



# ***TOWN OF MIDDLEBURG***

## **Loudoun County, Virginia**

### **MEMORANDUM**

**TO:** Mayor Littleton and Members of the Middleburg Town Council  
**FROM:** William M. Moore, Deputy Town Manager  
**MEETING DATE:** January 14, 2021  
**SUBJECT:** December 2020-January 2021 Report

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#### **MIDDLEBURG PLANNING COMMISSION:**

The Commission held a work session December 21 focused on implementing the Comprehensive Plan (specifically related to Council's Strategic Initiative to update Zoning and Subdivision Ordinances). The Commissioners identified and discussed numerous elements of the Plan (i.e. Strategies listed to support the various chapter Goals) that seemed to be of the highest priority or interest. Staff is now analyzing and will return to the Commission to provide suggestions as to how those prioritized elements could perhaps begin to be addressed and/or supported in potential Ordinance amendments.

#### **HISTORIC DISTRICT REVIEW COMMITTEE:**

The HDRC held its regular meeting on January 7. Items to note included:

- COA 21-01 (S 21-01) Request of Jeff Lee to reface existing freestanding sign at 111 W Washington St (Atlantic Union Bank) [**Approved**]
- COA 21-02 Request of James and Susan Kelly to enclose the front porch at 400 W Washington St [**Conditionally Approved**]

The Committee also agreed to set a schedule of supplemental special meetings for the upcoming months to be held as needed to accommodate, and keep on schedule, review of 1) the ongoing update to the Historic District Design Guidelines and 2) the new Town Hall project.

#### **ZONING LOCATION & OCCUPANCY PERMITS ISSUED:**

ZO 20-50	Heike Jung	15 Hunt Ct	home occupation
ZL 20-51	Gold Cup Wine Bar-Salamander Resort	500 N Pendleton St	temp tent
ZL 20-52	Harriman's Restaurant-Salamander Resort	500 N Pendleton St	temp tent
ZL 20-53	Richard Williams/Deerchase LLC	406 E Washington St	alterations to accessory structure
ZO 21-01	Pam Mickley Albers, AIA	103 Chestnut St	home occupation
ZO 21-02	Claire Dickey/Hestia Design	128 N Jay St	home occupation

## **ZONING & CODE ENFORCEMENT:**

Staff is currently working to address an issue related to work without permits on North Jay Street.

## **MAINTENANCE:**

- Tim and our contractor worked diligently during the December 16-17 snow and ice storm to maintain safe access to our public facilities, to provide supplemental clearing of on-street parking areas and to clear pedestrian connections at crosswalks. Staff conducted an after-action review and plans to provide some additional hand clearing at intersections and curb lines for future events with significant accumulation.
- Tim, along with Stuart of IES, developed a creative solution in the field to cleanup and disperse a large area of ponding, muddy water on Stonewall Ave following a water break on 1/5.
- Tim will be collecting the sidewalk Christmas trees throughout Town on Saturday, 1/9 and relocating temporarily to the Town Shop. Jamie separately organized the specifics for sale of the trees in partnership with Middleburg Millwork.
- The Town has submitted a street acceptance package to VDOT for Pinckney St and is working, along with our consulting engineer, with VDOT staff on any specific testing, as-built plans and potential improvements that may be necessary.

## **SPECIAL PROJECTS**

- At Council's direction, staff coordinated with our contractor for placement of trash and cardboard recycling dumpsters at the Town Shop to alleviate an ongoing issue at a restaurant on Washington St. An agreement related to their use and reimbursement of costs was entered into with the restaurant.
- Staff anticipates that the current iteration of review of the construction plans for the Residences at Salamander will be completed by our consulting engineer by January 15. Staff is coordinating with other outside referral agencies to complete their respective reviews so that full technical comments can be returned to the applicant shortly thereafter.
- Staff is discussing potential cost-share options with the Hill School and owners of properties along Landmark School Rd to fund the feasibility study for sanitary sewer connections related to a potential boundary line adjustment to bring these homes and the balance of the Hill School property (within Loudoun) into the Town.
- Staff is beginning preparations for a bid package for the street sign replacement project.
- The Wayfinding Task Group met on 1/9 to finalize color schemes for the gateway, trailblazer and parking lot signs. VDOT approval for these elements has been obtained and Frazier is beginning preparation of construction documents. Development of pedestrian-oriented signs (possibly a separate, later phase) is ongoing.

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If you have any questions or require additional information regarding this report, please do not hesitate to contact me at (540) 687-5152 or by email at [wmoore@middleburgva.gov](mailto:wmoore@middleburgva.gov)