensued about taking out a loan to finance some of the upcoming capital projects and the added cost of delaying projects.

TOWN COUNCIL COMMENTS

Councilperson James asked about the following:

- 138 • Goose Creek and West Lake Tanks: Ms. Hynes explained that the Town has two 10,000
139 gallon holding tanks at each of these water treatment plants, in addition to the three large
140 tanks (Airmont, Evening Star, and Stoneleigh).
- 141 • Pavilion at Sleeter Lake: Ms. Hynes explained that now that the rezoning has been
142 approved, the Town can move forward with building the pavilion before the park is turned
143 over to the County. The pavilion will be paid for using County funds and the Town is
144 partnering with the County on the bathrooms.
- 145 • Hill Circle Water Line Replacement: Ms. McCann stated the Town is waiting for the
146 contractor to obtain the permit from VDOT. She also noted that the solids receiving pad at
147 the Wastewater Treatment Plant has been completed and they must wait a certain number
148 of days for the concrete to dry.
- 149 • Evening Star Water Tank Painting and Rehab: Ms. Hynes confirmed that this has been
150 rescheduled for 2027.
- 151 • Baptist Church – House and Pre-School: Ms. Hynes explained that the Baptist Church and
152 the Methodist Church both have projects occurring at the same time. The Baptist Church
153 wants to demolish the parsonage and replace it in the future with a pre-school. The
154 Methodist Church wants to rehab their parsonage and add an addition that will be used as
155 a rental. Ms. Hynes also noted that the Methodist Church recently sold the lot on Locust
156 Street that they owned, which the purchaser has subdivided into two lots.
- 157 • Reservoir Dam: Ms. Hynes said they are waiting on the grant.
- 158 • Well D SCADA: Ms. West said that Utility staff and the Town Engineer believe this is a
159 programming issue and they will be meeting with the SCADA contractor to discuss further.

160
161 Vice-Mayor Pacheco had a follow-up question about the Large Reservoir. Staff confirmed that
162 they did not receive the grant but will be resubmitting the application during the next grant cycle.
163 Ms. West explained that the dam engineer completed the annual inspection; nothing noteworthy
164 was found and he will be submitting a written report. Vice-Mayor Pacheco asked to have the LCSO
165 attend a future Council meeting to discuss e-bike regulations and enforcement.

166
167 Councilperson Caseman thanked Ms. Hynes for staff's work on the speed study.

168
169 Councilperson Maulfair asked about the previous discussion about moving the start time of the
170 Council meetings up. The consensus was that not all the Council members are available earlier.

171
172 Mayor Ramsey gave updates on the COLT (Coalition of Loudoun Towns) meeting, which the
173 Town hosted at Stoneleigh. The towns are putting together their legislative agendas for the
174 upcoming legislative session with the General Assembly. The VML (Virginia Municipal League)
175 is having their annual conference in Norfolk next month. Kelly Burk, Mayor of Leesburg, will be
176 taking over the presidency of VML. The County staff are working on revisions to the fire code,
177 which include proposed changes to the volunteer fire companies. The Mayor asked for a meeting
178 with Town staff, with or without Stantec, within the next month to discuss the rate study.

179 180 **MEETING ADJOURNMENT**

181 Mayor Ramsey adjourned the meeting at 8:43 p.m.

182
183 Respectfully submitted,

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Scott T. Ramsey, Mayor

Harriet West, Town Clerk



Staff Report

TO: Mayor & Town Council
FROM: Melissa Hynes, Town Administrator
DATE: October 2, 2026
SUBJECT: 2017 to 2037 Comprehensive Plan Review & Update

PURPOSE

Town Council shall consider a resolution directing Town Staff and the Planning Commission to undertake a focused review of the 2017 Round Hill Comprehensive Plan in accordance with the Scope of Work and Schedule included as Attachment 1.

The primary purpose of this review is to maintain and clean up the existing Comprehensive Plan—not to undertake a wholesale rewrite of the Plan or initiate a broad reconsideration of Town policy. The review should focus primarily on correcting information that is inaccurate, outdated, no longer relevant, or related to goals and actions that have been completed.

If Staff or the Planning Commission identifies an existing policy that warrants reconsideration, a proposed amendment may be presented to the Town Council on a case-by-case basis, accompanied by a clear explanation of the proposed change, the reason it is necessary or appropriate, and its potential implications. The Town Council may then determine whether the proposed policy amendment should be incorporated into this review.

BACKGROUND

Under § 15.2-2230 of the Code of Virginia, a locality's comprehensive plan shall be reviewed at least once every five years to determine whether it is advisable to amend the plan. The review requirement ensures that the Planning Commission periodically evaluates the Comprehensive Plan and determines whether amendments are appropriate.

The Round Hill Comprehensive Plan was adopted in January 2017 and continues to serve as the Town's primary long-range planning document. The plan was written to guide programs, policies and projects from 2017 to 2037. The Plan was the product of

approximately three years of work involving numerous Planning Commission and Town Council meetings, significant staff and consultant effort, and extensive opportunities for public participation and input.

The resulting Plan established a thoughtful and comprehensive framework for the Town's future. The Town Council continues to stand behind the overall vision, goals, policies, and direction established by the 2017 Comprehensive Plan.

Since its adoption, however, nearly ten years have passed. During that time, projects have been completed, conditions have changed, data and statistics have become outdated, and certain references and implementation timelines no longer accurately describe current circumstances. These changes warrant a careful but focused review of the document.

The Town has also amended the Comprehensive Plan when circumstances have warranted specific policy changes. Since adoption, the Planning Commission and Town Council have completed two amendments: the amendment addressing the Downtown District land use policy and the amendment associated with the Western Round Hill Boundary Line Adjustment. These amendments demonstrate that the Comprehensive Plan can be modified when a particular issue warrants reconsideration without requiring a comprehensive rewrite of the entire document.

A Focused and Manageable Review

This effort is intended primarily as plan maintenance and not the development of a new Comprehensive Plan.

The 2017 Comprehensive Plan was developed through an extensive multi-year process involving significant public participation, Planning Commission review, and Town Council consideration. Because the Plan continues to provide a sound framework for the Town's long-range planning, this review is intended to build upon that work rather than recreate it. Staff and Planning Commission resources will therefore be focused on updates that improve the Plan's accuracy, relevance, clarity, and usefulness, as well as substantive policy matters where changed conditions provide a clear reason for reconsideration.

If the existing language remains accurate, relevant, and reasonably reflects the Town's adopted direction, it should generally remain unchanged. The fact that language could be rewritten, modernized, expanded, or expressed differently is not, by itself, a reason to amend it.

At the same time, this focused approach should not prevent the Town from addressing a legitimate policy issue discovered during the review. Where a substantive policy amendment is believed to be warranted, it should be clearly identified and separately justified so that the Town Council can make an informed decision about whether the issue should be addressed as part of this review.

The intended result is an updated and accurate version of the 2017 Comprehensive Plan, not an entirely new Comprehensive Plan.

SCOPE OF REVIEW

The review shall apply to the entire 2017 Comprehensive Plan, including Chapters 1 through 14.

Staff's initial review should focus on identifying:

- Statements that are factually incorrect;
- Information that is clearly out of date;
- Content that is no longer relevant because conditions have changed; and
- Goals, strategies, projects, or actions that have been fully completed.
- Provisions requiring amendment to maintain consistency with applicable changes in federal, state, or local law.
- Outdated maps

The Planning Commission may identify additional changes during its review consistent with the principles established below.

GUIDING PRINCIPLES FOR THE REVIEW

1. Preserve the Overall Policy Direction

The overall vision, goals, policies, objectives, and strategies of the 2017 Comprehensive Plan should generally remain intact. The starting presumption should be that the adopted policy remains in place unless there is a specific reason to reconsider it.

2. Focus on Maintenance Rather Than New Policy

The purpose of this effort is not to develop a new policy agenda, establish an entirely new set of priorities, or rewrite the Comprehensive Plan. Most amendments should involve corrections, updates, deletions of obsolete material, recognition of completed actions, or limited clarification of existing language.

3. Policy Amendments on a Case-by-Case Basis

Nothing in this scope prevents Staff, the Planning Commission, or Town Council from identifying an existing policy that warrants reconsideration.

However, substantive policy amendments should be the exception rather than the focus of the review. A proposed policy amendment should be specifically identified and accompanied by:

- The existing policy or language proposed for amendment;
- The proposed change;
- The circumstances or conditions that warrant reconsideration;
- The reasoning and justification for the amendment; and
- Any significant implications of the proposed change.

The Town Council may then determine whether the matter should be addressed as part of the current Comprehensive Plan review.

4. Apply a Minimal-Change Standard

If existing language remains generally accurate, relevant, and consistent with the Town's adopted direction, it should remain unchanged. The standard should not be whether language could be improved or rewritten. The question should be whether there is a meaningful reason that it needs to be changed.

5. Focus Resources on Meaningful Updates

The review should focus Staff and Planning Commission efforts on substantive and meaningful updates that improve the accuracy, clarity, and continued usefulness of the Comprehensive Plan, while generally preserving existing language and policy direction where changes are not necessary (examples: avoid extensive wordsmithing, stylistic revisions, unnecessary research, or reconsideration of issues unless doing so serves an identifiable planning purpose).

6. Clarify Without Unnecessarily Changing Intent

Where an edit is necessary, the preferred approach should be the least extensive revision necessary to address the identified issue while preserving the original intent of the Plan.

7. Do Not Modernize Merely for the Sake of Modernization

The review is not intended to incorporate every new planning practice, terminology change, planning trend, or issue that has emerged since 2017. New information or concepts should be incorporated where they materially improve the accuracy or usefulness of the Plan or where the Town Council determines that a policy amendment is warranted.

TYPES OF ITEMS TO BE IDENTIFIED

Staff and the Planning Commission should pay particular attention to:

1. Time-specific references that have expired, such as "within five years" or "by 2020";
2. Tables, figures, demographics, or statistics based on outdated datasets;
3. Projects or facilities described as planned or proposed that have since been completed;
4. Studies or plans identified as forthcoming that have since been completed or are no longer anticipated;
5. References to organizations, programs, regulations, facilities, or conditions that have changed;
6. Goals, strategies, and implementation actions that have been completed; and
7. Factual statements that no longer accurately describe existing conditions.

ITEMS THAT GENERALLY SHOULD NOT REQUIRE AMENDMENT

Consistent with the focused nature of this review, the following generally should remain unchanged unless there is a specific and documented reason for amendment:

- a. Aspirational goals that remain relevant but have not yet been achieved;
- b. Existing policy preferences concerning growth, land use, housing, transportation, utilities, or community character;
- c. Narrative or historical context intentionally describing conditions at the time of adoption;
- d. Statements describing community values, identity, or long-term vision

If Staff or the Planning Commission believes an item within these categories warrants a substantive amendment, it may be presented to Town Council pursuant to the case-by-case process described above.

PROCESS AND ROLES

The Town Staff will:

1. Provide the Planning Commission and Town Council with copies of the existing Comprehensive Plan and materials for recording comments and questions;
2. Conduct an initial review focused primarily on factual accuracy, outdated information, changed conditions, and completed actions;
3. Prepare recommended housekeeping amendments for Planning Commission consideration;
4. Assist the Planning Commission in evaluating additional amendments identified during its review;
5. Clearly distinguish routine maintenance amendments from proposed substantive policy changes;
6. Prepare supporting justification for any substantive policy amendment forwarded for Town Council consideration; and

7. Prepare revised and redlined drafts as necessary as the process advances.

The Planning Commission will:

1. Review the existing Comprehensive Plan; Review the 2017 Comprehensive Plan in November 2026, and set up meeting with the Town Administrator if background is needed or questions arise
 - a. Staff's recommended amendments;
 - b. Identify additional issues warranting correction or amendment;
 - c. Maintain the focused scope established by Town Council;
 - d. Avoid unnecessary rewriting or reconsideration of policy;
 - e. Identify any substantive policy amendments separately from routine maintenance amendments;
 - f. Conduct a joint work session with Town Council;
 - g. Complete its review and proposed amendments; and
 - h. Conduct the required public hearing before forwarding its recommended draft to Town Council.

The Town Council will:

1. Review the 2017 Comprehensive Plan in November 2026, and set up meeting with the Town Administrator if background is needed or questions arise
2. Participate in the March 2027 joint work session with the Planning Commission;
3. Receive the Planning Commission's proposed amendments;
4. Consider separately identified substantive policy amendments and their supporting justification;
5. Review and revise the draft following the Planning Commission's public hearing;
6. Provide final comments and direction to Staff; and
7. Conduct the Town Council public hearing before considering adoption.

SCHEDULE

- a. The review will proceed generally in accordance with the 2017 Comprehensive Plan Review & Update – Scope of Work & Schedule, included as Attachment 1.
- b. The process will begin in November 2026 with distribution of the Comprehensive Plan to the Planning Commission and Town Council for individual review. The Town Administrator invites any Planning Commission or Town Council member, to set up time to review any questions on the plan.
- c. Planning Commission review will occur from December 2026 through May 2027, including a **Joint Planning Commission/Town Council Work Session** on March 2, 2027.
- d. The Planning Commission is anticipated to conduct its public hearing and vote to forward its recommended amendments to Town Council on May 14, 2027

- e. Town Council focused review is anticipated during its 5 meetings from May to July 2027, with Council directing Staff to prepare a revised and redlined draft for individual review during the August recess.
- f. The goal is to hold the Town Council public hearing by September 15, 2027

Education and Implementation

An important purpose of this review is to familiarize current Town Council and Planning Commission members with the goals, policies, projects, programs, and implementation strategies already contained in the Comprehensive Plan. Many of these ideas were developed through the extensive planning and public engagement process that produced the 2017 Plan and continue to provide direction for the Town today.

The review also provides an opportunity to take stock of what has been accomplished since the Plan was adopted, identify initiatives that remain relevant but have not yet been implemented, and discuss which existing goals and objectives should receive greater attention over the next five years.

A key outcome of this process will be to provide a foundation for a practical implementation plan. Rather than creating an entirely new set of goals or substantially expanding the Comprehensive Plan, the Town Council and Planning Commission can use the review to identify existing goals, projects, programs, and strategies that remain important and should be considered for implementation over the next five years.

This process will help connect the Town's long-range vision with its strategic planning, annual work plans, capital planning, budgeting, and other ongoing initiatives. It will also provide the Town Council and Planning Commission with a shared understanding of what the Plan calls for, what has already been accomplished, and what remains to be done.

Adoption of the amended 2017 Comprehensive Plan in September 2027 will allow the Town Council to carry this work directly into its October 2027 Strategic Planning Meeting. At that meeting, the Council can consider which goals, objectives, projects, and strategies identified through the Comprehensive Plan review should be incorporated into the Town's priorities and work plan for the coming years.

NEXT STEPS UPON COUNCIL APPROVAL

If approved, Staff will distribute the Comprehensive Plan, Scope of Work and Schedule, and review worksheets to the Planning Commission and Town Council in November 2026. Staff will then begin preparing the limited set of recommended factual and housekeeping amendments for presentation to the Planning Commission on January 5, 2027.

Throughout the process, Staff and the Planning Commission should remain mindful that the objective is not to recreate the extensive planning process that produced the 2017 Comprehensive Plan. Rather, the objective is to preserve the substantial work already completed, update the document where necessary, and selectively address substantive issues when there is a clear and documented reason to do so.

MOTION

I move that the Town Council adopt Resolution No. 2026-05, authorizing and referring the review and update of the 2017 Round Hill Comprehensive Plan to the Planning Commission and Town Staff, consistent with the scope, guiding principles, and schedule outlined in the Staff Report and Attachment 1, with the goal of completing the Town Council public hearing by September 15, 2027.

2017 Comprehensive Plan Review & Update

Scope of Work & Schedule

Attachment 1

November 2026 – Planning Commission & Town Council receive printed copies of the Comprehensive Plan to review at home, with accompanying scope of work and worksheets to track notes, comments and questions

December 1, 2026 – Planning Commission Review of Comprehensive Plan

January 5, 2027 – Planning Commission Review Staff Recommended Edits which include only:

- Statements that are factually incorrect
- Information that is clearly out of date
- Content that is no longer relevant due to changed conditions
- Goals, strategies, or actions that have been fully completed
- Provisions requiring amendment to maintain consistency with applicable changes in federal, state, or local law.

February 2, 2027 – Planning Commission Review of Comprehensive Plan

March 2, 2027– Planning Commission & Town Council Comprehensive Plan Work Session

April 6, 2027 – Planning Commission Agree on Final Version of Draft Document & Vote to Advertise Public Hearing

May 4, 2027 – Planning Commission Public Hearing & Vote to Send Final Draft to Town Council

May 19, 2027 – Town Council Discussion of Planning Commission Proposed Edits to Comprehensive Plan

June 1, 2027 – Town Council Discussion of Comprehensive Plan

June 16, 2027 – Town Council Review & Discussion of Comprehensive Plan

July 7, 2027 –Town Council Review & Discussion of Comprehensive Plan. **Direct staff to make final revisions to draft, complete a redline version for Town Council to review**

July 21, 2027 – Town Council Final Edits/Comments and Schedule Public Hearing

August 2027 – Town Council Recess (Comprehensive Plan Advertisement Period)

September 1, 2027 – Town Council Public Hearing

September 15, 2027 – Town Council Vote on Comprehensive Plan

**TOWN OF ROUND HILL
RESOLUTION**

INTENT TO AMEND COMPREHENSIVE PLAN

RESOLUTION: 2026-05

PRESENTED: October 7, 2026

A RESOLUTION REFERRING A FOCUSED REVIEW AND UPDATE OF THE 2017-2037 ROUND HILL COMPREHENSIVE PLAN TO TOWN STAFF AND THE PLANNING COMMISSION FOR REVIEW AND RECOMMENDATION

WHEREAS, The Round Hill Town Council adopted the 2017-2037 Round Hill Comprehensive Plan on January 10, 2017, as the Town's primary long-range planning document; and

WHEREAS, the Comprehensive Plan was developed through an extensive multi-year process involving public participation, Planning Commission review, and Town Council consideration, and continues to provide a sound framework for the Town's long-range planning; and

WHEREAS, the Round Hill Town Council desires to ensure that the Comprehensive Plan remains accurate, relevant, reliable, and useful, while generally preserving the goals, objectives, policies, and overall direction established by the 2017 Comprehensive Plan; and

WHEREAS, the Town Council intends for this effort to be a focused review and update of the existing Comprehensive Plan rather than the development of an entirely new Comprehensive Plan or a broad reconsideration of established Town policy; and

NOW THEREFORE, that the Round Hill Town Council hereby refers to the Town Planning Commission a focused review and update of the 2017 Round Hill Comprehensive Plan in accordance with the Scope of Work and Schedule established by the Town Council.

BE IT FURTHER RESOLVED, while substantive policy amendments are not intended to be the primary focus of this review, the Town Council recognizes that changed conditions or other circumstances may warrant reconsideration of individual policies on a case-by-case basis when accompanied by appropriate reasoning and justification, and that the review should assist the Town in identifying existing goals, projects, programs, and strategies for consideration in future strategic planning, budgeting, and capital planning.

ADOPTED THIS 7th Day of October, 2026

SIGNED: _____
Scott T. Ramsey, Mayor

ATTEST:

Harriet West, Town Clerk



Status of Hayman Lane Groundwater Exploration Program

Town of Round Hill, Virginia

October 7, 2026

Peter J. Foster, PG

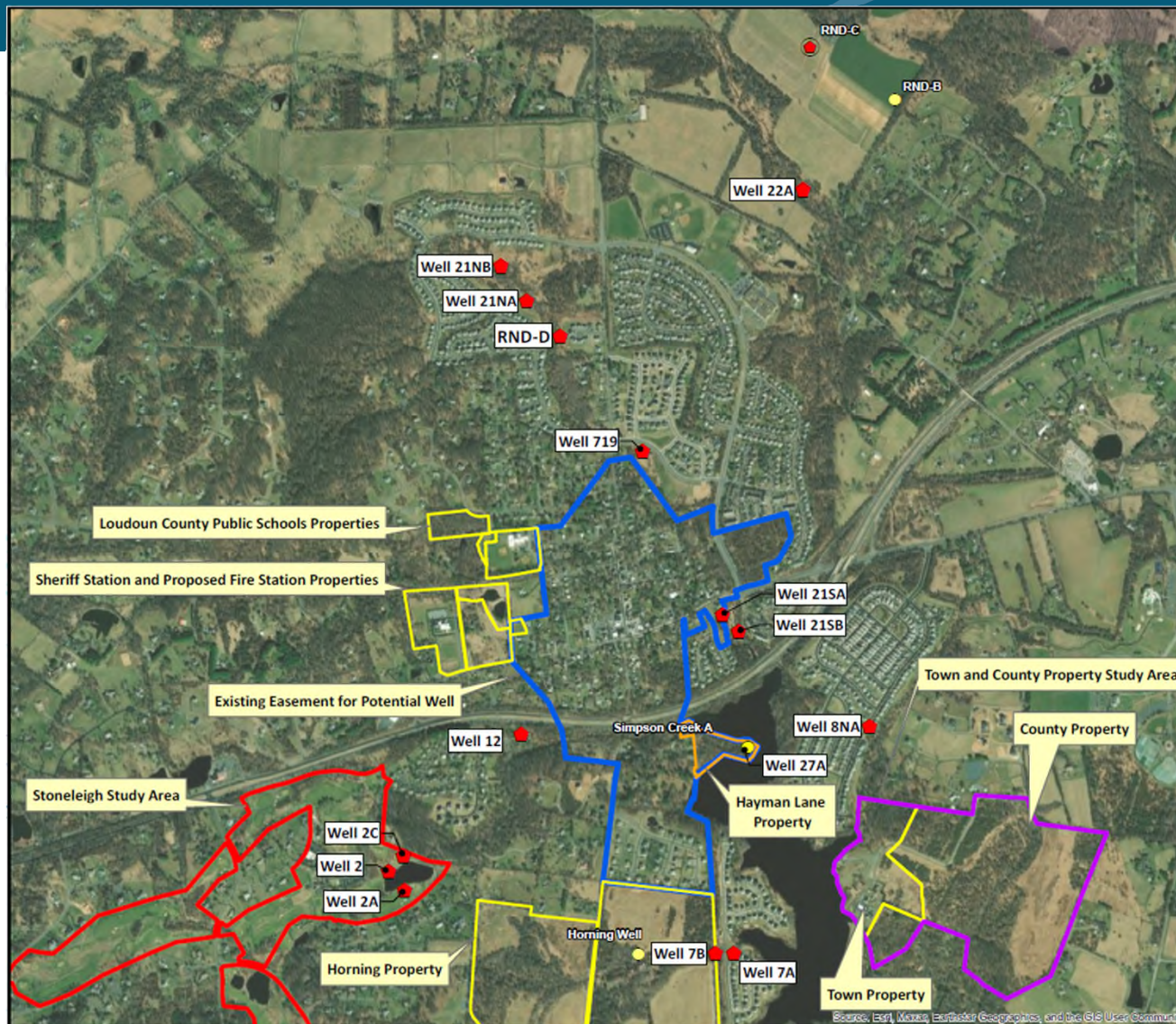


FIGURE 1

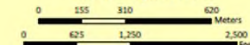
Existing Production Wells,
and Properties Previously Evaluated
by EGGI (2022) on an Aerial
Photograph Basemap
Town of Round Hill
Loudoun County, Virginia

Legend

- Well 2A Existing Round Hill Production Well
- Well RND-C Proposed Production Well
- Existing Exploratory Test Well
- Town and County Property Study Area
- Parcels for 2022 Review Investigation
- Stoneleigh Exploration Study Area
- Hayman Lane Town-Owned Property
- Town Boundary



Scale is 1:15,000
1 inch = 1,250 feet



Emery & Garrett

Groundwater Investigations, a Division of GZA

FIGURE 1

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

From March 2025 Presentation: Summary of Suggested Next Steps

- **Consider Conducting Parallel Path Projects to Either Continue Working Towards Developing Well RND-C, Simpsons Creek, and/or Other Sources as Described Below**
- **Continue Evaluation of Hayman Lane Property – To include exploratory test well drilling, clean-out of Well 27A, and engineer’s preliminary evaluation of PFAS treatment needs**
- **Explore Town-Owned Yatton Lane Property**
- **Formulate First Right of Refusal Letter with the Horning’s for Right to Develop Public Water Supply Well on Their Property in the Future**
- **Long-Term Planning – EGGI Recommends the Town Continue to Explore Other Groundwater Options as Outlined in EGGI 2022 (e.g., County/Town Properties, Stoneleigh, Well #14 or other)**

Hayman Lane Groundwater Exploration Activities to Date

Hayman Lane Existing and Proposed Test Well Actions:

- Permitted Proposed Test Wells RND-T1 and RND-T2 (State and County Health Departments)
- Cleaned-out Existing Well 27A with Drill Rig (airlift yield after clean out was approximately 80-100 gpm)
- Drilled Test Well RND-T1 (airlift yield at the end of drilling was 18 gpm)

FIGURE 3
Hayman Lane Electrical Resistivity
Survey Line Locations and Proposed
Exploratory Test Well Locations

Town of Round Hill
Loudoun County, Virginia

Legend

-  Proposed Exploratory Test Well
-  Existing Well
-  50-foot Setback Around Well
-  100-foot Setback Around Well
-  Town-Owned Parcels
-  Loudoun County Parcels
-  Electrical Resistivity Survey Line
-  Loudoun County Flood Plains

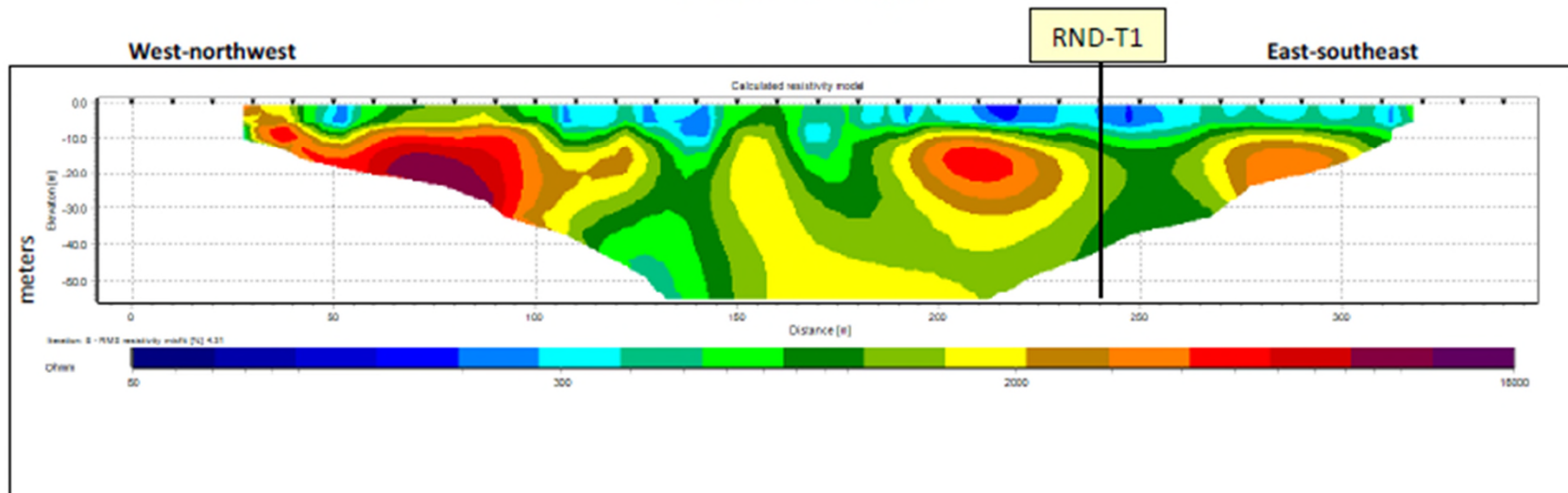


Scale is 1:2,400
1 inch = 200 feet

0 20 40 80 Meters

0 100 200 400 Feet

Electrical Resistivity Survey Line R3 - Gradient Method Groundwater Exploration and Source Development Round Hill, Virginia



[illegible]

Hayman Lane Next Steps

- **Finalize Well Permitting Process with VDH and Loudoun County for Wells 27A and Simpsons Creek A**
- **Prepare to Rework or Redrill Simpson Creek A - Including borehole geophysics, site preparations, well drilling**
- **Proceed with Pumping Test and Full Water Quality Testing of Simpson Creek Well A and Well 27A – Work Plan to be fully developed after reconstructing Simpsons Creek Well A**
- **Compile and Submit Hydrostudy Report to Permit 1 or 2 Wells (pending above steps)**
- **Existing Allocated Budget has Funds Available to Cover Most (all?) of These Costs, Will Require Reallocation of Some Unused Line Items**
- **EGGI Recommends Continuing to Allocate Funds for Groundwater Development Efforts Beyond Hayman Lane to Keep Momentum on Other Initiatives Previously Identified**

Thoughts/Questions?

