



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**Tuesday  
September 5, 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**

**September 5, 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. July 20, 2023\*
  - b. August 1, 2023 \*
4. Chairperson's Statement
5. Petitioners
6. Old Business
  - a. Review of Strategic Plan Task
7. Staff Items
  - a. Sustainability Report
8. New Business
9. Adjournment

(\* ) Material attached

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**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](http://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).



**Town of Leesburg Environmental Advisory Commission**  
**Meeting Minutes**  
**August 1, 2023**

The Town of Leesburg's Environmental Advisory Commission (EAC) met on August 1, 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, Leigh Anne Faugust, Katherine Murphy, Ami Mason, Deanna Glick

**Absent:** Julie Bolthouse, Patricia Hatfield

**Petitioners:**

**Observers:** Jen Chu

**Staff Representatives:** 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](http://www.LeesburgVA.gov)."

**Approval of Agenda:** The agenda was approved 5-0-2 (motion by Mason, second by Murphy).

**Approval of Minutes:** The meeting minutes of June 6, 2023, were approved 4-0-3 (motion by Faugust, second by Sheaffer) and approval of the meeting minutes of July 20, 2023, was moved to the September 5, 2023, agenda.

**Election of Secretary:** Ms. Faugust was elected Secretary 5-0-2 (motion by Sheaffer, second by Mason).

**Old Business:**

- a) ***Review of Strategic Plan Task:*** The EAC re-prioritized the strategic plan task list to focus resources:
  - a. ***Keep Leesburg Beautiful Bi-annual Litter Cleanup*** – The EAC determined to hold one cleanup event in the fall that would include only EAC and Town officials and Commission members and a second event in the spring that would be promoted for public attendance and participation.

The EAC set a tentative date for the fall cleanup of October 28, 2023, at 9:00 a.m.

- b. **Town Recycling Bins** – Ms. Chu provided background on the purpose of the task item. The EAC decided to focus the task on properly labeling the existing town recycling bins. Ms. Glick volunteered to work on updating the existing magnet design for materials likely to be discarded in a public receptacle.
- c. **Glass Recycling** – Ms. Moran updated the EAC that Loudoun County will not host a Purple Bin within Town limits nor would any large producer of glass in the Town. The Town recently completed an audit of the recycling program to, in part, assess the disposition of glass and inform future options.
- d. **Social Media Outreach** – The Town social media account will be doing “Sustainability Soundbites” with monthly themes. The EAC will identify the themes for Ms. Moran to use for the posts.
- e. **Sustainable Deconstruction** – Reviewed the presentation from the July meeting regarding potential changes to the requirements for the Town historic district.
- f. **Sustainable Landscaping** – Updated the topic to generally cover increased education on sustainable landscaping, such as: avoiding pesticide/herbicide use, replacements for lawn additives, working with homeowners’ associations, etc.
- g. **Composting** – To take the place of the rain barrel workshops and subsidization of the purchase of bins. Supporting Town interest in pick-up sites for compost.
- h. **Energy Conservation and Sustainability** – Items are with Town staff, who will provide updates ongoing and requests for EAC feedback.
- i. **EAC and Youth Outreach** – New item with the purpose of encouraging young people in the Town to increase interest and environmental awareness.
- j. **Weed Warriors Program** – New item to create a weed warriors’ program to train Town residents on how to remove invasive species such as Tree of Heaven.
- k. **Surface Temperature** – There is an existing heat map of Leesburg. The Town will be prioritizing areas for cooling by resident age, income, and heat level.
- l. **Environmental Justice** – New item to ensure consideration and awareness of the impact of EAC recommendations to all Town residents.

### **Staff Items:**

- a) All items from the July Town Council meeting have been moved to the agenda for October 2, 2023, and will include a report on the first six weeks of findings from the Sustainability Manager.
- b) Live on Leesburg on Friday will include information on the Town’s solarized campaign, which includes the bulk purchasing of solar panels by residents. Also, the Town has its first electric vehicle in the fleet.

**New Business:**

- a) **Non-native and invasive species** – The EAC discussed how and whether to respond to crepe myrtle blight. Ms. Mason will circulate text for EAC consideration.

**Adjournment:** The meeting was adjourned at 8:55 pm approved 4-0-2 (motioned by Glick, second by Mason).