



**Town of Leesburg Environmental Advisory Commission
Meeting Minutes
April 2, 2024**

The Town of Leesburg’s Environmental Advisory Commission (EAC) met on April 2, 2024, at 6:30 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 6:35 p.m.

Roll Call:

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

Absent:

Petitioners:

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 5-0-0 (motion by Muphy, second by Mason).

Approval of Minutes: The meeting minutes of March 5, 2024, were moved to the May meeting agenda for a vote.

Chairperson’s Statement: Keep Leesburg Beautiful this weekend!

Staff Items:

- a. Zoning Rewrite Consulting Visit

Ms. Moran updated the EAC that the consultants working on the zoning rewrite would be presenting to the Town Council in July and there will be open meetings scheduled to respond to public comments.

Old Business:

a. Annual Presentation and Tolbert Award Presentation

On April 9, 2024, the EAC will present the 2023 Annual Report and the Tolbert Award at the Leesburg Town Council meeting.

b. Keep Leesburg Beautiful Planning

This year's event will again take place at Raflo Park from 9:00 a.m. to 11:00 a.m. There has been outreach to scouting groups in town and there have been some sign-ups online for the event. The event will also be used by the EAC to prepare giveaway items for the Flower and Garden Festival.

c. Flower and Garden Festival Planning

The EAC reviewed items to include on the wheel giveaway, e.g., seeds, magnets, reach extenders, tote bags, stickers, buttons, and compost bins and scheduled shifts for the EAC members to work at the booth. Ms. Bolthouse stated she had forwarded wording for the composting poster input for the Flower and Garden Festival to Ms. Moran.

New Business:

a. Annual Commission Banquet

All Town Commission and Commissioners are invited to the annual banquet, which will be held at Ida Lee at 6:00 p.m. on April 29, 2024.

Adjournment: The meeting was adjourned at 7:55 pm approved 5-0-0 (motion by Faugust, second by Murphy).