

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
June 13, 2016  
7:30 p.m.  
Council Chambers

---

**1. Items for Discussion**

- a. Northern Virginia Regional Gang Task Force (*Tab 01*)
- b. Joint Police/Sheriff Efficiencies Task Force Debrief (*Tab 02*)
- c.. Crescent Parke (*Tab 03*)

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

**3. Information Memorandums**

- a. Loudoun Museum (*Tab 04*)

**4. Council Invitations**

- June 11* – Acoustics on the Green, 7 p.m., Town Green
- June 18* – Acoustics on the Green, 7 p.m., Town Green
- June 23* – Movies in the Park, gates open at 7:30 p.m., Ida Lee Park
- June 25* – Bus Tour: An American Story: Historical African-American Communities and Contributions, 9 a.m. – 4:30 p.m., Thomas Balch Library
- June 25* – Acoustics on the Green, 7 p.m., Town Green
- June 26* – Bluemont Concert Series, 7 p.m. Courthouse lawn
- June 27* – Special Meeting, 4 p.m. – 7:30 p.m., 2<sup>nd</sup> Floor Conference Room
- July 1* – First Friday, 5:30 p.m., Downtown
- July 2* - ArtsPARKs Sculpture Garden Unveiling, 10 a.m., Raflo Park
- July 3* – Bluemont Concert Series, 7 p.m., Courthouse lawn
- July 4* – Independence Day Celebration, Parade 10 a.m., Ida Lee gates open at 6 p.m.
- July 9* – Acoustics on the Green, 7 p.m., Town Green

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting

June 14, 2016

7:30 p.m.

Council Chambers

- 
1. CALL TO ORDER
  2. INVOCATION:
  3. SALUTE TO THE FLAG:
  4. ROLL CALL
  5. MINUTES (*Tab B*)
    - a. Work Session Minutes of May 23, 2016
    - b. Regular Session Minutes of May 24, 2016
  6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
  7. PRESENTATIONS (*Tab C*)
    - a. Certificate of Recognition – 25<sup>th</sup> Anniversary of Twice as Nice (INOVA Ladies Auxiliary)
  8. PETITIONERS
  9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
    - a. Performance Guarantee and Sewer Extension Permit for Leesburg South Offsite Sanitary Sewer (TLPF-2014-0010) (*Tab 05*)

**RESOLUTION**

Authorizing an Agreement and Approving a Performance Guarantee and a Sewer Extension Permit for Leesburg South Offsite Sanitary Sewer (TLPF 2014-0010)

- b. Supplemental Appropriation of Virginia Municipal League Insurance Payments (*Tab 06*)

**RESOLUTION**

Amending the Fiscal Year 2016 General Fund Budget and Making a Supplemental Appropriation in the Amount of \$4,758.74 from Insurance Payments from Virginia Municipal League for the Repair of Town Vehicles

- c. Supplemental Appropriation of Loudoun County Refuse Grant Money (Tab 07)

**RESOLUTION**

Amending the Fiscal Year 2016 General Fund Budget and Making a Supplemental Appropriation in the Amount of \$9,158 from the Virginia Department of Environmental Quality, Division of Land Protection and Revitalization Grant Money for Purchasing Supplies for the Refuse and Recycling Program

- d. License Agreement with AT&T Corporation (Tab 08)

**RESOLUTION**

Authorizing the Town Manager to Execute a Second Renewal of License Agreement Between the Town of Leesburg and AT&T Corporation

- e. Request for an additional 120 day review extension for TLCP-2016-0001, Milestone Communications (Tab 09)

**RESOLUTION**

Approving an Additional 120-Day Time Extension for the Review of Commission Permit Application TLCP 2016-0001, Milestone Communications

- f. Town Plan Amendment to remove Miller Drive east of Sycolin Road (Tab 11)

**RESOLUTION**

Initiating Amendments to the Leesburg Roadway Network Policy Map in the Town Plan to Delete Miller Drive East of Sycolin Road

- g. Request for Carry Over of Fiscal Year 2016 Funds in the Amount of \$652,591.72 to Fiscal Year 2017 Budget (Tab 12)

**RESOLUTION**

Appropriating Department of Utilities Unexpended Funds for Carry Over from Fiscal Year 2016 to Fiscal Year 2017 Budget

- h. East Market Street Waterline Improvements Project (Tab 13)

**RESOLUTION**

Awarding the Construction Contract for the East Market Street Waterline Improvements Project to Utilities Unlimited, LLC, in the Amount of \$110,830

- i. Town Shop Storage Tank (Tab 14)

**RESOLUTION**

Awarding the Construction Contract for the Underground Storage Tank Removal and Above Ground Tank Installation Project in the Amount of \$115,500

10. PUBLIC HEARINGS

- a. TLOA-2016-0002, Commuter Parking Lots in the I-1 Zoning District (Tab 15)

**ORDINANCE**

Amending Zoning Ordinance Articles 6 and 9 to allow a Commuter Parking Lot in the I-1 Zoning District and to Establish Standards for the Use

- b. Town Plan Amendment TLTA-2015-0003, Brown's Car Stores Land Use and Transportation (Tab 16)

**RESOLUTION**

Adopting Town Plan Amendments through TLTA 2015-0003, Amending Town Plan Policy Language for the Southeast Planning Area Regarding Auto Dealerships and Revising the Town Plan Roadway Network Policy Map to Remove the Portion of Keystone Drive Between Russell Branch Parkway and Tuscarora Creek

- c. Crescent Parke Rezoning Application (Tab 03)

**ORDINANCE**

Approving TLZM 2013-0006, Crescent Parke, Rezoning the Property from Crescent District- Commercial, Crescent District-Mixed Use Option and Crescent District-Open Space to Crescent District- Commercial, Crescent District-Mixed Use Option and Crescent District-Residential High Density

11. RESOLUTIONS AND MOTIONS

- a. Creation of a Town of Leesburg Other Post Employment Benefits (OPEB) Trust (Tab 17)

**RESOLUTION**

Authorizing and Establishing a Town of Leesburg Other Post Employment Benefits Trust and Authorizing Investment Management, Custody and Trust Agreements, and Creation of a Finance Board to Oversee the OPEB Trust

- b. Personnel Procedures Manual – Employee Dismissal Process (Tab 18)

**RESOLUTION**

Initiating Amendment or Repeal of Ordinance No. 2008-O-0014 to Authorize Town Council Oversight of the Personnel Procedures Manual or Directing the Town Manager to Revise Section 13.3 of the Personnel Procedures Manual as it Fails to Comply with the Personnel Policy Manual

12. ORDINANCES

- a. Town Code Amendment to Add Mixed Beverage Restaurant License and Tax for Restaurants with 1 to 50 seats (Tab 19)

**ORDINANCE**

To Amend the Town Code Appendix B – Fee Schedule Section 20-233 Alcoholic Beverages Business License Tax – Mixed Beverage Restaurant License for Restaurants with Seating Capacity at Tables for 1 to 100 Persons

13. UNFINISHED BUSINESS

- a. None.

14. NEW BUSINESS

- a. None.

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](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>.