



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Agenda
Thursday, October 26, 2023
Town Office, 10 W. Marshall Street
6:00 PM



- I.** Call meeting to order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Special Recognition by Mayor and Council
- V.** Public Comment
- VI.** Public Hearing and Related Action Items
- VII.** Public Presentations
- VIII.** Staff Reports
 - VIII.A.** September Utilities Report - Stuart Will, IES
[Middleburg Utility Report September 2023.pdf](#)
 - VIII.B.** Special Project Status Report - Deputy Town Manager Moore
Suggested Action: Back-up materials to be distributed on Tuesday
 - VIII.C.** Staff Report - Next Steps from October 16th Community Meeting - Deputy Town Manager Moore
 - VIII.D.** Status Report - 1000 Miglia - Town Manager Davis
- IX.** Reports of Town Committees/Council Liaisons (if applicable)
- X.** Consent Agenda
 - X.A.** Council Approval - September 14, 2023 Regular Meeting Minutes; September 28, 2023 Regular Meeting Minutes
[09-14-2023 - Regular Council Meeting Minutes.pdf](#)

XI. Action Items (Non Public Hearing Related)

XII. Discussion Items

XII.A. Draft Policy Revisions - Town Grants/Sponsorships

[Memo - Revisions to Grant & Sponsorship Policy - 2023.pdf](#)

[Policy - Special Events Grants \(draft - 09-19-2023\) \(no redlined\).pdf](#)

[Policy - Infrastructure Grants \(draft 10-19-2023\) \(no redline\).pdf](#)

[Policy - Special Event Sponsorships \(draft - 08292023\) \(no redline\).pdf](#)

[Policy - Charitable Donations \(draft - 10192023\).pdf](#)

[Resolution - Adoption of Policies Pertaining to Town Grants and Sponsorships.pdf](#)

XII.B. Request for Additional Funding - Middleburg Charitable Foundation

Suggested Action: Back-up materials to be distributed on Tuesday

XII.C. Quarterly Review of Strategic Initiatives - Town Manager Davis

[2023.10.26 - Strategic Plan - Quarterly Update.pdf](#)

XII.D. Holiday Luncheon; Cancellation of November & December Meetings; Gift Certificates

[Memo - Holiday Luncheon Gift Certificates Mtg Calendar - 2023.pdf](#)

XII.E. Special Use 23-02 - Request of The Museum of Hounds & Hunting, North America for a Special Use Permit for a museum at 11 W. Washington St. zoned C-2 Town Commercial District

Suggested Action: ***Planning Commission memo attached...will be updated Tuesday to reflect PC recommendation which is anticipated Monday night.

[Memo - SU 23-02 - 11 W Washington St 2023_10.pdf](#)

[1 - SU 23-02 request letter and supplement.pdf](#)

[2 - floor plan.pdf](#)

[3 - site sketch and survey.pdf](#)

[4 - elevation photos.pdf](#)

XII.F. Special Use 23-03 - Request of Lizanne White Driskill for a Special Use Permit for two upper-story apartments at 5 E. Federal St. zoned C-3 General Commercial District

Suggested Action: ***Planning Commission memo attached...will be updated Tuesday to reflect PC recommendation which is anticipated Monday night.

[Memo - SU 23-03 - 5 E Federal St 2023_10.pdf](#)

[1 - SU 23-03 request letter.pdf](#)

[2 - site exhibit and survey.pdf](#)

[3 - elevation photos.pdf](#)

[4 - floor plans.pdf](#)

- XII.G.** Zoning Text Amendment 23-04 - An Ordinance to Repeal and Reenact Article VI of the Middleburg Zoning Ordinance pertaining to Advertisement and Notices of Hearings for Plans, Ordinances, Amendments, Appeals and Applications
Suggested Action: ***Planning Commission memo attached...will be updated Tuesday to reflect PC recommendation which is anticipated Monday night.
[Memo - ZTA 23-04 - Advertisement and Notices of Hearings.pdf](#)
[1 - ZTA 23-04 Draft 2.pdf](#)
[2 - Code of Virginia 15.2-2204.pdf](#)
[3 - existing Article VI.pdf](#)

XIII. Information Items

XIV. Closed Session

- XIV.A.** Advice of Legal Counsel (Town Hall Project Contract)
[102623 - Closed Session - Consultation with Legal Counsel.pdf](#)

XV. Adjournment