



MIDDLEBURG TOWN COUNCIL
Regular Meeting Agenda
Thursday, August 28, 2025
Town Hall Council Chambers, 10 W. Marshall Street
6:00 PM



- I.** Call meeting to order
- II.** Pledge of Allegiance
- III.** Roll Call
- IV.** Public Comment
- V.** Public Hearing and Related Action Items
- VI.** Special Recognition by Mayor and Council
 - VI.A.** Council Approval - Resolution of Appreciation - Bill Nugent
[082825 - Resolution of Appreciation - Officer Bill Nugent.pdf](#)
- VII.** Public Presentations
 - VII.A.** Council Approval - Donation of Painting - Dottie Martel
[Memo -Donation of Bowman Painting - Dottie Martel.pdf](#)
 - VII.B.** Annual Report - Middleburg Strategic Finance Committee - Bob Dale
[2025.08.28 Strategic Finance Committee Annual Report.pdf](#)
[2025 Strategic Finance Committee - Annual Reportv2.pdf](#)
[MSFC - Town Committee Assessment -2025.pdf](#)
[MSFC Proposed Ordinance Amendment - Establishing Middleburg Strategic Finance Committee - 2025.pdf](#)
- VIII.** Staff Reports
 - VIII.A.** July 2025 Utilities Report
[Middleburg Utility Report July 2025.pdf](#)
 - VIII.B.** July 2025 Staff Reports
[Monthly Report -July 2025 - Town Clerk .pdf](#)
[Director of Business Development and Community Partnerships Report - August 2025.pdf](#)
[Treasurer - July 2025 Monthly Report.pdf](#)
[Police - July 2025 Monthly Report Final.pdf](#)
[Deputy Town Manager report 2025_08.pdf](#)

VIII.C. Asbury Church Project Report - Town Clerk North
[Asbury Church Project Report 08-28-25.doc.pdf](#)

VIII.D. Special Projects Report - Town Manager Davis
[2025.08.28 Project Status Update.pdf](#)

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

X. Consent Agenda

X.A. Council Approval - July 24, 2025 Regular Meeting Minutes
[07-24-2025 - Regular Council Meeting Minutes.pdf](#)

X.B. Council Approval - Re-Adoption of Policy Pertaining to Electronic Participation in Meetings
[Memo - Re-Adoption of Policy Pertaining to Electronic Participation in Meetings.pdf](#)

X.C. Council Acceptance - Sanitary Sewer Easement - Land of Carolyn and Christopher Hersh
[memo - Acceptance of Sanitary Sewer Easement - Hersh.pdf](#)

X.D. Council Approval - Ordinance to Establish Middleburg Arts & Community Events Committee
[2025.08.28 - Memo - Ordinance to Establish Middleburg Arts and Community Events Committee.pdf](#)

X.E. Council Approval - Ordinance to Rescind Ordinance Establishing the Middleburg Arts Council & Cultural and Community Events Committee
[Ordinance - Rescinding Ordinances Establishing MAC and CCEC.pdf](#)

XI. Action Items (Non Public Hearing Related)

XI.A. Council Approval - Amendments to Special Events Ordinance - Town Manager Davis
[2025.08.28 Special Events Ordinance Amendment.pdf](#)
[Ordinance - Amend Town Code Chapter 6 - Special Events Permit Ordinance \(draft 07252025\) .pdf](#)

XI.B. Council Approval - Award of Contract for Architectural/Engineering Services - Asbury Church Restoration Project - Town Clerk North
[Memo - Award of AE Contract - Asbury Church Restoration Project.pdf](#)
[Glave & Holmes - 2025 08 19 Asbury Church Restoration_Proposal_r3 w_Attachments.pdf](#)
[Glave & Holmes Contract - 2025 08 19 Asbury Church Agreement E-500 2020_DRAFT.pdf](#)
[Glave & Holmes - 2025 08 19 Asbury Church Agreement E-500 2020](#)

[Exhibits_DRAFT.pdf](#)

[Glave___Holmes_Arch_Asbury_Church_Restoration_2025-02-14A.pdf](#)

[RFP - AE Design Services - Asbury Church \(final\) with attachments.pdf](#)

- XI.C.** Council Approval - Award of Contract for Construction Management Services - Asbury Church Design & Restoration Projects - Town Clerk North
[Memo - Award of CM Contract - Asbury Church Restoration Project.pdf](#)
[DS Fee 082125 TOM - Asbury Church CM Services.pdf](#)
[Downey & Scott - CM Services Contract - Asbury Church Restoration Project.pdf](#)
[Downey & Scott Proposal - RFP_for_Construction_Management_Services__2025-02-14B.pdf](#)
[RFP - CM Services - Asbury Church Restoration Project \(Final\) with attachments.pdf](#)

- XI.D.** Council Approval - Resolution of Support for CIP Funding from Loudoun County - Town Manager Davis
[2025.08.28 Resolution in Support of CIP Funding Request.pdf](#)
[2025.08.28 Resolution Requesting CIP Funding from Loudoun County - South Madison Street.pdf](#)
[2025.08.25 - Update on S. Madison Street Projects.pdf](#)

XII. Discussion Items

- XII.A.** Comprehensive Speed Review in Middleburg - Chief Jones
[Speed Evaluation_Updated 8.22.pdf](#)
- XII.B.** Parking in Residential Areas - Town Manager Davis
[2025.08.28 Review of Parking in Residential Areas of Town.pdf](#)
- XII.C.** Town Managed Retail Signage and Vacant Storefront Program - Town Manager Davis
[2025.08.28 Downtown Business Signage and Vacant Storefront Window Treatments REV.pdf](#)
- XII.D.** Publication of Town's Legal Notices - Town Clerk North
[2025.08.28 Memo - Legal Notice Publication Requirement.pdf](#)
- XII.E.** America 250 - Mayor Littleton
This will be a verbal report.

XIII. Information Items

XIV. Closed Session

- XIV.A.** Actual Litigation; Disposition of Town-Owned Property; Appointments to Middleburg Arts & Community Events Committee
[082825 - Closed Session - Actual Litigation; Disposition of Real Estate; Apts to MACEC.pdf](#)

XV. Adjournment

