

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
July 21, 2014  
Council Chambers

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**1. Items for Discussion**

- a. Leesburg 311 *(No material)(20 min)*
- b. Economic Development Ambassador Program *(Tab 10)(30 min)*
- c. Comprehensive Parking Program *(To be delivered prior to meeting)(45 min)*
- d. Utility Rate Discussion *(Tab 11)(45 min)*

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

**3. Council Invitations**

*July 18* – Movies in the Park, 9 p.m., Ida Lee Park

*July 19* – Acoustic on the Green, 7 p.m., Town Green

*July 20* – Bluemont Concert Series, 7 p.m., Courthouse Lawn

*July 23* – Leesburg Premium Outlets Food Hall Ribbon Cutting, 10:30 a.m., 241 Ft  
Evans Rd (Food Court)

*July 26* – Acoustic on the Green, 7 p.m., Town Green

*July 27* – Bluemont Concert Series, 7 p.m., Courthouse Lawn

*August 12* – Sycolin Road Overpass Ribbon Cutting, 10 a.m., Sycolin Rd/Bypass

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting  
July 22, 2014  
7:30 p.m.  
Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Council Member Hammler
3. SALUTE TO THE FLAG: Council Member Wright
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Work Session Minutes of July 7, 2014
  - b. Regular Session Minutes of July 8, 2014
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Certificate of Appreciation – Elizabeth Preston
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Browns Meadow/Woodberry Road Drainage Easement Acquisition (*Tab 01*)

**RESOLUTION**

Declaring that a Public Necessity and Use Exists, Authorizing the Acquisition of Permanent and Temporary Easements for the Browns Meadow Drainage Improvements Project

- b. Flight School Office Lease Renewal (*Tab 02*)

**RESOLUTION**

Awarding a Lease to AV-ED Flight School, Inc. for Office Space in the Terminal at the Leesburg Executive Airport

- c. Easement Authorization for Access to Water Plant Serving Verizon (*Tab 03*)

**RESOLUTION**

Authorizing Cellco Partnership, D/B/A Verizon Wireless Right of Way Easement Agreement at Edwards Ferry Road Substation Lot 2

- d. Traffic Signal Easement on Airport Property (Tab 04)

**RESOLUTION**

Authorizing the Mayor to Execute a Deed of Easement Conveying a Traffic Signal Easement on Airport Property to the Loudoun County Board of Supervisors for its Proposed Traffic Signal at the Intersection of Sycolin Road and Loudoun Center Place

- e. Time Extension for Public Improvement Completion for PMW Farms, Sec. 4 (Tab 05)

**RESOLUTION**

Authorizing a Time Extension for Completion of the Public Improvements for PMW Farms – Section 4 (TLCD 2010-0004)

- f. Reduction of the Performance Guarantee for Public Improvements at Valley View Subdivision (Tab 06)

**RESOLUTION**

Making a Reduction of the Performance Guarantee for Public Improvements at Valley View Subdivision (TLCD 2008-0003)

10. PUBLIC HEARINGS

- a. TLZM 2013-0006 Chesterfield Place (Tab 07)(30 min)

**ORDINANCE**

Approving TLZM 2013-0006 Chesterfield Place, to Rezone the Existing 3.2 acre Chesterfield Condominium Development from B-1 to PRN

- b. Water and Sewer Rates (Tab 08)(45 min)

**ORDINANCE (Pending Council Direction on Monday)**

To Amend and Reordain Sections of Chapter 34 (Utilities), Articles II (Water System) and III (Sewers and Sewage Disposal) of the Town Code of Leesburg, Virginia, 2009, as Amended and Section 34 of Appendix B Fee Schedule Regarding Water and Sewer Fees, Rates and Charges

11. RESOLUTIONS AND MOTIONS

- a. Mervin Jackson Park (Tab 09)(30 min)

**RESOLUTION**

That Town Council Approve a Base Design Concept for Mervin Jackson Park that does not Exceed \$30,000, and Funding Amenities beyond the Baseline Design will be Addressed as Part of the FY 2016 Budget Process

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](mailto: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>.