

Commission Reports August 2012

Airport Commission

- No meeting was held in August.

Board of Architectural Review

August 6, 2012 Work Session

1. 6:30pm SITE VISIT: 521 E Market Street for TLHP-2012-0057
2. DISCUSSION OF CASES DEFERRED OR RECESSED
 - a. TLHP-2012-0050 AND TLHP-2012-0058 (212 N King St.) discuss site visit
 - b. TLHP-2012-0057 521 through 545 E Market Street (B-2/H-2), Andrew Neumann, Neumann Bellewood LLC. Replace cedar shake roof with asphalt architectural shingles on Bellewood Commons Shopping Center
 - c. TLHP-2012-0062 107 N King Street (B-1/H-1), John Voigt, Sign-A-Rama. Wall sign for McEnearney Real Estate
 - d. TLHP-2012-0061 (Deferred) 209 North Street NE (R-HD/H-1), Paul Reimers, PR Construction. New house construction
 - e. TLHP-2011-0080 207 North Street NE (R-HD/H-1), Paul Reimers, PR Construction. Corrected elevations
 - f. TLHP-2012-0056 540 E Market Street (B-2/H-2), Gary Fennell, Plamondon Enterprises
Exterior alterations to Roy Rogers, including paint colors. Applicant requests to recess until August 20, 2012 BAR Business Meeting
 - g. TLHP-2012-0064 707 E. Market Street (B-2/H-2), Carolyn Thaemert, AutoZone. Exterior alterations to storefront
 - h. TLHP-2012-0074 707 E. Market Street (B-2/H-2), Carolyn Thaemert, AutoZone. Comprehensive sign change to shopping center.

August 8, 2012 Courthouse Square Public Meeting

1. RECESSED CASES (Public Hearing Items)
 - a. TLHP-2012-0040 Courthouse Square (H-1 Overlay)
Project Description: Construction of new 104,000 sq ft. mixed use office, retail and restaurant building with parking structure.
 - b. TLHP-2012-0042 Courthouse Square (H-1 Overlay). Partial demolition of 9 E. Market Street, SE

August 20, 2012 Regular Business Meeting

1. PUBLIC HEARINGS on Deferred and Recessed Cases in the H-1 Overlay District
 - a. TLHP-2011-0080 207 North St NE (Lot 3B) (R-HD/H-1), Paul Reimers, PR Construction and Dev.
Project Description: New construction, elevation amendments to COA, deferred from July 16, 2012. Adjoining property owners have been notified of this meeting.
 - b. TLHP-2012-0062 107 N King Street (B-1/H-1), John Voigt, Sign-A-Rama
Project Description: Wall sign for McEnearney Real Estate. Recessed from July 16, 2012, no new notices required.
2. PUBLIC HEARINGS on New Cases in the H-1 Overlay District
 - a. TLHP-2012-0070 25 S. King St. (B-1/H-1) Marie L. Wallace, Coldwell Banker Residential Brokerage
Project Description: Install two (2) new awnings with signage on each.
 - b. TLHP-2012-0072 109 Liberty St. NW (B-1/H-1) Drew Lauten. Replace 17 windows and two (2) doors to match existing.
 - c. TLHP-2012-0075 208 Cornwall St. NW (B-1/H-1) David L. Stern and Bronwyn Duffy. Replace porch floor with stone and replace front door

3. PUBLIC HEARINGS on Recessed Cases in the H-2 Overlay District

- a. TLHP-2012-0064 707 E. Market Street (B-2/H-2), Carolyn Thaemert, AutoZone. Exterior alterations to storefront.
- b. TLHP-2012-0053 3 Greenway Dr. SW (PRN/H-2), Charles W. Leopold, Greenway Childcare RE, LLC. Exterior alterations to existing daycare building
- c. ~~TLHP-2012-0056 540 E Market Street (B-2/H-2), Gary Fennell, Plamondon Enterprises~~
~~Exterior alterations to Roy Rogers, including paint colors.~~
Applicant requests to be recessed until September 17, 2012 meeting

4. ADMINISTRATIVE AGENDA

Administrative approvals of COAs (For Information Only)

- a. TLHP-2012-0066 (615 E. Market St) digital gas price (Sunoco) sign
- b. TLHP-2012-0071 (1 Loudoun St SW) bracket "Jeans Whisperer" sign
- c. TLHP-2012-0073 (10 S King St) bracket "Chimole" sign

Board of Zoning Appeals

- No meeting was held in August.

Economic Development Commission

- Planning Director, Susan Berry Hill, introduced Preservation Planner, Kim Del Rance, to the Commission.
- The Commission scheduled their topics of discussion through the end of the year.
- The Commission will receive an update on Form Based Code at their next meeting.

Environmental Advisory Commission

- No meeting was held in August.

Parks and Recreation Commission

- An update of the status of the Potomac Crossing Park litigation was provided. Additional details to be provided when the settlement is finalized.
- The Parks & Recreation video that was submitted for Gold Medal consideration was shared.
- The Parks & Recreation Advisory Commission endorsed the concept of staff moving forward with the development of a formal passive entrance to Veterans Park.

Planning Commission

- No meeting was held in August.

Public Art Commission

- Discussed proposal for Council concerning the mural.
- Jeanette Irby and Susan Berry-Hill attended to go over legalities of participation for fundraisers and BAR involvement.
- Participation in the Village of Leesburg sculpture project may be over – RFQ has been developed

Standing Residential Traffic Committee

- Carolyn Snyder and Wendy Overton, residents of the Lowenbach Subdivision, were present to discuss issues with tractor trailers driving on Catoctin Circle between Edwards Ferry Road and Battlefield Parkway. They noted that the traffic circles at North Street had been damaged on multiple occasions, and they suspect that some, if not all, of the damage was caused by large trucks. Calvin Grow stated that pavement markings had been refreshed at the traffic circles, and trees had been trimmed to increase visibility for the signage. Staff stated that they had performed traffic counts that showed one tractor trailer travelling southbound on Catoctin Circle in a 24-hour period. Committee members

discussed the fact that Catoctin Circle isn't the most appropriate route for tractor trailer deliveries. Staff stated that Town Council could act to restrict truck traffic on this section of Catoctin Circle. The following motion was passed unanimously.

A motion by Liz Whiting, seconded by Sandy Grossman, that the SRTC recommend restricting truck traffic on Catoctin Circle, and that Town staff refer the issue of truck traffic on Catoctin Circle between Edwards Ferry Road and Battlefield Parkway to the Town Council under the provisions of the Traffic Management Plan.

- *Review of the Residential Traffic Management Plan.* Staff presented some minor revisions that were made to the traffic calming flow chart and ranking system following the June 4, 2012 meeting. The following motion was passed unanimously.

A motion by Sandy Kane, seconded by Sandy Grossman, that the SRTC send a recommendation to Town Council to adopt revisions to the Residential Traffic Management Plan regarding the handling of traffic calming requests, as presented by Town staff. (See attached Letter)

- *Request for a Raised Crosswalk at 336 Deerpath Avenue near the Foxridge Pool Area.* Town staff presented the results of a pedestrian count performed on Deerpath Avenue on June 29, 2012. Mike Armstrong noted that there were a total of 14 pedestrians during a five hour period, and that there were five pedestrians during the peak hour. Calvin Grow noted that the pedestrian volume did not meet VDOT guidelines for the installation of crosswalks. The following motion was passed unanimously.

A motion by Liz Whiting, seconded by Sandy Grossman, that Town staff contact the complainant and direct them to the homeowners association for help with increasing awareness of Pedestrian crossings in the Foxridge Subdivision.

Thomas Balch Library Commission

- No meeting was held in August.

Tree Commission

- The Tree Commission did not meet in August due to lack of quorum
- Chairman Seeman asked commissioners to develop a list of ideas for enhancing our tree canopy that I and/or Bill Ference will present at the Sept 6 Tree Workshop
- Chairman Seeman and Staff Liaison Bill Ference have developed ideas that we will present at the workshop

URAC

- No meeting was held in August.



August 27, 2012

The Honorable Kristen C. Umstattd, Mayor
Members of the Town Council
25 West Market Street
Leesburg, VA 20176

RE: Residential Traffic Management Plan adopted by Town Council on February 12, 2001

Dear Madam Mayor and Council Members:

I am writing on behalf of the Leesburg Standing Residential Traffic Committee (SRTC) regarding the Residential Traffic Management Plan. The SRTC is recommending a change to the plan that will encourage a more thorough and efficient approach to handling traffic calming requests. The proposed change includes a flow chart which outlines the procedure for processing traffic calming requests. Also included are definitions for both basic and comprehensive traffic calming projects, as well as a ranking system for prioritizing comprehensive traffic calming projects. The following motion was passed unanimously at the August 6, 2012 SRTC meeting:

A motion by Sandy Kane, seconded by Sandy Grossman, that the SRTC send a recommendation to Town Council to adopt revisions to the Residential Traffic Management Plan regarding the handling of traffic calming requests, as presented by Town staff.

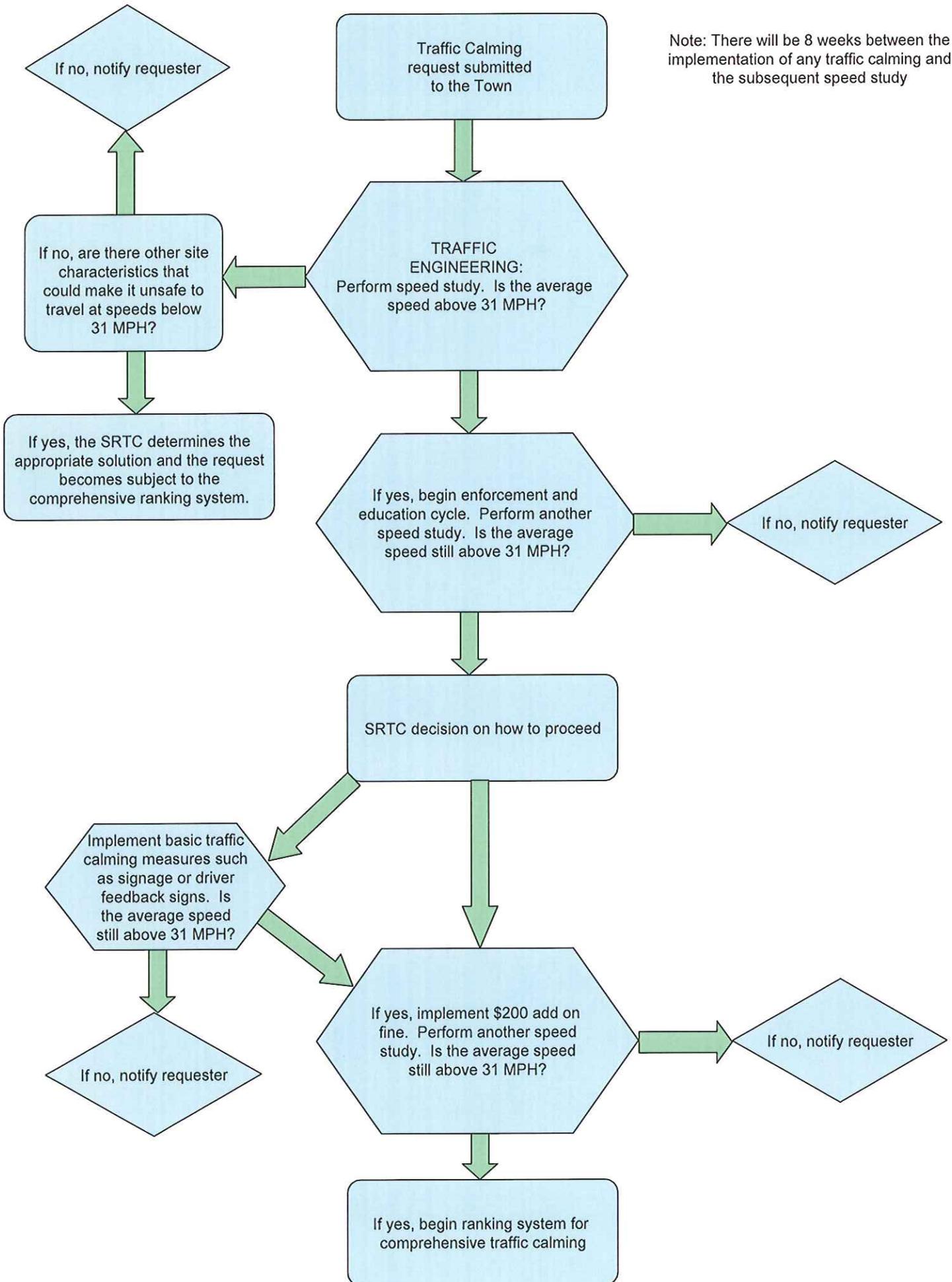
The committee accordingly recommends that Town Council adopt the changes to the Residential Traffic Management Plan.

Very truly yours,

A handwritten signature in blue ink that reads "Elizabeth D. Whiting". The signature is written in a cursive style and is positioned above the printed name of the signatory.

Elizabeth D. Whiting, Chair
Leesburg Standing Residential Traffic Committee

Note: There will be 8 weeks between the implementation of any traffic calming and the subsequent speed study



PRIORITIZATION OF ELIGIBLE COMPREHENSIVE PROJECTS

Eligible Comprehensive traffic calming projects will be prioritized for implementation based upon the severity of the traffic conditions by taking into account the following cumulative traffic impacts: speeding, volume, cut-through traffic, crash history, proximity to pedestrian generators (like schools, parks, community centers) and unique roadway conditions. Priority points will be assigned per the following table:

Speed	2 points for each mph greater than the average speed of 31 mph
Volume	1 point for each 500 vehicles over 1,000 vehicles per day; 5 points if 40-65% or more ADT on local street is cut-through traffic between arterials or major roadways; 10 points if higher than 65%
Crash History	5 points for each speed-related crash in the past 3 years
Pedestrian Generators (15 points max.)	5 points for each school, park or trail access, library or community center or senior housing along roadway; 3 points if within 1 block; 2 points if within 2 blocks
Unique Conditions (15 points max.)	5 points for designation as a Bike Route or as a Town Plan pedestrian corridor, or for proximity to neighborhood business district or existing/planned transit stops; 10 points for written support from Homeowner's Association or 75% of neighborhood residents demonstrated support; 5 points for missing sidewalk section; 5 points for inadequate or uncorrectable site distance problems; 5 points for any other geometric factors which could result in unsafe conditions

BASIC TRAFFIC CALMING

Basic traffic calming services include the installation of traffic control devices (such as crosswalks, truck restrictions, additional \$200 fine for speeding, smart trailer, watch for children, pedestrian warning, driver feedback signs) traffic enforcement by Leesburg Police Department Traffic Enforcement Unit, and traffic safety education. The application of basic and comprehensive measures is subject to the adopted “Residential Traffic Management Plan”. Basic traffic calming consists of those traffic control devices and programs that can be implemented to regulate, warn, guide, enforce and educate motorist, pedestrians and bicyclists. They may include standard striping and signing elements as found in the Manual on Uniform Traffic Control Devices.

Basic traffic calming is used where most traffic concerns can be addressed using education, enforcement and/or engineering.

COMPREHENSIVE TRAFFIC CALMING

Neighborhoods that are experiencing adverse traffic conditions that cannot be addressed using basic traffic calming services may be eligible for a comprehensive traffic calming project, which include speed humps, chokers, traffic circles and raised crosswalk.

The implementation of comprehensive traffic calming projects is limited to residential, 2-lane local or neighborhood collector streets, with a maximum posted speed limit of 25 mph. Streets designated in the Town Plan as through collector roadways are generally not considered for comprehensive traffic calming measures, except for Driver Feedback Signs and additional \$200 fine. These roadways, by their classification or function, are intended to carry higher volumes of traffic to accommodate a large vehicle mix.

THRESHOLD CRITERIA FOR COMPREHENSIVE PROJECTS

The following threshold criteria must be met to be considered for the implementation of Comprehensive traffic calming projects:

Local and Collector Streets (25 mph posted speed limit, 1,000-2,000 vehicles/day):

✓ Greater than the average speed of 31 mph

or

✓ Other site characteristics that could make it unsafe to travel at speeds below 31 mph



September 13, 2012

The Honorable Kristen C. Umstatt, Mayor
Members of the Town Council
25 West Market Street
Leesburg, VA 20176

RE: Residential Traffic Management Plan adopted by Town Council on February 13, 2001

Dear Madam Mayor and Council Members:

I am writing on behalf of the Leesburg Standing Residential Traffic Committee ("SRTC") regarding the "Residential Traffic Management Plan". The SRTC is recommending a change to this plan. Currently, when the SRTC would like the Town to implement a \$200.00 additional fine for speeding in a residential street, the Plan requires 75% support from the "affected residents". The SRTC is recommending that Town Council change this requirement so that when a street exceeds the average speed of 31 MPH after eight (8) weeks of Leesburg Police selective traffic enforcement, the committee can recommend to Town Council the \$200.00 additional fine, at which point a public hearing is conducted. The following motion was adopted at the March 5, 2012 SRTC meeting:

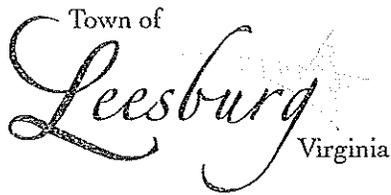
Motion by Sandy Kane, Seconded by Sandy Grossman, that the SRTC support the staff recommendation for creating a protocol that forwards for Town Council action requests for implementing the \$200 add-on penalty for speeding in residential districts authorized by Virginia Code Section 46.2-878.2, to include a public hearing on such requests.

The committee accordingly recommends that Town Council adopt the change to the Residential Traffic Management Plan.

Very truly yours,

A handwritten signature in cursive script that reads "Elizabeth D. Whiting". The signature is written in black ink on a white background.

Elizabeth D. Whiting, Chair
Leesburg Standing Residential Traffic Committee



September 10, 2012

John Wells, Town Manager
25 West Market Street
Leesburg, VA 20176

RE: Truck Traffic on Catoctin Circle between Edwards Ferry Road and Battlefield Parkway

Dear Mr. Wells:

I am writing on behalf of the Leesburg Standing Residential Traffic Committee (SRTC) regarding truck traffic on Catoctin Circle between Edwards Ferry Road and Battlefield Parkway. Residents expressed concerns about this issue at the August 6, 2012 SRTC meeting. The SRTC discussed the issue, and determined that this section of Catoctin Circle would be appropriate for through truck restrictions. The following motion was passed unanimously at the August 6, 2012 SRTC meeting:

A motion by Liz Whiting, seconded by Sandy Grossman, that the SRTC recommend restricting truck traffic on Catoctin Circle, and that Town staff refer the issue of truck traffic on Catoctin Circle between Edwards Ferry Road and Battlefield Parkway to the Town Council under the provisions of the Town Code.

The committee accordingly recommends that this issue be presented to the Town Council.

Very truly yours,


Elizabeth D. Whiting, Chair
Leesburg Standing Residential Traffic Committee

CC: Thomas A. Mason, P.E., Director of Public Works
Standing Residential Traffic Committee



25 West Market Street ■ 20176 ■ 703-777-2420

April 19, 2012

The Honorable Kristen C. Umstattd, Mayor
Members of the Town Council
25 West Market Street
Leesburg, VA 20176

RE: "Yield to pedestrian" signs

Dear Madam Mayor and Council Members:

The agenda for the April 2, 2012 meeting of the Standing Residential Traffic Committee (SRTC) included discussion of "yield to pedestrian" signs installed at W&OD Trail crossings. In 2008, the Town Council passed resolution 2008-155, which endorsed the SRTC approval of the trial usage of "yield to pedestrian" signs on the centerline of Catoctin Circle, SW and Dry Mill Road where they cross the W&OD Trail. The resolution stated that Town staff would monitor the trial locations. Staff observation of the trial locations before and after the sign installation has concluded that the signs are effective at raising driver awareness and slowing vehicles in the vicinity of trail crossings. At the April 2, 2012 SRTC meeting, Town staff presented a recommendation to install additional "yield to pedestrian" signs on Valley View Avenue, South King Street, and Harrison Street where they intersect the W&OD Trail. Staff further recommended that the proposed signs, as with the trial signs, be removed during the months of December, January, and February for purposes of snow removal. The following motion was passed unanimously by the SRTC:

A motion by Sandy Kane, seconded by Betsy Mayr, that the SRTC endorse the staff recommendation to install "yield to pedestrian" signs on Valley View Avenue, South King Street, and Harrison Street where they intersect the W&OD Trail, and that the signs be removed during the months of December, January, and February for purposes of snow removal.

The committee accordingly recommends that Town Council consider these addition signs.

Very truly yours,

A handwritten signature in black ink that reads "Elizabeth D. Whiting". The signature is written in a cursive style.

Elizabeth D. Whiting, Chair
Leesburg Standing Residential Traffic Committee

The Town of
**Leesburg,
Virginia**

PRESENTED October 15, 2008

RESOLUTION NO. 2008-155

ADOPTED October 15, 2008

A RESOLUTION: ENDORSING THE APPROVAL BY THE STANDING RESIDENTIAL TRAFFIC COMMITTEE OF THE TRIAL USAGE OF "YIELD TO PEDESTRIAN" SIGNS INSTALLED ON ROADWAY CENTERLINES AT SPECIFIC PEDESTRIAN CROSSWALKS

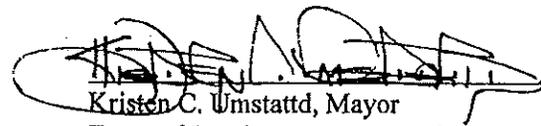
WHEREAS, Town staff presented a study to the Standing Residential Traffic Committee (SRTC) that determined which locations "Yield to Pedestrian" signs could be installed on roadway centerlines at crosswalks and not obstruct or interfere with vehicular traffic; and

WHEREAS, "Yield to Pedestrian" signs at crosswalks mounted on roadway centerlines can be useful in improving driver awareness and Town staff will be monitoring the trial locations; and

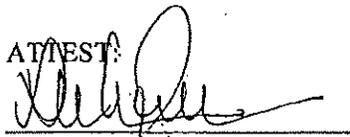
WHEREAS, the SRTC approved the trial usage of "Yield to Pedestrian" signs at the W&OD Trail crossings with Catoctin Circle, S.W. and Dry Mill Road at their July 14, 2008 meeting.

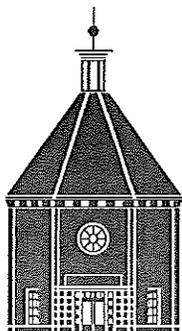
THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows that The Town Council endorses the approval by the SRTC of the trial usage of "Yield to Pedestrian" signs installed on the roadway centerlines at the W&OD Trail crossings with Catoctin Circle S.W. and Dry Mill Road.

PASSED this 15th day of October, 2008.


Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:


Clerk of Council



The Town of
Leesburg,
Virginia

25 West Market Street ■ P.O. Box 88 ■ 20178 ■ 703-777-2420 ■ Metro: 703-478-1821 ■ FAX: 703-771-2727 ■ www.leesburgva.gov

March 8, 2010

The Honorable Kristen C. Umstatt, Mayor
Members of the Town Council
PO Box 88
Leesburg, VA 20178

RE: Policy for Evaluating One-Way Traffic Requests

Dear Madam Mayor and Council Members:

I am writing on behalf of the Leesburg Standing Committee ("SRTC" or "Committee").

The Committee has been asked to consider a request from a resident of the 200 block of Cornwall Street NW to make Cornwall Street one-way westbound from its intersection with Wirt Street to Memorial Drive.

The Committee invited staff to draft a policy for evaluating one-way traffic requests, which the Committee reviewed, modified and approved at our March 1, 2010 meeting. The Committee then voted to forward the policy to the Council with a recommendation for approval. Copies of the SRTC resolutions and the recommended policy are attached.

Thank you for the opportunity to be of service.

Very truly yours,

A handwritten signature in cursive script that reads "Elizabeth D. Whiting". The signature is written in black ink and is positioned above the typed name and title.

Elizabeth D. Whiting, Chair
Standing Residential Traffic Committee

Attachments

C: Town Manager
Director of Public Works
Director of Planning and Zoning
SRTC members

Motion: Kane

Second: Holtz

Re: Approve Policy for Evaluating One-Way Traffic Requests

That the Standing Residential Traffic Committee approve the policy and procedures for converting two-way streets into one-way streets in Leesburg, as drafted and modified by the staff following Committee suggestions February 1, 2010, and as amended upon review March 1, 2010.

Vote:

**Ayes: Whiting, Kane, Corcoran, Kiley, Csizmadia, Grow, McCartney,
Fuller**

Nays: None

Abstentions: None

Absent for vote: Verde, Eaves, Mayr

Non-voting: Reid

Approved: March 1, 2010

Motion: Kiley

Second: Holtz

**Re: Forward Policy for Evaluating One-Way Traffic Requests
With Recommendation of Approval**

That the Standing Residential Traffic Committee forward the policy and procedures for converting two-way streets into one-way streets in Leesburg, as endorsed by the Committee March 1, 2010, with their recommendation that the policy be approved and adopted by the Town Council for use in evaluating such requests, including the pending request by residents along a portion of Cornwall Street NW.

Vote:

**Ayes: Whiting, Kane, Corcoran, Kiley, Csizmadia, Grow, McCartney,
Fuller**

Nays: None

Abstentions: None

Absent for vote: Verde, Eaves, Mayr

Non-voting: Reid

Approved: March 1, 2010



The Town of Leesburg

Policy and Procedures For Converting Two-Way Streets into One-Way Streets in Leesburg

The following actions are necessary to convert vehicular traffic on Leesburg's roads to a one-way operation:

A. Receive a petition from 75% of the affected owners requesting the street to be converted to a one-way operation.

B. The Town will conduct a traffic engineering study to include:

1. An inventory of roadway and traffic characteristics for the route(s) proposed for one-way and the alternate route(s). This inventory should include:
 - a. Roadway length in miles
 - b. Pavement width
 - c. Number of travel lanes
 - d. Shoulder width
 - e. Pavement type and condition
 - f. Speed limit
 - g. Number and type of cultural environment (i.e. residential and/or commercial)
 - h. Vertical and horizontal alignment
 - i. Parking restrictions and/or parking observed
 - j. Accident data for the route(s) proposed for restriction and the alternate route(s)
 - k. On each affected street, count average daily vehicular trips by vehicle type (traffic counts), current directional vehicular volumes, and calculate projected directional vehicular volumes using the Town's Traffic Projection Model.

- l. Two-way traffic during the Town of Leesburg event detour route.
- m. Existing levels of service (LOS) at all affected intersections, proposed LOS at all affected intersections
- n. Speed study – existing speeds on two-way streets
- o. Cost of connecting to a one-way street (e.g. pavement markings, signage, advertisement, reduction in maintenance payments, etc...)
- p. A letter from Fire and Rescue stating whether or not they object to the proposed one-way street
- q. Calculate travel time for residents who live along the proposed one-way street
- r. The number and percentage of “Through trucks” on the route(s) proposed for the one way restriction.
- s. Other roadway and traffic characteristics that may be needed (e.g. Sight Distance, Parking) depending on the particular street.

2. The one-way road request will be accepted for any Public Street.

C. Signs should be erected at the end of proposed routes to advise of the proposed change and identify an address for submitting written comments. These signs shall be in place for a period of thirty (30) days prior to the Public Hearing.

D. A public hearing shall be held by the local governing body and public hearing record will remain open for comments for a period of at least ten (10) working days.

a. Public notices for the hearing must contain a description of the route(s) of the proposed one-way restriction and the alternate route(s) with the same termini.

E. Staff will compile information regarding the traffic engineering study and public comments and make a recommendation to the Town Council. If a one-way street is approved by the Town Council, “One Way” signs will be installed at each end of the routes. Enforcement will be conducted by the Leesburg Police Department.

F. If a request is received to rescind an existing one-way street condition, the procedures outlined previously shall be followed.