



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Agenda
Thursday, November 9, 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 Presentations
 - VI.A. Swearing In Ceremony - Middleburg Community Charter School Safety Patrol - Chief Jones
 - VI.B. Status Report on Christmas in Middleburg - Doug Myers
- VII. Public Hearing and Related Action Items
 - VII.A. 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
[Memo - SU 23-02 - 11 W Washington St TC 2023_11_09.pdf](#)
[1 - SU 23-02 request letter and supplement.pdf](#)
[2 - floor plan.pdf](#)
[3 - site sketch and survey.pdf](#)
[4 - elevation photos.pdf](#)
 - VII.B. 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
[Memo - SU 23-03 - 5 E Federal St TC 2023_11_09.pdf](#)
[1 - SU 23-03 request letter.pdf](#)
[2 - site exhibit and survey.pdf](#)
[3 - elevation photos.pdf](#)
[4 - floor plans.pdf](#)

- VII.C.** 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
 - [Memo - ZTA 23-04 - Advertisement and Notices of Hearings TC 2023_11_09.pdf](#)
 - [1 - ZTA 23-04 Ordinance.pdf](#)
 - [2 - ZTA 23-04 Draft 2.pdf](#)
 - [3 - Code of Virginia 15.2-2204.pdf](#)
 - [4 - existing Article VI.pdf](#)

VIII. Staff Reports

VIII.A. October 2023

- [Monthly Report - October 2023 - Town Clerk .pdf](#)
- [Director of Business Development - Town Council Report - 11.09.2023-combined.pdf](#)
- [Treasurer's Report - Oct 2023.pdf](#)
- [October 2023 Final Town Council Report - Police.pdf](#)
- [Deputy Town Manager report 2023_11.pdf](#)
- [November 2023 Town Attorney Report 4859-8745-5373 v.1.pdf](#)

VIII.B. Status Report - Town Hall Project - Town Clerk North

- Suggested Action: Back-up materials will be distributed on Tuesday
- [Town Hall Project Report - 11-09-23 \(with Downey & Scott report\).pdf](#)

IX. Reports of Town Committees/Council Liaisons (if applicable)

X. Consent Agenda

XI. Action Items (Non Public Hearing Related)

XI.A. Council Approval - Resolution Adopting Policies Pertaining to Town Grants & the Purchase of Sponsorships

- [Memo - Revisions to Grant & Sponsorship Policy - 2023 \(updated 11092023\).pdf](#)
- [Resolution - Adoption of Policies Pertaining to Town Grants and Sponsorships.pdf](#)
- [Policy - Special Events Grants \(draft - 09-19-2023\) \(no redlined\).pdf](#)
- [Policy - Infrastructure Grants \(draft 10-19-2023\) \(no redline\).pdf](#)
- [Policy - Charitable Donations \(draft - 10192023\).pdf](#)
- [Policy - Special Event Sponsorships \(draft - 08292023\) \(no redline\).pdf](#)

XI.B. Council Approval - Request for Funding - Middleburg Charitable Foundation

- Suggested Action: This will be a verbal report - no back-up materials.

XII. Discussion Items

XII.A. South Madison Street Improvement Project Concept Updates - Town Manager Davis

XIII. Information Items

XIV. Closed Session

XIV.A. Consultation with Legal Counsel (Town Hall Project Contract); Evaluation of Town Manager;
Performance Bonuses for Town Employees
[110923 - Closed Session - Consultation with Legal Counsel; Personnel Items.pdf](#)

XV. Adjournment