

**TOWN OF LEESBURG**  
Town Hall  
25 West Market Street  
**AGENDA**  
Town Council Work Session  
May 22, 2017  
7:00 p.m.  
Council Chambers

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**1. Items for Discussion**

- a. Route 15 North Transportation Improvements (Susan Glass, Loudoun County/VDOT Consultants - Mike Harris & Geoff Giffin, Kimley Horn) *(Tab 01)*
- b. Downtown Parking Ratios (Susan Berry Hill) *(Tab 02)*
- c. Typical Lot Detail for Town Houses and Stacked Town Houses (Brian Boucher) *(Tab 03)*
- d. Food Trucks in Industrial and Planned Employment Center Areas (Chris Murphy) *(Tab 04)*
- e. Department of Planning and Zoning Work Plan (Susan Berry Hill) *(Tab 05)*

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

**3. Adjournment**

**4. Information Memorandum**

- a. H-2 Review Joint Committee Progress Update *(Tab 06)*
- b. Tax Exemption for Hybrid Vehicles *(Tab 07)*
- c. Enforcement Authority for Building Façade Improvements in Historic Districts *(Tab 08)*

**5. Council Invitations**

May 19 – KinderCare Learning Center Grand Re-opening Ceremony, 60 Plaza Street, 5:15p.m.

May 19 – Movies in the Park: Annie, 8p.m.—10p.m., Ida Lee Park

May 20 – LOVEwork Sculpture Permanent Installation, Harrison Street near the W&OD Trail 9a.m.

May 20 – Opening Doors to Leesburg’s History: A Charles A. Johnston Collection Tour, Ben Tayloe, Thomas Balch Library, 10a.m.—12p.m.

May 20 – Family Fun Saturday in Historic Downtown Leesburg, 11a.m.—2p.m.

May 22 – Loudoun County Board of Supervisors Transit Summit, Loudoun County Government Center—Board Room, 5p.m.

May 27 – Dedication of Eric Brown Skate Plaza at Catocin Park, 9a.m.

May 29 – Town Offices Closed, Memorial Day

June 1 – Identification and Care of Photographs, Laura E. Christiansen, Thomas Balch Library, 10a.m.

June 3 – Wayne’s Crossing Day, The Sons of the American Revolution/Daughters of the American Revolution, Loudoun County Courthouse, 11a.m.

June 5 – 70<sup>th</sup> Anniversary of the Marshall Plan Speech, The Marshall House, 312 E. Market Street, 9a.m.—6p.m.

June 29 – Loudoun County Board of Supervisors Transportation Summit, Loudoun County Government Center—Board Room, 5p.m.

August 3 – African American Genealogy, Lori Kimball, Thomas Balch Library, 10a.m.

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Town Council Meeting

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7:00 p.m.

Council Chambers

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1. CALL TO ORDER
2. INVOCATION: Council Member Reid
3. SALUTE TO THE FLAG: Council Member Dunn
4. ROLL CALL
5. MINUTES (*Tab 09*)
  - a. Work Session Meeting Minutes of April 24, 2017
  - b. Work Session Meeting Minutes of May 8, 2017
  - c. Regular Session Meeting Minutes of May 9, 2017
6. ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)
7. PRESENTATIONS (*Tab 10*)
  - a. Certificates of Recognition: Student Volunteers to the Tree Commission at the Town of Leesburg's Flower and Garden Show
  - b. Proclamation: Lyme Disease Prevention (Monte Skall)
  - c. Proclamation: George C. Marshall Day (Les Janka)
  - d. Proclamation: International Archives Day – Thomas Balch Library (Gail Adams & Don Cooper)
  - e. Proclamation: Wayne's Crossing Day (Jeff Thomas)
  - f. Presentation: Commission on Public Art (COPA) 2016 Year in Review (COPA Chair Tom O'Neill)
8. PETITIONERS
9. APPROVAL OF THE CONSENT AGENDA
  - a. Cattail Branch Sewage Pumping Station Upgrade Project (*Tab 11*)

**RESOLUTION**

Awarding the Construction Contract for the Cattail Branch Sewage Pumping Station Equipment Installation in the Amount of \$553,700

- b. Public Art Exhibit by Kyla Jenkins (*Tab 12*)

**RESOLUTION**

Approval of a Public Art Exhibit at Town Hall by Kyla Jenkins

- c. Amendments to the Design and Construction Standards Manual, the Subdivision Land Development Regulations, and Land Development Fee Schedule (Tab 13)

**RESOLUTION**

Initiating Amendments to the Design and Construction Standards Manual, the Subdivision and Land Development Regulations and Land Development Fee Schedule

- d. Shade Structures and Tents in the B-1 (Community) Downtown Business District (Tab 14)

**RESOLUTION**

Initiating Amendments to the Leesburg Zoning Ordinance to Establish Shade Structures and Tents as Temporary Accessory Structures in the B-1 Zoning District

10. RESOLUTIONS

- a. Route 15 North Transportation Improvements (Tab 01) (DEPENDENT UPON COUNCIL DIRECTION)

**RESOLUTION**

Endorsement of Transportation Improvements to Route 15 North of the Town of Leesburg

- b. Downtown Parking Ratios (Tab 02) (DEPENDENT UPON COUNCIL DIRECTION)

**RESOLUTION**

Initiating Amendments to the Leesburg Zoning Ordinance for the Purpose of Revising Residential and Non-Residential Parking Ratios in the B-1 Zoning District and H-1 Overlay District and to Amend Section 11.4 Alternative Parking Provisions as Necessary to Assure Compatibility with New Parking Ratios

- c. Typical Lot Detail for Town Houses and Stacked Town Houses (Tab 03) (DEPENDENT UPON COUNCIL DIRECTION)

**RESOLUTION**

Initiating Amendments to the Leesburg Zoning Ordinance to Establish a Typical Lot Detail for Town Houses and Stacked Town Houses (Two-Over-Twos)

- d. Food Trucks in Industrial and Planned Employment Center Areas (Tab 04)  
*(DEPENDENT UPON COUNCIL DIRECTION)*

**RESOLUTION**

Initiating Amendments to the Leesburg Zoning Ordinance to Establish Food Trucks/Carts as Permitted Temporary Use in Industrial Zoning Districts and as a Support Use in the PEC Zoning District; and Amendments to the Leesburg Town Code Authorizing Food Trucks/Carts to Stop and Park for Such Business Purposes on Town Rights-of-Way

- e. Department of Planning and Zoning Work Plan (Tab 05) *(DEPENDENT UPON COUNCIL DIRECTION)*

**RESOLUTION**

Work Plan Direction for the Department of Planning and Zoning

- f. Additional Town Holiday in Observance of Independence Day (Tab 15)

**RESOLUTION**

Approval of July 3, 2017, as Town Holiday in Observance of Independence Day

11. MOTION

- a. Signatures on Proclamations (Tab 16)

12. PUBLIC HEARING

- a. None.

13. UNFINISHED BUSINESS

- a. Initiation of Zoning Ordinance Text Amendment – Repeal of Payment In-Lieu (Tab 17)

*MOTION POSTPONED FROM MAY 9, 2017, COUNCIL MEETING:  
On a Motion by Council Member Martinez, seconded by Council Member Forsythe the following was proposed:*

**RESOLUTION**

Initiating Amendments to Article 11 of the Leesburg Zoning Ordinance for the Purpose of Eliminating Section 11.4.3 Parking Payments In-Lieu

- b. Potential Nominee(s) to the Technology & Communications Commission (Tab 18)

**RESOLUTION**

Appointing a Member to the Technology & Communications Commission

14. NEW BUSINESS
  - a. None.
15. COUNCIL COMMENTS
16. MAYOR'S COMMENTS
17. MANAGER'S COMMENTS
18. CLOSED SESSION
  - a. Potential Closed Session – Land Acquisition.

**MOTION**

I move pursuant to Section 2.2-3711(A)(3) of the Code of Virginia that the Leesburg Town Council convene in a closed meeting for the purpose of discussion and receiving information regarding the Acquisition of Real Property for a public purpose.

**MOTION**

I accordance with Section 2.2-3712 of the Code of Virginia, I move that Council certify to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under Virginia Freedom of Information Act and such public business matters for the purpose identified in the Motion by which the closed meeting was convened were heard, discussed or considered in the meeting by Council. (ROLL CALL VOTE)

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.
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## **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>.