



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**Tuesday
August 1, 2023
7:00 P.M.**

Town Hall
Lower Level Conference Room 2
25 West Market Street

COMMISSIONERS

Julie Bolthouse (24)
Leigh Anne Faugust (24)
Deanna Glick (26)
Patricia Hatfield (26)
Ami Mason (24)
Paul Sheaffer (26)
Katherine Murphy (24)

If you require any type of reasonable accommodation, as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Deb Moran at 571-560-1114. Three days advance notice is requested.

LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

Mission: To promote and protect the environmental interests of the Town.

MEETING AGENDA

August 1, 2023

7:00 P.M. Lower Level Conference Room 2, Town Hall

1. Call to Order
 - a. Meeting Recording Disclosure
2. Approval of Agenda
3. Approval of Minutes:
 - a. June 6, 2023*
 - b. July 20, 2023*
4. Chairperson's Statement
5. Election: Secretary
6. Petitioners
7. Old Business
 - a. Review of Strategic Plan Task
8. Staff Items
 - a. Follow up on Green Council Items
9. New Business
10. Adjournment

(*) Material attached

If you require any type of reasonable accommodation, as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Deb Moran at 571-560-1114. Three days advance notice is requested.



Town of Leesburg Environmental Advisory Commission
Meeting Minutes
June 6, 2023

The Town of Leesburg's Environmental Advisory Commission (EAC) met on June 6, 2023, at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Chair Sheaffer called the meeting to order at 7:02 p.m.

Roll Call:

Present: Paul Sheaffer, Julie Bolthouse, Leigh Anne Faugust, Ami Mason, Patricia Hatfield, and Deanna Glick.

Absent: Kohler Brafford

Petitioners: Kirsten Ponticelli

Observers: Doug Hensch and Jen Chu

Staff Representative: Deb Moran

Paul Sheaffer stated: "It is the practice of the Town of Leesburg to record meetings of the Town's standing boards and commissions. All Town Council, Board, and Commission meetings are recorded and can be found on the Town's Web Site at www.LeesburgVA.gov.

Approval of Agenda: The agenda was approved 6-0-1 (motion by Faugust, second by Bolthouse)

Approval of Minutes: The meeting minutes of May 2, 2023 were approved 6-0-1 (motion by Sheaffer, second by Glick).

Chairperson's Statement: None

Petitioners Time:

Ponticelli shared about annual art gallery called Love Your Mother earth-themed art gallery held to raised funds for Keep Loudoun Beautiful and Keep Leesburg Beautiful. Asked if we could donate free merchandise for event such as the magnets. Event is June 14-15th 4pm-7pm at Rust Manor House (802 Childrens Center Road SW, Leesburg, VA 20175). Paul offered to set up a table at the event with magnets and native seeds. Ami suggested Banshee Reeks and Master Gardeners might want to table at event as well. Sheaffer will staff Wednesday and Glick will staff Thursday.

Staff Items:

- **Historic preservation and sustainability workshop:** Staff attended historic preservation and sustainability workshop and would like to discuss ideas of how to implement ideas in Leesburg in August
- **Annual electricity consumed by Town** – Moran reported that FY 2021 – Leesburg used 21 million kW hours per year for Town government operations to the tune of \$2,000,000; looking at software to help them do it more automatically in the future
- **Solar in Town** – Town is evaluating possibility of solar at water treatment facility and parking garage
- **EV Charging Stations** – Town is evaluating possibility of solar at Ida Lee, police station, town shop, and parking garage
- **Sustainably Progress** – Plan is for report to come out in October! EAC will be able to review by August.

Old Business:

- Review of Strategic Plan Task:** Sheaffer asked that everyone review the strategic plan tasks prior to next meeting.
- Final spending requests for fiscal year:**
 - Hatfield suggested seed bombs for kids in Leesburg schools – purchase clay and compost and provide educational flyer (Ami can help develop information) Hatfield will develop an estimate for 80 children (need to determine how many students there are). Future years maybe start education on composting.
 - Bolthouse asked about the air monitor; WiFi appears to be the problem; Moran will investigate further the WiFi issue.
 - Faugust suggest table clothes with logo – she will look into and add to sharepoint
 - Faugust suggested new small folding tables (6 foot table) – she will look into and add to sharepoint
 - Mason suggested easy up tent (10'x10'); Bolthouse suggested tent with EAC logo – Faugust will look into and add to sharepoint
 - Sheaffer suggested stickers – he will add to sharepoint
 - Faugust will send out file; EAC members will review by the end of the week
 - Bolthouse made a motion to authorize Faugust to send the list of items discussed (tent, table, table, clothes, stickers, and seed bomb materials) to be purchased by the Town with the remaining funds from EAC budget. Motion seconded by Sheaffer. Motion passed 6-0-1.
- Recycling Discussion:** Glick raised issues with communications challenges with Town. Moran explained lots of media options and existing kits out there. Moran suggested Recycle Coach app that the Town might want to use. Moran also discussed need for audit so we have a starting point.
- Generators at Data Centers:** Bolthouse reported we received response from Todd Cimino-Johnson and Zach Cummings. Hatfield reported that Martinez also

found the letter very helpful. Bolthouse will send out staff report and draft zoning text with some thoughts on it once available. Moran said all changes will be reviewed by Planning Commission on June 15th.

New Business:

- a) **Community Composting** – Town Council member requested staff provide Town Council with information about community composting information at the July meeting. Food waste drop off sites and yard wasted composting discussed.
- b) **Goat Grazing** – Moran explained that the stream has to remain clear. Staff is discussing further plans for that space.

Adjournment: The meeting was adjourned at 8:58 pm approved 6-0-1 (motioned by Mason, second by Bolthouse).



Town of Leesburg Environmental Advisory Commission
Meeting Minutes
July 20, 2023

The Town of Leesburg's Environmental Advisory Commission (EAC) met on July 20, 2023, at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Chair Sheaffer called the meeting to order at 7:00 p.m.

Roll Call:

Present: Paul Sheaffer, Julie Bolthouse, Leigh Anne Faugust, Katherine Murphy, Patricia Hatfield

Absent: Ami Mason, Deanna Glick

Petitioners: Sydney Aquilina

Observers:

Staff Representatives: Deb Moran, Heather Schmidt

Paul Sheaffer stated: "It is the practice of the Town of Leesburg to record meetings of the Town's standing boards and commissions. All Town Council, Board, and Commission meetings are recorded and can be found on the Town's Web Site at www.LeesburgVA.gov.

Approval of Agenda: The agenda was approved 4-0-3 (motion by Bolthouse, second by Sheaffer).

Approval of Minutes: The meeting minutes of June 6, 2023 were not approved 3-0-4 (motion by Bolthouse, second by Faugust). They will be brought up again at a later meeting.

Chairperson's Statement: Welcome to our new Commissioner Katherine Murphy.

Petitioners Time: Ms. Aquilina presented to the Commission her proposal to install a land acknowledgement in a prominent place within the Town of Leesburg. She explained that the Town of Leesburg was and is the homeland of many tribal peoples. The Acknowledgment would be a formal statement of the past, present, and forward relationality of the area with native peoples, to show respect and honor for the original inhabitants, visibility for indigenous people, and awareness of local tribes. Ms. Aquilina provided examples of several Acknowledgements and discussed the different funding requirements based on such variables as location, materials, design, and which indigenous artist is chosen. Mr. Scheaffer recommended that Ms. Aquilina also reach out to the Public Art Commission and Ms. Schmidt recommended contacting the Town's historic preservation department.

Staff Items:

- **Welcome New Member:** Katherine Murphy.
- **FOIA Training Video:** Watch and send a confirmation to Ms. Moran at her email address or her new town cell phone number: (571) 209-9358.
- **Historic Preservation:** Ms. Schmidt provided an overview of her goal to include requirements for deconstruction (instead of demolition) for historic district buildings in the next version of the town ordinance. She explained that deconstruction supports sustainable preservation by repurposing the elements of existing construction instead of simply destroying and dumping at the landfill. In addition to deconstruction, Ms. Schmidt is also considering how to integrate renewables and energy efficiency into the zoning ordinance.
- **“Green” items going to Council on July 24th:** Ms. Moran alerted the EAC that the next Town Council meeting was going to be focused on environmental matters and that the topics would include: (1) electric vehicles; (2) recycling program (including glass recycling); (3) community composting; and (4) solar capability of public buildings.
 - Recycling – Ms. Moran has spoken with Patriot about a bin tagging pilot to last a limited time. This pilot would tag recycling bins containing disallowed items with a note explaining the error and that the bin would not be picked up until it is compliant. Faugust offered the idea of including a competition element between Town districts or homeowners’ associations and the need for sufficient notice to Town residents through social media and a week of “practice tagging” where the recycling would still be picked up but the bins would be tagged with the notification that the tagging program would begin the following pickup.
 - Community composting – The Town Council has asked about community composting. Ms. Moran has specifically focused on food waste as representing a significant amount of solid waste contributing to greenhouse gases. In addition to promoting backyard composting, the Town will consider using a food waste drop off site, which are already successfully used in several locations in the Washington, DC area. The EAC discussed curbside collection; however, at this time that would be cost prohibitive but as Town residents become accustomed to composting, it could be an expansion of the program in the future. Bolthouse suggested the EAC consider moving funds it would typically spend on the water barrel program to a composting education program.
 - Solar panels on public buildings – The Town Counsel asked about public buildings capabilities for solar. The Town did an assessment of which buildings would be good by using LiDAR (Light Detection and Ranging), a remote sensing method used to examine the surface of the Earth, along with a GIS (Geographic Information System) map to identify areas with solar potential. Most areas in the Town are too small to attract a power purchase agreement or energy service contract, so the Town is also considering areas for ground mounted solar.

- **Zoning Ordinance Re-Write:** The Town is in a two-year process to rewrite the zoning ordinance. A consulting company will be visiting the town several times over the next two years to engage with the local community and determine what to include in the drafting. The consultant is seeking EAC input and will also incorporate the Legacy Leesburg and several other existing ordinance-related documents to ensure a single, consolidated, ordinance. The consulting company will also have the rewrite program in real-time online to facilitate comments and feedback from the public. Bolthouse requested a presentation from the consulting company.

Old Business:

- a) **Review of Strategic Plan Task:** Sheaffer asked that everyone review the strategic plan tasks prior to next meeting.

New Business:

- a) **Contacts for environmental issues.** Hatfield stated she had seen reports on social media of a blue sheen in the Harrison area of Town Branch. Ms. Moran informed the EAC that similar environmental issues should be reported to the Town Police non-emergency number and the Department of Public Works.

Adjournment: The meeting was adjourned at 8:58 pm approved 4-0-2 (motioned by Bolthouse, second by Hatfield).