

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
September 21, 2015  
7:30 p.m.  
Council Chambers

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**1. Items for Discussion**

- a. Exeter Stormwater Management Pond (*Tab 01*)
- b. TLZM 2014-0005 Patriot Self-Storage Park (*Tab 02*)
- c. Obscenity Laws/Zoning (*Tab 03*)

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

**3. Information Memorandums**

- a. None.

**4. Council Invitations**

- Sept 20* – Fighting Firsts – Combat Debut of Fighter Aircraft, 2 p.m., Thomas Balch Library
- Sept 26* – Annual Fine Arts Festival, 10-6, Downtown
- Sept 26* – Leesburg Airshow, 11 a.m., Leesburg Executive Airport
- Sept 27* – Annual Fine Arts Festival,, 11-5, Downtown
- Sept 27* – First Annual International Festival, 11 a.m. – 4 p.m., Douglass Community Ctr. (405 East Market Street)
- Sept 27* – Dark Days in our Beloved Country: Civil War Diary of Catherine Hopkins Broun, 2 p.m., Thomas Balch Library
- Oct. 1* – Preservation for Home Archives, 10 a.m., Thomas Balch Library
- Oct. 2* – First Friday, 6 p.m., Downtown
- Oct. 3* – Walking Tour with James P. Roberts, 9 a.m., Thomas Balch Library
- Oct. 4* – Wounded Warrior 5k and 10k, 8 a.m., W&OD Trail
- Oct. 4* – Sailors in the Holy Land: 1848 American Expedition to the Dead Sea, 2 p.m., Thomas Balch Library
- Oct. 12* – Columbus Day Holiday. Town Offices Closed/Work Session Cancelled
- Oct. 18* – Home Squadron, 2 p.m., Thomas Balch Library

**TOWN OF LEESBURG**

Town Hall

25 West Market Street

**AGENDA**

Town Council Meeting

September 22, 2015

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 Dunn
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Regular Session Minutes of September 8, 2015
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Proclamation – Young Marines Red Ribbon Week
  - b. Proclamation Presentation – Blood Cancer Awareness Month and Lymphoma Awareness Day
  - c. Presentation –Mason Enterprise Center
  - d. Presentation – Leesburg Arts Master Plan (Commission on Public Art)
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Renewal of Memorandum of Agreement – Mason Enterprise Center  
(*Tab 04*)

**RESOLUTION**

Authorizing the Mayor to Execute a Memorandum of Understanding Between the Town of Leesburg and the Mason Enterprise Center - Leesburg

- b. Approval of Thomas Balch Library Endowment Foundation Articles of Incorporation (*Tab 05*)

**RESOLUTION**

Approving the Articles of Incorporation of the Thomas Balch Library Endowment Foundation

- c. Performance guarantee and water and sewer extension permits for Walmart #1904-05 (TLPF-2014-0027) (Tab 06)

**RESOLUTION**

Authorizing an Agreement and Approving a Performance Guarantee and Water and Sewer Extension Permits for Walmart Store #1904-05 (TLPF 2014-0027)

- d. License Agreement for Public Communication Facilities in Public Right-of-Way (Tab 07)

**RESOLUTION**

Authorizing the Town Manager to Execute a License Agreement between the Town of Leesburg and NOVEC Solutions, Inc. for Telecommunications Facilities in Town Right-of-Way

- e. Commission on Public Art Project to Paint Town-owned Snow Plow Blades (Tab 08)

**RESOLUTION**

Authorizing the Commission on Public Art to Approve Art to be Painted on Town-Owned Snow Plow Blades

- f. Awarding a Contract and Sole Source Procurement to Refurbish the Sand Filter Facility and Equipment at the Water Pollution Control Facility by to Aqua-Aerobic Systems, Inc. (Tab 09)

**RESOLUTION**

Authorizing the Execution of a Contract Between the Town of Leesburg and Aqua-Aerobic Systems, Inc. for Refurbishment of the Sand Filter Facility and Equipment at the Water Pollution Control Facility; and Authorizing a Sole Source Procurement for the Project and Authorizing the Town Manager to Procure these Services

10. PUBLIC HEARINGS

- a. None.

11. RESOLUTIONS AND MOTIONS

- a. School Intensity Factors (Tab 10)

**RESOLUTION**

To Update the School Capital Intensity Factors Previously Approved through Resolution 2005-111

- b. Police Appreciation Day (Tab 11)

**RESOLUTION**

To Recognize Thursday, October 15, 2015 as Leesburg Police Appreciation Day

- c. Skatepark (Tab 12)

**RESOLUTION**

Approving the Physical Location for the Redevelopment of the Catoctin Skatepark

- d. Organizational Membership with National League of Cities (No material)

**MOTION**

I move to approve an organizational membership with the National League of Cities for the Town Council in the amount of \$3,813 for Fiscal Year 2016.

- e. Virginia Municipal League Voting Member (Tab 13)

**RESOLUTION**

Designating a Voting Member for the 2015 Virginia Municipal League (VML) Business Session

12. ORDINANCES

- a. TLZM 2015-0005 Patriot Self-Storage Park (Tab 02)

**ORDINANCE (Dependent on Council direction from Work Session)**

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. Pending Litigation

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>.