

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
September 26, 2016  
7:30 p.m.  
Council Chambers

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**1. Items for Discussion**

- a. Outsourcing Final Report (*Tab 12*)
- b. Board of Architectural Review Recommendation for Master Plan – Garage and Open areas (*Tab 10*)
- c. Fiscal Year 2018 Funding Request Submission to the County of Loudoun (*Tab 09*)

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

**3. Information Memorandums**

- a. Short Term Residential Rentals and the 2016 Limited Residential Lodging Act (AirBnB) (*Tab 13*)
- b. East Market Street and Battlefield Parkway Interchange Project Update (*Tab 14*)
- c. No Thru Trucks (Route 15 Business – Southbound) (*Tab 15*)
- d. Public Voting Record (*Tab 16*)

**4. Council Invitations**

- Sept. 24 – Leesburg Airshow, 11 a.m. – 4 p.m., Parking at Heritage or Tuscarora High Schools
- Sept. 24 – Society Lineage Day, 1-4 p.m., Thomas Balch Library
- Sept. 25 – Loudoun County International Fest, 11 a.m. – 4 p.m., Douglass Community Center (405 East Market Street)
- Sept. 25 – The Wilson Deception, 2 p.m., Thomas Balch Library
- Oct. 1 – Leesburg Tour w/James Roberts, 9 a.m. – 12 p.m., Thomas Balch Library
- Oct. 2 – Embassy to the Eastern Courts, 2 p.m., Thomas Balch Library
- Oct. 7 – First Friday, 5:30 – 9 p.m., Downtown
- Oct. 10 – Columbus Day – Town Offices Closed/Council Work Session cancelled
- Oct. 15 – 77<sup>th</sup> Annual Ladies Board Rummage Sale, 9 a.m. – 3 p.m., Morven Park
- Oct. 16 – 77<sup>th</sup> Annual Ladies Board Rummage Sale, 9 a.m. – 3 p.m., Morven Park
- Oct. 16 – A Confederate Biography: The Cruise of the CSS Shenandoah, 2 p.m., Thomas Balch Library
- Oct. 23 – Opening Doors to Leesburg’s History: The Charles A. Johnston Collection Tour, 2 p.m., Thomas Balch Library (Walking Tour)
- Oct. 30 – Syren’s Song: A Connor Stark Novel, 2 p.m., Thomas Balch Library
- Nov. 4 – First Friday, 5:30 – 9 p.m., Downtown
- Nov. 6 – Practise to Deceive: Learning Curves of Military Deception Planners by Barton Whaley, 2 p.m. Thomas Balch Library
- Nov. 11 – Veteran’s Day – Town Offices Closed
- Nov. 13 – Loudoun History Awards, 2 p.m., Thomas Balch Library
- Dec. 4 – Lion in the Bay: The British Invasion of the Chesapeake, 2 p.m., Thomas Balch Library

**TOWN OF LEESBURG**

Town Hall  
25 West Market Street

**AGENDA**

Town Council Meeting  
September 27 2016  
7:30 p.m.  
Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Mayor Butler
3. SALUTE TO THE FLAG: Council Member Dunn
4. ROLL CALL
5. MINUTES (*Tab B*)
  - a. Work Session Minutes of September 12, 2016
  - b. Regular Session Minutes of September 13, 2016
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab C*)
  - a. Proclamation – National Customer Service Week (Mark Hauer)
  - b. Certificate of Recognition – FedBiz (Don and Nina Tiaga)
  - c. Certificate of Recognition – Habitat for Humanity (Kari Murphy)
  - d. Certificate of Appreciation – Team Mathias (Linda Long)
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA (*5 min.*)
  - a. Remote Participation in Public Body Meetings (*Tab 01*)

**RESOLUTION**

Remote Participation Policy for Town of Leesburg Public Body Meetings

- b. TLCP-2016-0001, Milestone Communications (*Tab 02*)

**RESOLUTION**

Approving an Additional (3<sup>rd</sup>) 120-Day Time Extension for the Review of Commission Permit Application TLCP 2016-0001, Milestone Communications

- c. Virginia Department of Transportation SMART Scale Applications (Tab 03)

**RESOLUTION**

Endorsing SMART Scale Applications to the Virginia Department of Transportation

- d. Performance Guarantee: Edwards Ferry Road Retail (TLPF 2015-0001) (Tab 04)

**RESOLUTION**

Authorizing an Agreement and Approving a Performance Guarantee, A Waterworks Extension Permit and a Sewer Extension Permit for Edwards Ferry Road Retail (TLPF 2015-0001)

- e. Public Improvements at Oaklawn Landbay C – Gas Station (TLPF 2013-0021) (Tab 05)

**RESOLUTION**

Accepting the Public Improvements, Releasing the Performance Guarantee and Approving a Maintenance Guarantee for Oaklawn Landbay C – Gas Station (TLPF 2013-0021)

10. PUBLIC HEARINGS

- a. Telecommunication Zoning Ordinance and Town Plan Text Amendment (Tab 06)

**ORDINANCE**

Amending Zoning Ordinance Articles 5, 6, 7, 8, 9, and 18 to Establish Definitions For and Use Regulations Relating to the Telecommunications Systems Types Known as Distributed Antenna Systems (DAS), Small Cells and Power Mount Facilities on Existing Electrical Transmission Towers

**RESOLUTION**

Adopting Town Plan Amendments through TLTA 2016-0001, Amending Town Plan Policy Language for Chapter 10 Community Facilities and Services to Update the Telecommunications Policies

- b. Town Manager’s Public Hearing – Residential Permit Parking Zone (300 Block of Cherry Lane) (Tab 07)

- c. Town Manager’s Public Hearing – Residential Permit Parking Zone (Meadows Lane, N.E.) (Tab 08)

11. RESOLUTIONS AND MOTIONS

- a. Fiscal Year 2018 Funding Request Submission to the County of Loudoun - (Dependent Upon Council Direction) (Tab 09)

**RESOLUTION**

- b. Board of Architectural Review Recommendation for Master Plan – Garage and Open Areas (Dependent Upon Council Direction) (Tab 10)

**RESOLUTION**

- c. Emergency Snow Route Expansion (Tab 11)

**RESOLUTION**

Initiating an Amendment to the Town Code to Expand Snow Emergency Routes in the Town of Leesburg

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

- 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>.