

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

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**1. Items for Discussion**

- a. Outdoor Dining on Public Sidewalks (*Tab 01*)
- b. On-Premises Food Service in Convenience Food Stores and Service Stations (*Tab 02*)
- d. Downtown Parking (*Tab 03*)

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

**3. Information Memorandums**

- a. School Resource Officer – Douglass School (*Tab 04*)
- b. Dulles Greenway Extension (*Tab 05*)

**4. Council Invitations**

- Dec. 4* – First Friday, Downtown Leesburg, 6pm
- Dec. 4* – Christmas Tree and Menorah Lighting, 6 p.m., Town Green
- Dec. 5* – Holiday Fine Arts and Crafts Fair, 9 a.m.- 4 p.m., Ida Lee Recreation Center
- Dec. 5* – Downtown Holiday Open Houses, 11 a.m. – 5 p.m., Downtown
- Dec. 5* – Snowflake Celebration, 1 – 4 p.m., Paxton Campus (601 Catocin Cir., NE)
- Dec. 6* – Holiday Fine Arts and Crafts Fair, 10 a.m.– 4 p.m., Ida Lee Park Rec Center
- Dec. 6* – Fallujah Redux: The Anbar Awakening and the Struggle with Al-Qaeda, 2 p.m., Thomas Balch Library
- Dec. 9* – Employee Holiday Luncheon, 11:30 a.m. – 2 p.m., Ida Lee Rec Ctr.
- Dec. 12* – Christmas and Holiday Parade, 6 p.m., King Street (line up at Ida Lee Park)
- Dec. 12* – Jingle Jam, 11:30 – Junior, 2:30 and 8:30, Tally Ho Theatre (Tickets required in advance)
- Dec. 13* – Frigid 5k/10k Race, 8 a.m., W&OD Trail
- Dec. 15* – Farewell Party for Mayor Umstattd, 5:30 p.m., Ida Lee Rec Ctr. Lower
- Dec. 19* – Victorian Christmas, 11 a.m. – 5 p.m., Downtown
- Jan. 18* – Martin Luther King Day March, 9 a.m., Douglass Community Center

**TOWN OF LEESBURG**

Town Hall

25 West Market Street

**AGENDA**

Town Council Meeting

December 8, 2015

7:30 p.m.

Council Chambers

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1. CALL TO ORDER
  2. INVOCATION: Mayor Umstattd
  3. SALUTE TO THE FLAG: Council Member Fox
  4. ROLL CALL
  5. MINUTES (*Tab B*)
    - a. Regular Session Minutes of November 10, 2015
    - b. Regular Session Minutes of November 23, 2015
  6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
  7. PRESENTATIONS (*Tab C*)
    - a. Certificates of Recognition - Special Olympians and Coaches
    - b. Presentation – Tolbert Awards
    - c. Proclamation – Recognition of Town Employee Retirements in 2015
    - d. Presentation – Commending Kathy Elgin (offered by Delegates LaRock and Minchew)
    - e. Presentation – Fiscal Year 2015 Comprehensive Annual Financial Report
  8. PETITIONERS
  9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
    - a. Project Administration Agreement with the Virginia Department of Transportation for the East Market Street (Route 7) and Battlefield Parkway Interchange project (*Tab 06*)

**RESOLUTION**

Project Administration Agreement to Authorize the Virginia Department of Transportation to Administer the East Market Street (Route 7) and Battlefield Parkway Interchange Project

- b. Appropriation of Refund Check to Fiscal Year 2016 Police Department Budget (Tab 07)

**RESOLUTION**

Approving a Supplemental Appropriation in the Amount of \$1,770 to the Fiscal Year 2016 General Fund Police Department Budget

- c. Temporary Portable Storage Units (Tab 08)

**RESOLUTION**

Initiating Amendments to the Leesburg Zoning Ordinance for the Purpose of Updating Definitions and Use Standards Related to Temporary Portable Storage Unit, Including, but Not Limited to Articles 9, 10, 11 and 18

- d. Endorsement of the Public Hearing Design Plans for the Sycolin Road Widening Phase IV Project (Tab 09)

**RESOLUTION**

Endorsement of the Public Hearing Design Plans for the Sycolin Road Widening Phase IV Project

- e. Making an Appointment to the Environmental Advisory Commission (Tab 10)

**RESOLUTION**

Making an Appointment to the Environmental Advisory Commission

- f. Initiating Amendments to Town Code Chapter 34 (Utilities) (Tab 11)

**RESOLUTION**

Authorizing the Town Manager to Advertise a Public Hearing and Initiating Amendments to Chapter 34 Articles II and III and Appendix B of the Leesburg Town Code Establishing and Revising New Sections and Various Water and Sewer Charges and Fees

10. PUBLIC HEARINGS

- a. Residential Permit Parking on Liberty Street NW between West Market Street and Cornwall Street - Town Manager's Public Hearing (Tab 12)

11. RESOLUTIONS AND MOTIONS

- a. Rescinding Approval for Funding of Town Green Stage and Interactive Water Feature on Mervin Jackson Park (No material)

**MOTION**

- b. Outdoor Dining on Public Sidewalks (Tab 13)

**ACTION (as directed by Council)**

- c. On-Premises Food Service in Convenience Food Stores and Service Stations (Tab 02)

**ACTION (as directed by Council)**

- d. Town Council Meeting Calendar for Year 2016 (Tab 14)

**RESOLUTION**

Setting the Calendar Year 2016 Town Council Calendar

- 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>.