

Council Chambers, 25 West Market Street, 7:30 p.m. Mayor Kristen C. Umstattd presiding.

Council Members Present: Kelly Burk, David Butler, Thomas Dunn, Katie Sheldon Hammler, Marty Martinez, Kevin Wright and Mayor Umstattd.

Council Members Absent: Council Member Dunn arrived at 7:32 p.m.

Staff Present: Town Manager John Wells, Deputy Town Attorney Barbara Notar, Deputy Town Manager Kaj Dentler, Director of Public Works Tom Mason, Research and Communications Manager Betsy Fields, Transportation Engineer Calvin Grow and Clerk of Council Lee Ann Green

AGENDA

ITEMS

1. Work Session Items for Discussion

- a. Outreach/Sycolin Road Closure - VDOT
Tom Mason outlined the project for the Sycolin Road/Bypass overpass.

Key Points:

- Project was awarded as a design/build contract to Shirley Contracting/Dewberry and Davis
- Intersection will be closed June 8 and remain closed through August 15, 2014 (14 months)
- Final completion October 2014
- Public information meeting to be held April 4, 2013, location TBD
- Press releases will be done
- Outreach to Homeowners Associations
- Hard mounted signs will be posted
- Signs will be posted at commuter lot
- Will not be called a detour for movements on and off the bypass, but a permanent re-routing
- Signal timing will be analyzed throughout the network to ensure optimal performance

Council Comments/Questions:

- How many vehicles per day will need to be re-routed?
VDOT Answer: 20-30 thousand
- Provide website name rather than phone number on signs
- Coordinate with VRT to readjust their Sycolin Road route
- Who changes the online maps?
- Perform business outreach
- Where will turn arounds happen?
VDOT answer: Hope Parkway
- Would like sign at intersection of Sycolin and Battlefield informing people that local traffic only should be going any further

- When will Miller Drive be opened?
Staff answer: About the same time as the road closure goes into effect
- Need a crosswalk at the Hope Parkway light since trail will be on the opposite side of Sycolin
- Sign directing people to the outlet mall once they are re-routed away from the intersection
- Use Facebook, Twitter and text alerts as tools for outreach

- b. Blue Ridge Hospice request to ban clothing collection boxes
Ernie Carnevale discussed Blue Ridge Hospice's request to have clothing collection boxes banned from Leesburg.

Key Points:

- Benefits do not stay in Loudoun/Leesburg
- Winchester is working on an ordinance to regulate clothing boxes
- Berryville is coordinating with Winchester
- Purcellville is contacting property owners
- Third party collection companies are used to pick up the donations

Council Comments/Questions

- Cannot regulate as they are located on private property
- Would prefer to see local nonprofits benefit from donations
- Check with municipal attorneys in Winchester and Berryville

- c. Legislative Update

Betsy Fields gave a brief report on the most recent activities of the General Assembly with respect to Leesburg's legislative agenda.

Key Points:

- The town requested four bills be submitted
- Two bills have moved through both houses – Balch Library Endowment and adding real estate taxes as incentives for the Arts and Cultural District
- Building code enforcement bill has been referred to the Housing Committee
- Survey of other municipalities is being performed
- Need additional guidance on the demolition of derelict structures bill
- Amendments to the family health care structures bill makes it worse

Council Comments/Questions:

- Send another letter to the county requesting enforcement
- Amend derelict structures bill if possible; if not withdraw it.

d. Council Liaison Discussion

Vice Mayor Butler stated he has presented some proposed changes to the ordinance that deals with Boards and Commissions:

Key points:

- Added the SRTC to the ordinance
- Proposed adjusting compensation for the members of Boards and Commissions, with the exception of the Planning Commission and Board of Architectural Review
- Proposed changing Council liaison requirements to quarterly attendance and discussions with the chairs monthly
- Combination of Tree and EAC into a single commission
- Add Leesburg Community Outreach Commission dealing with community issues that affect underserved populations
- Adjusted duties of the Tech Comm to reflect different business practices
- Adjusted number of commissions/committees a single person can be appointed to
- Give specific commissions particular projects

Council Questions/Comments:

- Commissioners do not serve because of the level of compensation
- Concern over the wording of a consolidation of the EAC and Tree Commissions
- No interest in a Community Outreach Commission – this should be done by Council
- Agree to only allowing a person to serve on one commission and one committee
- Should make Council Liaison assignments first and then focus on the other issues
- Should not make Council attendance at commission meetings mandatory
- Council Members should be in constant contact with the Commission Chair
- Suggest a meeting of all Boards and Commission to increase collaboration
- If compensation is increased, should be consistent and methodical
- Planning Commission's compensation should be increased as well
- Tempting to combine commissions
- Community outreach commission as envisioned would be a duplication of county functions
- Updates from commissions can be made during Council member comments
- Council needs to agree on the policy guidance for each commission

It was determined that Commission liaison appointments will be made at the Tuesday night meeting and the remainder of subjects will be discussed at the next work session.

2. Information Items

a. Traffic Light at Battlefield Parkway and Plaza Street

Council Member Martinez noted that there had been an accident at this intersection involving a school bus. He requested that this process be started as soon as possible.

Council supported an appropriation of \$50,000 for design to be put on the agenda for Tuesday night.

b. Utilities Capacity Follow-up

Council Member Burk stated she has heard from utilities users who would like additional information with respect to the utilities follow-up. She stated they felt the report was not transparent and some numbers were left out. She stated she would forward their questions to the Town Manager to be answered.

3. Additions to Future Council Meetings

Council Member Dunn questioned whether the utility plants could have been increased as needed rather than all at once. He also asked for a discussion of availability fees. Further, he asked for discussion of allowing food vendor carts in the downtown.

Council Member Burk asked that the recommendations from the Standing Residential Traffic Committee be addressed in two weeks.

Council Member Martinez asked that the Boards and Commissions Sharepoint site be used more by the advisory boards.

Council Member Wright noted that an initiation of a zoning ordinance change to allow temporary outdoor storage of automobiles.

Council Member Hammler noted that there is current federal legislation proposed that would affect tax exempt bonds and that a letter will need to be sent to the town's federal legislators.

4. Closed Session

None.

5. Adjournment

On a motion by Council Member Butler, seconded by Mayor Umstattd, the meeting was adjourned at 10:30 p.m.

Clerk of Council
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Council Chambers, 25 West Market Street, 7:30 p.m. Mayor Umstattd presiding.

Council Members Present: Kelly Burk, David Butler, Thomas S. Dunn, Katie Sheldon Hammler, Marty Martinez, Kevin Wright and Mayor Umstattd.

Council Members Absent: None.

Staff Present: Town Manager John Wells, Deputy Town Attorney Barbara Notar, Deputy Town Manager Kaj Dentler, Economic Development Director Marantha Edwards and Clerk of Council Lee Ann Green

AGENDA

ITEMS

1. CALL TO ORDER

2. INVOCATION: Council Member Dunn

3. SALUTE TO THE FLAG: Mayor Umstattd

4. ROLL CALL: Showing all Council Members present.

5. MINUTES

a. Regular Session Minutes of January 22, 2013

On a motion by Council Member Martinez, seconded by Vice Mayor Butler, the minutes of the Regular Session meeting of January 22, 2013 were approved by a vote of 7-0.

6. ADOPTING THE MEETING AGENDA

On the motion of Council Member Martinez, seconded by Vice Mayor Butler, the meeting agenda was approved after moving Items 11 a and 14 a to the Consent Agenda by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstattd

Nay: None

Vote: 7-0

7. PRESENTATIONS

a. HUBZone

Marantha Edwards gave a presentation on the recent designation of a portion of the Town as a HUBZone (Historically Underserved Business Zone).

8. PETITIONERS

a. The Petitioner's Section was opened at 8:13 p.m.

Sergio Loya, stated he is a member of the tennis community. He stated the tennis community would like the Council to consider creation of a Tennis Advisory Committee. He stated they would like to create a Friends of Ida Lee Tennis 501c(3) as well to address issues of the tennis community.

Eric Zimmerman, 50 Catoctin Circle, NE, stated the Civil War Historic Trust is attempting to purchase a 3.3 acre tract in the north east section of town. He stated there is a historic structure on the property dating back to the Civil War. He stated the property will be transferred to the Northern Virginia Regional Park Authority. Unfortunately, the ownership of Balls Bluff Road is unclear and without the road, there is no direct access to the property. He asked that the town grant an easement for ingress and egress for the property.

Evan MacBeth, 327 Stableview Terrace, NE, discussed the recent accident at Battlefield Parkway and Plaza Street involving a school bus. He thanked Council for their decision to put a traffic light at the intersection, but he asked Council to consider using traffic circles on Battlefield Parkway in Exeter at Plaza Street and Catoctin Circle as part of the Capital Improvement Plan. He noted that traffic circles are proven to be safer, and more energy and time efficient. He stated, when properly designed, they significantly improve traffic flow. He expressed his concern that the proposed traffic light will impair traffic flow.

Sandy Grossman, expressed his encouragement and appreciation for Council's decision to fund the design of a traffic signal at Battlefield Parkway and Plaza Street. He stated the light, if programmed properly, should not affect the function of the Battlefield/15 bypass intersection.

Michael Banzhaf, stated he feels it is appropriate to amend the text of the PRC district regulations with regards to the ratio of commercial to office. He suggested addition of a sentence giving Council the option to change the ratio, if necessary. He stated, as a citizen, he is requesting the text amendment.

The Petitioner's Section was closed at 8:43 p.m.

9. APPROVAL OF THE CONSENT AGENDA

On a motion by Council Member Wright, seconded by Vice Mayor Butler, the following items were moved for approval as the Consent Agenda:

- a. *Town Manager's Contract Extension*

MOTION 2013-006

I move to approve the Employment Contract between the Council of the Town of Leesburg, Virginia, and John A. Wells dated February 12, 2013

- b. *Battlefield Parkway at Plaza Street – Traffic Signal*

MOTION 2013-007

I move to authorize the appropriation of \$50,000 from the undesignated fund balance to the Capital Projects Fund to design and engineer a traffic signal for the intersection of Battlefield Parkway and Plaza Street, N.E.

- c. Setting the CY 2013 Council Meeting Calendar

RESOLUTION 2013-032

Setting the CY 2013 Council Meeting Calendar

- d. Initiation of Zoning Ordinance Amendment allowing outdoor vehicle storage as a temporary use

RESOLUTION 2013-033

To Initiate a Zoning Ordinance Text Amendment Allowing the Temporary Storage of Automobiles at Off-Premises Locations

The Consent Agenda was approved by the following vote:

Aye: Burk, Butler, Dunn, Hammler, Martinez, Wright and Mayor Umstattd

Nay: None

Vote: 7-0

10. PUBLIC HEARINGS

- a. None.

11. RESOLUTIONS AND MOTIONS

- a. None.

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

- a. Appointment of Council Liaisons to Boards and Commissions
On a motion by Council Member Martinez, seconded by Vice Mayor Butler, the following was proposed:

MOTION 2013-008

I move appointment of the following Council Liaisons to Boards and Commissions:

<i>Airport:</i>	<u>Kevin Wright</u>
<i>Thomas Balch Library:</i>	<u>Marty Martinez</u>
<i>Board of Architectural Review:</i>	<u>Thomas Dunn</u>
<i>Commission on Public Art:</i>	<u>Kevin Wright</u>
<i>Economic Development:</i>	<u>Kelly Burk</u>
<i>Environmental Advisory:</i>	<u>Dave Butler</u>
<i>Parks and Recreation:</i>	<u>Marty Martinez</u>
<i>Planning Commission:</i>	<u>Kristen Umstattd</u>
<i>Technology and Communication:</i>	<u>Katie Sheldon Hammler</u>
<i>Tree:</i>	<u>Dave Butler</u>
<i>SRTC:</i>	<u>Kelly Burk</u>
<i>URAC:</i>	<u>Katie Sheldon Hammler</u>

14. NEW BUSINESS

- a. None.

15. COUNCIL COMMENTS

Council Member Dunn: Wished everyone an enjoyable Mardi Gras. He stated he did hear from Mr. Banzhaf about his proposal and agreed that it is a good idea.

Vice Mayor Butler: Disclosed a conversation about the Oaklawn Gas Station last week. He stated he enjoyed VML Day. He stated there was a discussion about using the Leesburg Airport as an attraction for bringing the FBI Headquarters to Loudoun County. He stated he also had an opportunity to visit the recycle station where all the recyclables from Loudoun County are sorted. He noted they do not like plastic bags, so those should be recycled at the local grocery store. He stated the Tree Commission is looking at potential tree planting sites around town.

Council Member Burk: Stated she had the opportunity to attend the Downtown Business Association annual dinner with Vice Mayor Butler and Council Member Hammler. She stated it was a very nice event and it is good to see the downtown businesses working together to promote their interests. She stated she appreciated the opportunity to meet with Senator Warner, who came out to meet with women business owners for a very successful event. She thanked Council for considering the four recommendations from the SRTC at the next Council work session.

Council Member Martinez: Noted that baseball is starting up. He expressed his appreciation for Council's support on the traffic signal at Battlefield Parkway and Plaza Street.

Council Member Hammler: Thanked staff for their work with the County on funding for the Battlefield Parkway/Plaza Street signal. She disclosed a meeting with Mike Banzhaf dealing with some of the issues relating to tennis. She disclosed a conversation with Chris Gleckner about the Oaklawn Gas Station. She stated it has been announced that Leesburg is now officially the largest town in Virginia. She noted that the Art Square artwork is on the fifth floor of the General Assembly building in Richmond. She noted the main initiative of the new president of VML is "Healthy Living, Active Living". She suggested a friendly competition with another large town encompassing this topic. She thanked Mr. Wells for agreeing to another two year contract and thanked him for his work making Leesburg a great place to live.

Council Member Wright: Thanked those who went to VML Day as representatives for Leesburg since he was unable to attend. He thanked Rodion Iwanczuk for his diligent participation in Council meetings and comments regarding transportation and land use issues. He thanked the Loudoun County ROTC program for their participation in Relay for Life. He stated they have been delivering Valentines for cancer survivors. He stated the Airport Commission had a presentation from Crosstrail on their most recent application to update the commercial uses within their project. He stated all the uses are commercial, not residential. He stated the

Commission also looked at their budget. He asked for an update on Keep Leesburg Beautiful.

16. MAYOR'S COMMENTS

Mayor Umstattd disclosed a meeting with Chris Gleckner regarding the Oaklawn Gas Station issue. She thanked Chief Price, John Wells, Kaj Dentler, and the airport staff for a professional job done when the President and Vice President flew in on their way to Lansdowne. She noted that Senator Warner talked about his initiatives on internet funding of small business start ups. She thanked the Mason Enterprise Center, the Chamber of Commerce, and the Loudoun County EDC for working on a Crowd Funding Seminar for small businesses. She thanked DayBreak Rotary for a nice breakfast for high school students.

17. MANAGER'S COMMENTS

Mr. Wells thanked Council for the vote of confidence with respect to his contract. He stated in two weeks, he will be presenting the budget which is heading in a positive direction. He stated they are making good progress on long-term budget stability. He stated he will be visiting Texas for the birth of his first grandchild later this week.

18. CLOSED SESSION

None.

19. ADJOURNMENT

On a motion by Vice Mayor Butler, seconded by Council Member Martinez, the meeting was adjourned at 9:11 p.m.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council
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