

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
January 11, 2016  
7:30 p.m.  
Council Chambers

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**1. Items for Discussion**

- a. Leesburg Listens Presentation (*Tab 01*)
- b. Telecommunication Antennas (*Tab 02*)
- c. Pre-Planning Process: Task Force on Potential Police/Sheriff Efficiencies (*Tab 03*)
- d. Appointment/Selection Process for Mayor and/or Council Member (*Tab 04*)

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

**3. Information Memorandums**

- a. None.

**4. Council Invitations**

*Jan. 10* – Friends of Thomas Balch Library Annual Meeting, 2 p.m., Balch Library

*Jan. 11* – Downtown Business Forum, 7:30 -10:30 a.m., Ida Lee Recreation Center (lower level)

*Jan. 12* – Plum Grove Cyclery Ribbon Cutting, 11:00 a.m., 120-C East Market Street

*Jan. 17* – “Lift Every Voice”, Martin Luther King Choir Festival, 4 p.m., 605 West Market Street (Holy Trinity Lutheran Church)

*Jan. 18* – Martin Luther King Day Observance, Town Offices Closed.

*Jan. 18* – Martin Luther King Day March, 9 a.m., Douglass Community Center

*Feb. 5* – First Friday, 5:30 p.m., Downtown

*Feb. 15* – President’s Day Observance, Town Offices Closed.

*Feb. 21* – Letters from Edgar’s Trunk, 2 p.m., Thomas Balch Library

*Mar. 4* – First Friday, 5:30 p.m., Downtown

*Mar. 5* – Spring Bling Fine Arts/Crafts Fair, 9 a.m. – 4 p.m., Ida Lee Recreation Ctr.

*Mar. 6* – Jane Austen, Edward Knight & Chawton: Commerce and Community, 2 p.m., Thomas Balch Library

*Mar. 19* – Walking Tour of Civil War Leesburg, 10 a.m., Thomas Balch Library

*Mar. 19* – Easter Egg Hunt, 12 p.m., Ida Lee Park grounds

*April 3* – Eagle Marks on American Silver, 2 p.m., Thomas Balch Library

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting

January 12, 2016

7:30 p.m.

Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Vice Mayor Burk
3. SALUTE TO THE FLAG: Council Member Butler
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Work Session Minutes of December 7, 2015
  - b. Regular Session Minutes of December 8, 2015
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Certificates of Recognition and Proclamation - Heritage High School Girls Cross Country 4A State Champions
  - b. Proclamation – The Humane Society of Loudoun County: Celebrating 50 Years of Service
  - c. Presentation – INOVA Master Plan (Pat Walters/Stacey Miller)
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Requesting the Virginia Department of Transportation to Accept Certain Streets (*Tab 05*)

**RESOLUTION**

Requesting the Virginia Department of Transportation to Accept Certain Streets

- b. Sycolin Road Widening Phase IV – Right-of-Way Dedications and Easements (*Tab 06*)

**RESOLUTION**

Declaring that a Public Necessity and Use Exists, Authorizing an Offer to Acquire Right-of-Way Dedications and Easements for the Sycolin Road Widening Phase IV Project

- c. Art exhibit by the C. S. Monroe Technology Center Students of Pam Smith (Tab 07)

**RESOLUTION**

Approval of a Public Art Exhibit at Town Hall by the C.S. Monroe Technology Center Students of Pam Smith

- d. Request for Funding from Northern Virginia Transportation Authority for the East Market Street (Route 7) and Battlefield Parkway Interchange Project. (Tab 08)

**RESOLUTION**

Application for Fiscal Year 2017 Northern Virginia Transportation Authority Regional Funds

- e. License Agreement between the Town of Leesburg and Lightower Fiber Networks II, LLC, for telecommunications facilities in Town Right-of-Way (Tab 09)

**RESOLUTION**

Authorizing the Town Manager to Execute a License Agreement Between the Town of Leesburg and Lightower Fiber Networks II, LLC, for Telecommunications Facilities in Town Right-of-Way

- f. Authorization to Acquire Land Rights for Construction of a Trail Along Harrison Street (Tab 10)

**RESOLUTION**

Declaring that a Public Necessity and Use Exists and Authorizing an Offer to Acquire Permanent and Temporary Easements for Crescent Place Harrison Street Roadway Improvements

- g. Appropriation of Net Proceeds from 2015 Jingle Jam Concert Series to the Parks and Recreation Budget (Tab 11)

**RESOLUTION**

Approving a Supplemental Appropriation of \$12,200 Resulting from the 2015 Net Proceeds of the Jingle Jam Concerts

- h. Addition to Adopted 2016 Legislative Position Statement (Tab 12)

**RESOLUTION**

Modification to the Adopted Legislative Positions Statement for the 2016 Virginia General Assembly Legislative Session

10. PUBLIC HEARINGS

- a. TLOA-2015-0004 Zoning Ordinance Batch Amendment (Tab 13)

**ORDINANCE**

Amending Article 2 Review and Decision-Making Bodies; Article 3 Review and Approval Procedures; Article 7 Overlay and Special Purpose Districts; Article 9 Use Regulations; Article 10 Density/Intensity & Dimensional Standards; Article 11 Parking, Loading and Pedestrian Access; Article 12 Tree Preservation, Landscaping, Screening, Open Space and Outdoor Lighting; and Article 15 Signs

11. RESOLUTIONS AND MOTIONS

- a. Rescinding Approval of Funding for Town Green Stage and Interactive Water Feature on Mervin Jackson Park (Tab 14)

**MOTION**

- b. Northern Virginia Transportation Authority Planning Coordination Advisory Committee (PCAC) Appointment (Tab 15)

**MOTION**

I move to appoint \_\_\_\_\_ as the Town of Leesburg representative to the Northern Virginia Transportation Authority Planning Coordination Advisory Committee (PCAC)

- c. Selection of Council Representatives to Meet with Sheriff and Board of Supervisor Representatives in advance of Council Work Session on Potential Efficiencies between Leesburg Police Department and Sheriff's Office (Tab 03)

**MOTION**

I move to appoint \_\_\_\_\_ to meet with representatives of the Sheriff's Office and the Board of Supervisors to discuss potential efficiencies between the Leesburg Police Department and the Loudoun County Sheriff's Office.

- d. Appointment of Mayor (Tab 04)

**MOTION**

I move to appoint \_\_\_\_\_ Mayor of the Town of Leesburg effective January 13, 2016 for a term ending December 31, 2016.

*And*

**MOTION**

I move to direct staff to solicit interest from the public for appointment to the vacant Council member seat with appointment to take place at the regularly scheduled \_\_\_\_\_, 2016 Council Meeting.

***OR***

**MOTION**

I move to direct staff to solicit interest from the public for appointment to the vacant mayoral seat with appointment to take place at the regularly scheduled \_\_\_\_\_, 2016 Council Meeting.

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. CLOSED SESSION
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](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>.