



TOWN OF LEESBURG
Town Hall, 25 West Market Street
AGENDA
Town Council Work Session
November 18, 2024
7:00 PM
Council Chamber

1. CALL TO ORDER

2. ITEMS FOR DISCUSSION

- a. Authorization of an Auxiliary Police Officer Program (Thea Pirnat)
- b. Town Branch Stream Channel Improvements at Mosby Drive (Doug Wagner) - To be distributed by Friday, November 15

3. ADDITIONS TO FUTURE MEETINGS

- a. Proclamation Requests
- b. Future Council Meetings and Agenda Topics

4. ADJOURNMENT

5. INFORMATION MEMORANDUM

- a. Visit Loudoun Monthly Report
- b. Parks and Recreation Advisory Commission – Fiscal Year 2024 Annual Report
- c. Monthly Board and Commission Attendance Report
- d. Monthly Board and Commission Activity Report

6. UPCOMING EVENTS

November 23 – Freeze your Gizzard 5k Cross Country Race and 1-Mile Fun Run, Ida Lee Park Recreation Center, 9 – 11 a.m.

November 28 & 29 – Town Offices Closed for Thanksgiving

November 29 – Black Friday Shopping Event, Leesburg Premium Outlets, 241 Fort Evans Road NE, all day

December 5 – Using Archival Collections in your Research with Laura Christiansen, Thomas Balch Library, 10 a.m. – 12 p.m.

December 6 – First Friday at Donaldson Cabin: Newspapers in Leesburg, 14 Loudoun Street SW, 5 – 7 p.m.

December 6 – First Friday, Downtown Leesburg, 6 – 10 p.m.

December 7 – Holiday Fine Arts and Crafts Show, Ida Lee Park Recreation Center, 9 a.m. – 4 p.m.

December 7 – Leesburg Movement Holiday Market, Loudoun County Courthouse Grounds, 12 – 4 p.m.

December 7 – Annual Holiday Tree Lighting, Town Green, 25 W Market Street through Downtown, 6 – 7 p.m.

December 8 – Holiday Fine Arts and Crafts Show, Ida Lee Park Recreation Center, 10 a.m. – 4 p.m.

ASSISTIVE LISTENING SYSTEM

Qualified individuals with a disability who require a reasonable accommodation to attend and/or participate in this meeting should contact the Clerk of Council at eboeing@leesburgva.gov or 703-771-2733 to request the accommodation. Three days advance notice is requested. Meetings are broadcast live on the Town's local government access cable TV channel (Comcast 67 and Verizon 35) and streamed live on the website at www.leesburgva.gov/webcasts. All Town Council, Board and Commission meetings are recorded and can be found on the Town's Web site at www.leesburgva.gov.



TOWN OF LEESBURG
Town Hall, 25 West Market Street
AGENDA
Town Council Meeting
November 19, 2024
7:00 PM
Council Chamber

1. **CALL TO ORDER**
2. **INVOCATION**
 - a. Council Member Wilt
3. **SALUTE TO THE FLAG**
 - a. Council Member Nancy
4. **ROLL CALL**
5. **MINUTES**
6. **ADOPTING THE MEETING AGENDA (AMENDMENTS AND DELETIONS)**
7. **CERTIFICATES OF RECOGNITION**
8. **PROCLAMATIONS**
 - a. Artificial Intelligence (AI) Month - December 2024 (Chad Green)
MOTION
I move to approve the Proclamation for Artificial Intelligence (AI) Month - December be proclaimed at the November 19, 2024, Town Council Meeting.
9. **PRESENTATIONS**
10. **REGIONAL COMMISSION REPORTS**
11. **PETITIONERS**
12. **APPROVAL OF THE CONSENT AGENDA**
 - a. Community Piano Artwork
RESOLUTION
Approval of Community Piano Artwork submitted by Danielle Ferrin

- b. Police Station Expansion Project – Construction Management & Inspection Services Change Order No. 2

RESOLUTION

Authorize the Town Manager to Execute Change Order No. 2 to the RK&K in the amount of \$422,353.81 for Construction Management and Inspection Services at the Police Station Expansion Project

13. RESOLUTIONS / ORDINANCES / MOTIONS

14. PUBLIC HEARINGS

- a. Authorization of an Auxiliary Police Officer Program

ORDINANCE

Amending the Town Code to Authorize an Auxiliary Police Officer Program and

RESOLUTION

Authorizing the Addition of Auxiliary Police Officers to the Town's Workers' Compensation Insurance or Equivalent Coverage

- b. Amend the Payment In-Lieu Parking Fee for the H-1, Overlay, Old and Historic District

ORDINANCE

Amending the Payment In-Lieu Parking Fee for Parking Requirements in the H-1, Overlay, Old and Historic District

- c. TLTPAM2024-0002, Crescent District Master Plan Update

RESOLUTION

Adopting the Town Plan Amendment to Update the Crescent District Master Plan and Related Sections of the Legacy Leesburg Town Plan (TLTPAM2024-0002)

15. UNFINISHED BUSINESS

16. NEW BUSINESS

17. COUNCIL DISCLOSURES AND COMMENTS / ADDITIONS TO FUTURE MEETINGS

- a. Future Council Meetings and Agenda Topics

18. MAYOR DISCLOSURES AND COMMENTS / ADDITIONS TO FUTURE MEETINGS

19. TOWN MANAGER COMMENTS

20. CLOSED SESSION

21. ADJOURNMENT

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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 its views to the Council during its meeting.

Petitioners

The petitioners' portion of the Council agenda is the first item addressed by the Council following proclamations, certificates of appreciation, regional commission reports and presentations. This part of the meeting gives individuals the opportunity to address the Council on any matter not scheduled for a public hearing. Prior to the meeting, citizens wishing to speak should sign up on the Town's Web site at <https://www.leesburgva.gov/government/mayor-council/current-council-agenda> by 4:00 p.m. the day of the meeting or on the signup sheet in the hallway outside of the Council Chamber the night of the meeting. The Mayor will give anyone the opportunity to speak that did not get a chance to sign up. Petitioners' comments are limited to between three and five minutes at the Mayor's discretion.

Public Hearings

Certain Town business items can only be conducted after the Town Council holds an advertised public hearing. Certain major issues affecting the Town's government can also be scheduled for public hearing at Council's discretion. Adoption of the Town budget, rezonings, special exceptions and amendments to the Town's subdivision and zoning ordinances all require a public hearing. Prior to the meeting, citizens wishing to speak at a public hearing may sign up on the Town's Web site at <https://www.leesburgva.gov/government/mayor-council/current-council-agenda> by 4:00 p.m. the day of the meeting or on the signup sheet in the hallway outside of the Council Chamber the night of the meeting. The Mayor will give anyone the opportunity to speak who did not get a chance to sign up. Public hearing comments should be limited to the topic of the public hearing and speakers will be given between three and five minutes at the Mayor's discretion. If you wish to speak at more than one public hearing, you must sign up for each hearing separately.

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 and spell his or her name for the purpose of closed captioning. If comfortable doing so, speakers should provide their address for the record. Persons should also indicate whether they are representing anyone other than themselves. 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

Council meets twice per month, or more often as necessary, to discuss items that are placed on the agenda at the desire of the majority of Council present. Items are typically discussed at a meeting at least two weeks into the future but items may be added in a shorter time frame in accordance with Council's adopted rules and procedures.

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 to discuss topics specifically exempted from the open meeting requirements and all closed sessions must be properly noticed and appropriate Code sections cited as to the specific statutory authority to go into closed session. The notice must also include the general topics to be discussed. Only those matters in the adopted motion to go into closed session can be discussed and members in attendance must certify that only those topics were discussed when they return to an open session.

TOWN COUNCIL AGENDA MATERIALS

Council agenda materials are available to citizens by end of day Wednesday immediately preceding the set of Council Meetings. Council agenda materials are posted to the Town Web site at <https://www.leesburgva.gov/government/mayor-council/current-council-agenda>. Meeting agenda packets are available for public inspection in the lobby of Town Hall on Wednesdays prior to the scheduled meeting. Council agendas can also be viewed on the Town's Web site at <https://www.leesburgva.gov/government/mayor-council/current-council-agenda>.