



LEESBURG ENVIRONMENTAL ADVISORY COMMISSION

**Tuesday
January 9, 2024
6:30 P.M.**

Town Hall
Lower Level Conference Room 2
25 West Market Street

COMMISSIONERS

Julie Bolthouse (24)
Leigh Anne Faugust (24)
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

January 9, 2024

6:30 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. December 5, 2023*
4. Approval of 2024 Meeting Calendar
5. Election of Chair
6. Chairperson's Statement
7. Petitioners
8. Old Business
 - a. Budget
9. Staff Items
 - a. Stipend Availability
 - b. Upcoming changes to virtual meeting rules
10. New Business
 - a. Proposed Code Amendments for EV Charging
 - b. Recycling Updates and Outreach from Public Works
11. Next Meeting Date
 - a. February 6th, 2024

12. Adjournment

(*) Material attached

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Town of Leesburg Environmental Advisory Commission

Meeting Minutes

December 5, 2023

The Town of Leesburg's Environmental Advisory Commission (EAC) met on December 5, 2023, at 7:00 p.m. in the Town Hall at 25 West Market St., Leesburg, Virginia.

Call to Order: Vice-Chair Bolthouse called the meeting to order at 7:01 p.m.

Roll Call:

Present: Paul Sheaffer (remote), Julie Bolthouse, Leigh Anne Faugust, Katherine Murphy, Ami Mason

Absent: Patricia Hatfield

Petitioners: Philip Marshall

Observers: Jen Chu

Staff Representatives: Deb Moran

Vice-Chair Bolthouse 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 5-0-1 (motion by Murphy, second by Mason).

Approval of Minutes: The meeting minutes of November 7, 2023, were approved 5-0-1 (motion by Faugust, second by Mason).

Vice-Chairperson's Statement: No statement.

Petitioners' Time: Mr. Marshall of the Leesburg Tree Commission updated the EAC that the Tree Commission is considering a number of grants for additional tree plantings in the Town and specifically for local/native trees in underserved neighborhoods. Ms. Moran noted that there are Congestion Mitigation and Air Quality Improvement (CMAQ) areas in the Town that may qualify as new trees would reduce air pollution. May have redbuds at the Flower and Garden Festival.

Old Business:

- a. Glass Recycling Memo – Chair Sheaffer updated the EAC that he sent the glass recycling recommendation to Town Council and is awaiting responses. Ms. Moran stated that the Town may focus more on an anti-contamination campaign instead of one focusing on glass contamination. Ms. Faugust suggested that the Town would not necessarily need to campaign against including glass in the recycling but instead remove current guidance to do so.
- b. Bylaws Update – Chair Sheaffer circulated the Bylaw changes in early November. The Bylaw changes were approved 5-0-1 (Motion by Murphy, second by Faugust).

Staff Items:

- a. Ms. Moran explained the current Town sustainability focus is grant opportunities. For example, the Town is eligible for formula grants for energy conservation strategies with related goals. These grants provide a blueprint for the application goals, e.g., updating HVAC systems vs. energy audits, etc. There is also a Virginia Clean Cities program for CMAQ areas covering the cost differential for a traditional combustion engine vs. electric vehicles for fleet replacement. Ms. Moran will present to the EAC when there are more options.
- b. Ms. Moran is organizing an electric vehicle charging presentation for the EAC in January.

New Business:

- a. 2024 Meeting Calendar – The 2024 Meeting Calendar, circulated prior to the meeting, was approved (Motion by Muphy, second by Mason). The 2024 EAC meetings will begin at 6:30 p.m. on the following dates: January 9, February 6, March 5, April 2, May 7, June 4, August 6, September 3, October 1, November 5, and December 3.
- b. Tolbert Awards – The EAC discussed the 2023 Tolbert Award Application and updating it to include additional details, guidance on what to include, timelines, and purpose. The EAC will begin announcing the Award in November starting in 2024. Ms. Murphy will take the lead on consolidating the notes with all edits due by December 19th. Ms. Moran will update the website.
- c. Flower and Garden – The EAC agreed to stay with the existing Flower and Garden Festival booth location with the other non-profits.
- d. Recycling Outreach for HOAs - Ms. Moran circulated an email from an HOA requesting recycling improvements. Ms. LaFollette from the Town Public Works Department will discuss with the EAC at the January meeting strategic plans for recycling outreach such as a pilot program and tagging campaign for specific neighborhoods.
- e. Sustainability Items in Zoning Rewrite – Ms. Moran circulated by email the zoning recommendations. Comprehensive plan to incorporate into the zoning

ordinance. The consulting company will schedule a presentation to the EAC in the future.

Adjournment: The meeting was adjourned at 8:00 pm approved 5-0-1 (motion by Bolthouse, second by Murphy).