

TOWN OF LEESBURG
Town Hall
25 West Market Street
AGENDA
Town Council Work Session
November 25, 2013
7:30 p.m.
Council Chambers

1. Items for Discussion

- a. Presentation by Kimley-Horn – Transit System Management Analysis
(Tab 08)(60 min)
- b. Balch Endowment *(Tab 05)(20 min)*
- c. Morven Park Annexation Boundary/Inclusion of Rt. 15 *(Tab 07)(30 min)*
- d. NVTA/HB2313 Implementation Update *(to be delivered)(20 min)*
- d. Crescent Place *(Tab 10)(60 min)*
- e. Building Enforcement Memorandum of Understanding *(Tab 03)(30 min)*

2. Additions to Future Council Meetings *(Tab A)(to be delivered)*

3. Information Memorandums

- a. Council Disclosures *(to be delivered)*
- b. Green Energy Partners – Airport Concerns *(Tab 12)*
- c. Minority Hiring Practices *(Tab 13)*
- d. Crosstrail Update *(Tab 14)*

4. Closed Session *(10 min)*

- a. Land Acquisition

5. Council Invitations

Nov. 22 – Bean Bar Ribbon Cutting, 3 p.m., 1601 Village Market Blvd., Suite 122

Nov. 23 – 11th Annual Freeze Your Gizzard 5k and 1 mile Fun Run, 9 a.m., Ida Lee Park Event area

Dec. 6 – Christmas Tree and Menorah Lighting, 6 p.m., Town Green

Dec. 7 – Annual Arts and Crafts Fair, 9 a.m.-4 p.m., Ida Lee Recreation Center

Dec. 8 – Annual Arts and Crafts Fair, 10 a.m.- 6 p.m., Ida Lee Recreation Center

Dec. 8 – Blowtorch: Robert Kromer, Vietnam and American Cold War Strategy, 2 p.m., Thomas Balch Library

Dec. 12 – Employee Christmas Luncheon, 11:30-2, Ida Lee Recreation Center Lower Level

Dec. 14 – Christmas Parade, 10 a.m., line up at Ida Lee

TOWN OF LEESBURG

Town Hall
25 West Market Street

AGENDA

Town Council Meeting

November 26, 2013

7:30 p.m.

Council Chambers

1. CALL TO ORDER
2. INVOCATION: Council Member Hammler
3. SALUTE TO THE FLAG: Mayor Umstatt
4. ROLL CALL
5. MINUTES (*Tab B*)
 - a. Regular Session Minutes of November 12 , 2013
 - b. Special Session Minutes of November 13, 2013
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
 - a. None.
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
 - a. Initiating an Amendment to the Town Code regarding Portability of Availability Fees (*Tab 01*)

RESOLUTION

Initiating Amendments to the Town Code Chapter 34, Sections 34-29 and 34-127 and Authorizing a Public Hearing Regarding Portability of Water and Sewer Availability Fees

- b. Battlefield Parkway – Edwards Ferry Road to Fort Evans Road Mitigation Credits Award (*Tab 02*)

RESOLUTION

Awarding Purchase of Battlefield Parkway – Edwards Ferry to Fort Evans Stream Mitigation Bank Credits to Bolling Branch Mitigation Bank, LLC in the Amount of \$322,864.50

- c. Initiation of an Amendment to the Town Code regarding a Building Code Enforcement Memorandum of Understanding (Tab 03)

RESOLUTION

To Initiate Amending Chapter 8 (Building and Building Regulation), Article I (In General), Section 8-1 (Building Code and Other Codes) of the Town Code by Adopting Optional Provisions of the Virginia Maintenance Code Including Chapters 3 and 4 and to Authorize the Town Manager to Execute an Amended Memorandum of Understanding Replacing the Existing Memorandum of Understanding Between Loudoun County and the Town for Enforcement of the Virginia Maintenance Code within the Town Limits

- d. Initiating an Amendment to the Zoning Ordinance regarding HVAC Equipment (Tab 04)

RESOLUTION

Initiating Amendmetns to Section 10.4.5.C of the Leesburg Zoning Ordinance to Consider a Reduced Setback for HVAC Equipment

10. PUBLIC HEARINGS

- a. Balch Endowment (Tab 05)(15 min)

ORDINANCE

Establishing an Endowment Fund for the Purpose of Supporting a Library Owned or Operated by the Town

- b. Amending the Town Code regarding Boards and Commissions Compensation and Electronic Participation and Rules of Order (Tab 06) (30 min)

ORDINANCE

To Amend and Reordain Chapter 2 (Administration), Article V (Boards and Commissions), Division I (Generally), Section 2-197 (Compensation)

ORDINANCE

To Amend and Reordain Chapter 2 (Administration), Article II (Town Council), Section 2-23 (Rules of Order and Procedure)

11. RESOLUTIONS AND MOTIONS

- a. Morven Park Annexation Boundary/Inclusion of Rt. 15 (Tab 07)(30 min)

ACTION (as directed)

- b. NVTA/HB2313 Implementation Update *(to be delivered)(20 min)*

MOTION

I move to approve the project letter to the Board of Supervisors

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

14. NEW BUSINESS

- a. Discussion of Town Manager Recruitment Process *(No material)*

ACTION (as directed)

15. COUNCIL COMMENTS

16. MAYOR'S COMMENTS

17. MANAGER'S COMMENTS

18. CLOSED SESSION

- a. None.

19. ADJOURNMENT

ASSISTED LISTENING SYSTEM

Is available at the meeting. If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to participate in this meeting, please contact the Clerk of Council at 703-771-2733. Three days notice is requested. Thank you.

REGULARLY SCHEDULED COUNCIL MEETINGS

Citizens are invited to attend and participate in Town Council meetings. The petitioner's portion of the meeting and scheduled public hearings offer the public two opportunities to present their views to the Council during its meeting.

Petitioners

The petitioners' portion of the Council agenda is the first item taken up by the Council following proclamations and certificates of appreciation. This part of the meeting affords individuals the opportunity to address the Council on any matter not scheduled for a public hearing. Prior to the meeting, those citizens wishing to speak should sign the Clerk's Register on the podium at the front of the Chambers. The Mayor will announce the availability of the sign-up sheet at the beginning of all regular meetings. Petitioners' presentations should be limited to five minutes.

Public Hearings

Certain items of Town business can only be conducted after the Town Council conducts an advertised public hearing. Certain major issues affecting the town's government can also be scheduled for public hearing at the option of the Council. Adoption of the town budget, rezonings, special exceptions and amendments to the Town's subdivision and zoning ordinances all require a public hearing.

Decorum

A person addressing the Council as a petitioner, or during a public hearing, should advance to the podium when recognized by the Mayor and state his or her name and address. Persons should also indicate whether they are representing anyone other than themselves. After the presentation or comments, the Mayor or members of Council may have questions of the petitioner. Decorum will be maintained. Statements, which are demeaning or defamatory to members of the public, the staff or the Council, are inappropriate and out of order.

OTHER COUNCIL MEETINGS

Work Sessions/Committee of the Whole

Council may elect to place an item on the Tuesday night meeting agenda for action. Items will only be added to the agenda if agreed to by a majority of Council present.

Closed Sessions

Under certain circumstances, the Virginia Freedom of Information Act permits the Town Council to meet in a session where the public is excluded. This may be a discussion of personnel matters, legal matters, the acquisition or sale of property and other selected topics. The Council can only go into closed session from a public session and the notice must cite the specific statutory authority to go into closed session and also indicate the general topic to be discussed. Only those matters in the adopted motion to go into closed session can be discussed at that time.

TOWN COUNCIL AGENDA MATERIALS

Generally, all items on the regular Council agenda have been first considered at the Council Committee of the Whole. Individual council members, however, can request full Council action on an item considered, but not reported out of committee.

Materials previously distributed to the Council on Thursday are available to citizens on request from the Clerk's Office. Citizens may also provide the Clerk of Council with an e-mail address or self-addressed, stamped envelopes and Council agendas will be provided to the citizens without further charge. For more information, call the Clerk's Office at (703) 771-2733 during normal business hours or e-mail at clerk@leesburgva.gov.

Meeting agenda packets are available for public inspection in the lobby of Town Hall on Thursdays prior to the scheduled meeting. Council agendas can also be viewed on the town's World Wide Web site at <http://www.leesburgva.gov>.