

TOWN OF LEESBURG
Town Hall
25 West Market Street
AGENDA
Town Council Work Session
August 10, 2015
7:30 p.m.
Council Chambers

1. Items for Discussion

- a. School Contributions/Capital Intensity Factors
(Tab 01)
- b. Catoctin Skatepark *(Tab 02)*
- c. H2/East Market Street Plan *(Tab 03)*

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

3. Information Memorandums

- a. Food Trucks *(Tab 04)*
- b. Utility Department Capacity Semi-Annual Update *(Tab 05)*
- c. Standing Residential Traffic Committee (SRTC) Organizational Structure
(Tab 06)

4. Council Invitations

Aug 7 – First Friday, 6 p.m., Downtown

Aug 8 – Acoustics on the Green (Gary Smallwood), 7 p.m., Town Green

Aug 15 – Acoustics on the Green (Bitter Liberals), 7 p.m., Town Green

Aug 16 – 27th Annual 20k-5k to Benefit YMCA, 7:30 a.m., Market Station

Aug 20 – Rita’s Italian Ice Ribbon Cutting, 10 a.m., 1606 Village Market Blvd, #100

Aug 21 – Movies in the Park (Frozen Sing Along), 8:30 p.m., Ida Lee Park

Aug 22 – Acoustics on the Green (Prescott Engle), 7 p.m., Town Green

Aug 29 – Acoustics on the Green (Jennifer Daniels), 7 p.m., Town Green

Sept 4 – First Friday, 6 p.m., Downtown

Sept 7 – Labor Day Observance, Town Offices closed, Work Session Cancelled

Sept 11 – September 11 Observance, 7 p.m., Town Green

Sept 13 – Annual Friends of the Thomas Balch Library Fundraiser

Sept 20 – Fighting Firsts – Combat Debut of Fighter Aircraft, 2 p.m., Thomas Balch
Library

Sept 26 – Leesburg Airshow, 11 a.m., Leesburg Executive Airport

Sept 27 – Dark Days , 2 p.m., Thomas Balch Library

TOWN OF LEESBURG
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Town Council Meeting
August 11, 2015
7:30 p.m.
Council Chambers

1. CALL TO ORDER
2. INVOCATION: Council Member Butler
3. SALUTE TO THE FLAG: Mayor Kristen Umstattd
4. ROLL CALL
5. MINUTES (*Tab B*)
 - a. Regular Session Minutes of July 14, 2015
 - b. Work Session Minutes of July 27, 2015
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
 - a. Proclamation – National Payroll Week
 - b. Proclamation – Commemorating the 90th Birthday of Russell Baker
 - c. Presentation – Leesburg Crime Report – Chief Joseph Price
 - d. Presentation - Department of Environmental Quality Stormwater Report
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
 - a. Thomas Balch Library Patio Funding Appropriation (*Tab 07*)

RESOLUTION

Approving a Supplemental Appropriation of \$12,988 from the Thomas Balch Library Building and Upkeep Fund for the Renovation of the B. Powell and Agnes Harrison Patio

- b. Approval of Art by Thomas Ramsay for Leesburg Town Exhibit Hall (*Tab 08*)

RESOLUTION

Approval of Art Exhibit by Thomas Ramsay in the Leesburg Town Exhibit Hall

- c. License Agreement between the Town of Leesburg (“Town”) and Shentel Communications, LLC (“Provider”) 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 Shentel Communications, LLC for Telecommunications Facilities in Town Right-of-Way

- d. Appropriation of Donation to the Community Outreach Program (R.O.C.K.) at Ida Lee Park Recreation Center (Tab 10)

RESOLUTION

Approving a Supplemental Appropriation of \$385.50 Resulting from a Donation to the Community Outreach Program by the Leesburg Presbyterian Church

- e. Safe Streets Task Force Overtime Reimbursement Grant Appropriation for the Police Department (Tab 11)

RESOLUTION

Approving a Supplemental Appropriation for a Reimbursement Grant of \$39,000 from Washington DC Metro Safe Streets Task Force

10. PUBLIC HEARINGS

- a. Amending the Town Code for Electronic Summons (Tab 12)

ORDINANCE

Creating Chapter 2 (Administration), Article IV (Finance), Section 2-166 (Electronic Summons System Fee) and Appendix B (Fee Schedule)

11. RESOLUTIONS AND MOTIONS

- a. Extension of Fixed Based Operator Agreement at Leesburg Executive Airport (Tab 13)

RESOLUTION

Authorizing the Town Manager to Execute a 10-year Lease Extension between the Town of Leesburg and ProJet Aviation, LLC, for Fixed Based Operator Activities at the Leesburg Executive Airport

- b. Downtown Parking Recommendations (Tab 14)

RESOLUTION

Authorization to Implement the Recommendations of the June 8, 2015 Downtown Parking Task Force Report

- c. Capital Intensity Factors (Proffer Contributions and Appendix B) (Tab 15)

RESOLUTION

To Solicit Consultant Assistance to Develop a Capital Intensity Factor (CIF) for the Town of Leesburg and to Update Appendix B in the Town Plan (Off-Site Transportation Costs)

- d. Skate Park Direction (Tab 02)

ACTION (pending Council direction from work session)

12. ORDINANCES

- a. TLZM 2015-0001 Poet's Walk (Tab 16)

ORDINANCE

Approving TLZM 2015-0001 Poet's Walk, a Concept Plan Amendment and Proffer Amendment to Allow Development of a 38,000 square foot Nursing Home in Oaklawn Land Bay MUC2

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 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>.