

TOWN OF LEESBURG

Town Hall

25 West Market Street

AGENDA

Town Council Work Session

May 12, 2014

6:30 p.m. (Note earlier start time)

Council Chambers

1. Items for Discussion

- a. **(6:30-7:30)** Discussion of Town Employee Health Insurance
(To be distributed Friday)(60 min)
- b. **(7:30)** Loudoun County Courts Complex Concept Presentation *(No material)*
(60 min)

2. Additions to Future Council Meetings (Tab A)

3. Closed Session (60 min)

- a. Right-of-way Vacation/Purchase
- b. Potential Sale of Real Property

4. Council Invitations

- May 10* – Get Smart 5k and Fun Run benefitting Smarts Mill PTA, 8 a.m., starts/finishes at Smarts Mill Middle School
- May 12* – Clerk’s Office Tour, 7 p.m., meets at Thomas Balch Library
- May 14* – Business Appreciation Awards, 6 p.m., Tally Ho Theatre
- May 15* – Joint Architectural Review Board Awards, 5:30-7:30 p.m., Birkby House
- May 16* – Visioning Charrette for the H-2/East Market Street Small Area Plan/Loudoun Design Cabinet, 7:30-10:30 a.m., Ida Lee Lower Level
- May 16* – Barre Buddhi Ribbon Cutting, 6 p.m., 305 E. Market (Tollhouse)
- May 17* – Shred Event, 9 a.m. – 1 p.m., Heritage High School
- May 18* – Northern Virginia 2014 Walk to Cure Diabetes benefitting Juvenile Diabetes Research Foundation, 9 a.m., starts/finishes at Ida Lee Park
- May 18* – Blowtorch: Robert Komer, Vietnam and American Cold War Strategy, 2 p.m., Thomas Balch Library
- May 21* – Bright Star Home Health Care Ribbon Cutting, 4 p.m., 722 E Market
- May 26* – Memorial Day Commemoration, 10 a.m., Courthouse Lawn
- May 30* – Donations for Dogs, 12-2 p.m., Lower Level of Town Hall
- May 31* – Western Loudoun Relay for Life, 1 p.m., Heritage High School
- May 31* – 28th Annual Leesburg Classic Car Show benefitting CS Monroe Auto Body and Graphic Arts Depts., 5-9 p.m., Downtown
- June 6* – 50th Anniversary of the Old and Historic District Roundtable Discussion and Celebration, 5:30 p.m., Mason Enterprise Center
- June 8* – Dog Gone Natural Ribbon Cutting, 12 p.m., 21 Catocin Circle, NE
- June 14* – Hertz Ribbon Cutting, 11 a.m., 211 Catocin Circle, NE

TOWN OF LEESBURG

Town Hall
25 West Market Street

AGENDA

Town Council Meeting

May 13, 2014

7:30 p.m.

Council Chambers

1. CALL TO ORDER
2. INVOCATION: Council Member Dunn
3. SALUTE TO THE FLAG: Council Member Martinez
4. ROLL CALL
5. MINUTES (*Tab B*)
 - a. Regular Session Minutes of April 8, 2014
 - b. Work Session Minutes of April 21, 2014
 - c. Regular Session Minutes of April 22, 2014
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
 - a. Certificate of Appreciation – Milt Herd
 - b. Certificate of Appreciation – Peggy Coleman
 - c. Proclamation – Small Business Week
 - d. Presentation – Planning Commission Annual Report
 - e. Presentation – Small Business Development Center (SBDC)
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
 - a. Supplemental Appropriation from a Grant for Thomas Balch Library *Tab 01*

RESOLUTION

Approving a Supplemental Appropriation of a grant of \$6,800 from Loudoun Library Foundation to Thomas Balch Library for Archival Processing

- b. Authorizing a Time Extension for Completion of Public Improvements - PMW Farms, Sections 1 and 2(*Tab 02*)

RESOLUTION

Authorizing a Time Extension for Completion of the Public Improvements for PMW Farms – Section 1 (TLCD 2009-0002) and PMW Farms – Section 2 (TLCD 2010-0005)

- c. Approval of the Next Town Hall Art Exhibit - Exhibit by Steve Edgar (Tab 03)

RESOLUTION

Town Hall Art Gallery – Approval of the Next Art Exhibit by Steve Edgar

- d. Making an Appointment to the Environmental Advisory Commission (Wright)(Tab 04)

RESOLUTION

Making an Appointment to the Environmental Advisory Commission

- e. Approving a Memorandum of Understanding between Loudoun County and the Town of Leesburg regarding Fixed-Route Transit Service and Extending the Term of Agreement for Operation of Transit Service with Virginia Regional Transit for Two (2) Months (Tab 05)

RESOLUTION

Approving a Memorandum of Understanding (MOU) Between the Town of Leesburg and the County of Loudoun Regarding Fixed-Route Transit Service and Approving a Two (2) Month Time Extension of the Virginia Regional Transit (VRT) Agreement for the Current Fixed-Route Transit Service

- f. Virginia Retirement System Employer Contribution (Tab 06)

RESOLUTION

Virginia Retirement System Employer Contribution rate Effective July 1, 2014

10. PUBLIC HEARINGS

Revisions to the Town Code, Design and Construction Standards Manual , and Subdivision and Land Development Regulations for Stormwater Management (Tab 07a, b, c, d)(90 min)

a. ORDINANCE

To Revise Article 5 of the Design and Construction Standards Manual (DCSM) of the Town of Leesburg, Virginia, June 27, 1990, as Amended.

b. ORDINANCE

To Revise Part II, Chapter 14 (Environment), Article II (Stormwater Management), Section 14-19 (Definitions), Section 14-21 (Authority), Section 14-23 (Program Components), Section 14-24 (Violations), Section 14-25 (Hearings) and Section 14-26 (Appeals) of the Code of the Town of Leesburg in Virginia

c. ORDINANCE

To Revise the Town of Leesburg Land Development Review and Inspection Fee Schedule, November 30, 2010, as Amended.

d. ORDINANCE

To Revise Division 3 – Development, Sections 3.08 (Mini Site Plan) and 3.09 (Site Plan Waiver) of the Subdivision and Land Development Regulations (SLDR) of the Town of Leesburg in Virginia, June 28, 2011, as Amended

11. RESOLUTIONS AND MOTIONS

- a. Nominations – 2014 Virginia Municipal League Policy Committees
(Tab 08)(15 min)

RESOLUTION

Nominating Members to VML Policy Committees

- b. Town Employee Health Insurance *(Tab 09)(15 min)*

ACTION (as directed from Work Session)

- c. Cease Work on Morven Park Boundary Line Adjustment and Zoning Ordinance Change *(Tab 10)(45 min)*

RESOLUTION

To Stop Further Work on the Boundary Line Adjustment Process and Zoning Amendment for Morven Park

- d. NVTA Planning Coordination Advisory Committee (PCAC) Appointment
(Tab 11) (10 min)

MOTION

I move to appoint _____ as the Leesburg Town Council's representative on this Northern Virginia Transportation Authority's Planning Coordination Advisory Committee

12. ORDINANCES

- a. None.

13. UNFINISHED BUSINESS

- a. None.

14. NEW BUSINESS

- a. None.

15. COUNCIL COMMENTS

16. MAYOR'S COMMENTS

17. MANAGER'S COMMENTS

18. 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 day's 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>.