

Leesburg Economic Development Commission
REGULAR MONTHLY MEETING
October 5th, 2016 - 7 p.m.
DRAFT
25 West Market Street
Council Chambers

- **Call to Order**
- **Adoption of the Agenda**
- **Approval of Minutes** (5 minutes)
 - September 7th, 2016
- **Petitioners** (5 minutes each)
- **Councilmember Comments** (5 minutes)
- **Liaison Commissioner Comments** (5 minutes)
- **Questions & Comments from the floor** (5 minutes each)
- **Presentations** – Finance & ED Staff presentation on incentives
- **Staff Report** (5 minutes)
- **Action/ EDC Map Discussion Items** (45 minutes)
 - **Enhance External Customer Service**
 - BPOL Incentives
 - **Policy Recommendations**
 - Survey & Forum Outline
 - **Retention and Recruitment Metrics**
- **Commissioner Comments-** Economic based Commissioner Comments (5 minutes)
- **Chairman’s Comments-** (5 minutes)
- **Unfinished Business** (5 minutes) –
 - Diversity commission collaboration and liaison assignments
- **New Business** (5 minutes)
- **Adjournment**

If you require any type of reasonable accommodation, as a result of a physical, sensory or mental disability, to attend and/or participate in this meeting, please contact Kindra Harvey at 703-771-6530 kharvey@leesburgva.gov. Three days advance notice is requested.

**Leesburg Economic Development Commission Town
Hall Council Chambers
September 7th, 2016 Meeting Minutes
Draft**

EDC members		Guests	Liaisons
Gwen Pangle, Chair	Y	Ron Campbell	Technology Commissioner
Jim Sisley	Y	Yvette Green	
Eunggil Choi	Y		Planning Commissioner
Paige Buscema	N		Brett Burk
Greg Hudson	Y	Staff	
Mo Hamilton	Y		Council Member
Vanessa Maddox	Y	Marantha Edwards	

1. Call to Order

The meeting was called to order at 7:00 p.m. by Chair Gwen Pangle.

2. Adoption of the Agenda

Motion by Commissioner Sisley to adopt the agenda, 2nd by Commissioner Sisley. 2nd by Hamilton. **Motion carries.**

3. Approval of Minutes-

August 3, 2016

Motion to approve the minutes Commissioner Sisley and 2nd by Commissioner Sisley, 2nd by Hamilton. **Motion carries.**

4. Petitioners- Ron Campbell

- Comments include: As a candidate for Town Council, he has been visiting all the commissions and attends the EDC to express ideas on Leesburg as a destination for business, look at the variety of ways to interact with the business community, diversity of business is important, Economic Development is the cornerstone of the community, encourages continued outreach to faith community. Chairman Pangle quoted the Virginia Economic Development Partnership mission for Economic Development. *see previously distributed document.

5. Council Member Comments- None.

6. Liaison Commissioner Comments-

- **Planning Commission:** (Brett Burk) – Planning Commission discussed parking and reached consensus that it needs to be holistic solution, as opposed to looking at pieces. Do a comprehensive study then look at the problems that need to be solved. They also discussed wireless antennae placement & infrastructure in Leesburg with a recommendation to expand the area and plan ways to camouflage the cell towers, particularly in the historic district – use form based approach vs function.

- **Technology Commission:** (Eric Byrd) – None.
- **Diversity Commission:** (Yvette Greene)- At their October meeting they intend to vet the survey they are planning to distribute and determine which businesses to target. Some on foot activity will be necessary to meet the minority businesses and delivery their survey. Discussion included:
 - 8 questions, any minority businesses needs not being met? Any opportunities & updates they are looking for?
 - Biggest debate was about the necessary permissions to distribute survey.
 - How will the survey be distributed
 - International festival, September 25th at Douglass
 - Mo Hamilton has asked that minority boxes be added to the business license form
 - ED Staff reported there is not a comprehensive list of business emails to distribute a survey.

7. Questions and Comments from the Floor-

- None

- **Presentations-** None

8. Staff Report-

- **Success Stories:** FedBiz ranked #10 in Fortune to be recognized by Council, along with Virginia Storm and Days Inn.
- Shared Virginia Business advertorial
- **Ribbon cutting/Ground Breaking (to be confirmed):**
- **Commission Survey**
- **New Parking Meters** – does include coin option
- Question came from Mo Hamilton about whether the EDC should be proactive about the Town becoming a city. Staff recommended bringing in a staff member to describe the logic. There is a currently a state moratorium.

10. EDC MAP - Action/Discussion Items

Enhance External Customer Service

- Town is doing better with public interface.

Policy Recommendations

- Talked about survey to increase visibility for Leesburg businesses. Greg Hudson and Mo Hamilton agreed to work on the survey. Need volunteers to determine questions, mode to get them out, gather and report out at the March 9th, 2017 Forum.
Be ready by 11/2 have questions final for survey distribution to the business community.
Discussion included using TypeForm instead of Survey Monkey.
What kind of forum would you attend?

1. What are the hot topics
 - City vs Town
 - Downtown Main Street

- How would you add more business and more revenue
- What would your dream board of Leesburg look like?
- What do you see as an opportunity to increase revenues to our Town businesses?
- Have you read the Town Plan? Include pictures and in multiple languages?

Discussion also included Sisley's suggestion for additional days of the month to program & promote events to bring shoppers and families downtown.

The Third Friday every month is "program night" via FB on ED page.

For Example

January – First Night

February – Mardi Gras

March – St Patrick's Day

April – Keep Leesburg Beautiful (clean up day)

May – Mother's Day

June – Father's Day

July – 4th of July

August – Friendship Day – Tax Free shopping day

September – Back to School

October - Halloween

November – Thanksgiving & Small Business Saturday

December - Toys for Tots & Holidays

Retention and Recruitment Metrics

11. Commissioner comments-

- Vanessa, no comment; Mo, no comment; Master Choi October 15th Kick Cancer event & Sam Choek City children met with Mayor; Sisley, real estate activity is up; Greg, none.

12. Chairman's Comments:

- Councilmember Gemmill has asked about statistics relevant to the EDC's position that the LOVE sculpture will increase tourism in Leesburg.

13. Unfinished Business-

- None

14. New Business-

Motion to adjourn: 8:36 pm, Commissioner Sisley, 2nd by Commissioner Hamilton. **Motion Carries.**

EDC staff report – September 2016

Council meetings October 2016

10/11 COPA LoveWork Sculpture

Ribbon cutting/Ground Breaking

- The Wellness Connection – 11/9 at 4:00 p.m.
- King Street Oyster Bar-TBD
- Leesburg Diner- TBD
- B Donuts - TBD

Events

- 20th Anniversary Celebration for Loudoun Physical Therapy 10/28/2016 at 6:00 p.m. (Leesburg Location)
- 1 Million Cups – Wednesdays at 9 am – MEC, 202 Church St
- Leesburg 360 Property Reveal (formerly known as Virtual Realty Tour) , Thursday, October 6th 8:30 am- 10:30 am K2M

Success Stories

EIT opens in Leesburg in October. For more than 5 years staff has worked with EIT to locate in Leesburg and next month they will open their building of more than 70,000 sq ft of advanced manufacturing with close to 150 employees that represent more than 2 dozen countries around the globe. Staff is working with them and the state of Virginia on the VJIP jobs program.

The Children's Science Center held a community Imagine Their Future virtual tour at the Leesburg Public House on September 20th. Several Town staff and community members attended to participate in their update. They are looking for volunteers, funders, and supporters.

Prince George's County Economic Development Director & team including a developer visited the Town ED department and MEC to learn about our HUBZone strategy implementation success and work with our community partners.

Business Development Manager Kindra Harvey was one of the 40 Under 40 personalities this year. Sponsored by the Times Papers, the event was celebrated at Stone Tower Winery on September 29th.

Annual Forum Outline

Annual March & November 2nd Thursday

When

March 9, 2017

October 2016 meeting discussion

Agreement from EDC

Confirm questions for survey and gather data between November and January with presentation at February EDC meeting.

Confirm Mo puts survey on Typeform

Confirm Vanessa puts survey on all social media by November 2nd

What

Summary from data gathered via survey and Facebook polling.

Hot topics

- City vs Town
- Main Street Organization and benefits
- County Comprehensive Planning impact
- Leesburg Dream Board
- Opportunities to increase revenues to our Town Business that we are not currently availing ourselves
- 3rd Friday night monthly Program Night. Monthly holidays are promoted on social media for Leesburg businesses.

Where

Discuss location for repeat of Ida Lee

Lightfoot

Smokehouse Live

Ida Lee

**Leesburg Economic Development Commission Town
Hall Council Chambers
July 6th, 2016 Meeting Minutes**

DRAFT –

EDC members		Guests	Liaisons
Gwen Pangle, Chair	Y	Jennifer Lassiter	Technology Commissioner
Jim Sisley	Y	Tom O'Neil	Eric Byrd
Eunggil Choi	Y	Brian Boucher	Diversity Commissioner
Paige Buscema	Y		Yvette Castro-Green
Greg Hudson	Y	Staff	
Mo Hamilton	Y	Kindra Harvey	Council Member
Vanessa Maddox	Y	Marantha Edwards	Kelly Burk
		Elisha Howell (I)	

1. Call to Order

The meeting was called to order at 7:00 p.m. by Chair Gwen Pangle.

2. Adoption of the Agenda

Motion by Commissioner Sisley to adopt the agenda, **2nd** by Commissioner Hamilton. **Motion carries.**

3. Approval of Minutes-

May 4, 2016

Motion to approve the minutes Commissioner Buscema and **2nd** by Commissioner Sisley. **Motion carries.**

4. Petitioners- None present.

5. Council Member Comments-

- Update forthcoming regarding doing away with the stipends for commissions for an annual savings of about \$70,000.

6. Liaison Commissioner Comments-

▪ **Technology Commission:** (Eric Byrd)

- New sound system for council chambers to be installed by August.
- Offered input to the Planning Commission regarding Verizon's goal of placing antennas around town by right instead of by special exception
- Having the Verizon antennas will improve cellular data network services.

SBDC

- Request for Interest (RFI) put out to retail businesses in town for a workshop with Google. Low interest so far with only 4 businesses having expressed interest in participating. SBDC has a goal of 10 participating businesses in order to conduct the class.

- 2-hour hands on workshop to create a Google business listing profile. Participants would leave the class with a completed business that is ready to go live in Google.
- **COPA/FOLPA:** (Tom O'Neil)
 - Bike mural will be completed by mid-July. Kevin Dunn is the local artist working on the project.
 - Raflo Park Art Spark project installed and dedicated on July 2, 2016. Has 5 sculptures done by 3 local Artist.
 - Mural project outside of the Town Hall garage is back underway. Currently seeking referrals for Artist from the VA, MD, & DC area.
 - COPA is open to emails with suggestions for local art.
 - Upcoming Art: Mural being added to the side of the King Street Bridge. Student who suggested this project will present at the next COPA meeting.
 - Plow project will continue this year. Citizens will be allowed to vote on their favorite plow.
 - Seeking input from EDC on defining what the Arts & Cultural District is. Suggested hang banners to identify the Arts & Cultural District.
- **Diversity Commission:** (Yvette Castro Green)
 - Effective outreach to the minority business community.
 - 3 Items for partnership with the Diversity Commission:
 - 1) Survey for minority businesses has already been created and distributed. Seek EDC assistance with phone calls and follow up visit to businesses who don't respond to the surveys.
 - 2) Community bulletin board & social media is another outlet for minority business outreach by posting business related topics in Spanish too.
 - 3) Collaborate for better outreach to the minority business community by offering flyers for education and information in other languages.
 - August 8, 2016 the Diversity Commission will be participating in a community services fair at Leesburg Elementary sponsored by CAFÉ (Community Advocates for Education). The Diversity Commission will be translating materials from the Town into Spanish and having a Spanish speaking representative at the event.
 - Commissioner Hamilton is the EDC Liaison to the Diversity Commission.

7. Questions and Comments from the Floor-

- None

8. Presentations-

Jennifer Lassiter, Executive Director at the Paxton Campus, Shocktober

- Shocktober has been operating for six years.
- Paxton Campus is seeking connection with other businesses downtown.
- "Scare Because We Care" all proceeds go back to support students and families at Paxton with disabilities.
- 2015 drew 10,078 visitors to the Haunted House attraction. 25% increase from the previous years. 203 volunteers which is a 35% increase from last year for a total of 7,000 volunteer hours. \$275,000 was raised from Shocktober 2015.
- Jennifer Lassiter's contact information is 703-777-1939 ext. 104

Brian Boucher, Deputy Planning & Zoning Director, Interactive Zoning Map

- The goal of the Interactive Zoning Map is to help people better understand how to do business with the Town of Leesburg.

- The tool provides 24-7 access to Zoning information online.
- Information is available by zooming and clicking or by simple address search.

9. Staff Report-

- **Success Stories:**
 - Staff is working together with County ED on a prospect
 - ED staff provided ombudsman services for a Montessori school at the Village at Leesburg, Brewery, & Office developer
 - At the SparkFire ribbon cutting they announced they have brought on 2 significant clients and will be hiring additional staff
- **Ribbon cutting/Ground Breaking (to be confirmed):**
 - Pure Barre 7/7 11:00 am
 - The Piano Company (Leesburg Corner Premium Outlet Center) 7/19 11:45 a.m.
 - Black Walnut Brewer, August 5th
 - Total Wine – soft opening 8/10 – ribbon cutting 8/11
 - King Street Oyster Bar TBD
 - Leesburg Diner TBD
 - Lowes – Mid August
 - B Donuts - TBD
- **Council meetings July 2016:**
 - Crescent Parke
 - Flex industrial Text Amendment (Public Hearing after Planning Commission on July 7th)
 - Crescent Park Rezoning Application
- **Events:**
 - 1 Million Cups – Wednesdays at 9 am – MEC, 202 Church St
 - Friday, July 8th - Loudoun County EDAC at 8:00am Loudoun County School Admin
 - Friday July 8th- Chamber speaker series at The National – Eric Major speaker, 8:00

10. Action/Discussion Items

Enhance External Customer Service

Quarterly Forums & Education Workshops:

- **Quarterly Business Forum:** Quarterly Forum on June 7th, 2016 canceled due to low registration.
- (Commissioner Sisley comment) the public is very reactionary and the lack of a problem to solve created low interest. (Commissioner Hamilton suggestion) seek public feedback on future forum topics. (Commissioner Buscema comments) four forums per year are too frequent; provide in advance key areas of discussion for each forum.
- **Motion** by Commissioner Sisley to conduct semi-annual forums moving from four forums per year to two forums per year. **2nd** by Commissioner Buscema. **Motion carries.** Discussion: Engage EDC in planning; be mindful of topic relevance to current events happening in Town that directly impact business owners.
- **Motion** by Commissioner Buscema to hold the next semi-annual forum the second week of September. **Friendly Amendment** by Commissioner Sisley to hold the next semi-annual forum on November 10, 2016. Friendly Amendment accepted by Commissioner Buscema. **Motion carries.**

- **Motion** by Commissioner Sisley to hold the first forum of 2017 on Thursday, March 9, 2017. **Friendly Amendment** by Commissioner Buscema to have the semi-annual forums in 2017 on the second Thursday in March and November. Friendly amendment accepted by Commissioner Sisley. **Motion carries.**

Policy Recommendations

- **EDC Map Streamline the Business Development Process**
 - **Business license process.** (Chair Pangle comment) much talk among new businesses around Town about the business licensing process. Working between the Town and County can be confusing. (M. Edwards comment) staff is currently working with the business process team [including Finance, Planning & Zoning, Utilities, and Economic Development] to improve this process. Efforts have slowed because of turnover however the team will resume once the new hire begins in July. (Chair Pangle comment) process needs to be a smooth transition between the County and the Town. (Commissioner Sisley suggestion) research the possibility of a shared system. (Council Member Burke offer/action item) to set up a meeting with Supervisor Kristen Umstattd, the County and the Town IT Departments and report back in the August EDC meeting on the possibilities of a shared system to improve business process flow.
- **Discussion about Downtown Parking policy**
 - (Chair Pangle comments) change of use triggering a parking issue as a result of redevelopment. Causing slowdown in Downtown improvement which is Economic Development issue. (Commissioner Sisley comment) code can't keep pace with market demands. Without additional revenues to add parking there will continue to a parking shortage. (B. Boucher comment) zoning ordinance says if you take away parking you have to replace it.
 - **Motion** by Commissioner Sisley to have three EDC members work with the Town Manager and Planning & Zoning staff to continue the discussion about ideas on zoning code as it relates to parking in Downtown. **2nd** by Commissioner Choi. **Friendly Amendment** by Commissioner Buscema to follow up in the semi-annual forum. Friendly amendment accepted by Commissioner Sisley. **Motion carries.**

Retention and Recruitment Metrics

- **Motion** by Commissioner Sisley to move the Business Award event summary brief and the Artisan trail discussion to the next EDC meeting on August 3rd, 2016. **2nd** by Commissioner Buscema. **Motion carries.**
- **Business Outreach – Diversity Commission**
 - Diversity Commission Liaison. Commissioner Hamilton volunteers.

11. Commissioner comments-

- Commissioner Sisley- the commercial real estate market is a little slow. The Town is experiencing tremendous growth. The rapid growth will involve the EDC embracing the growth and allowing jurisdictional management to handle the challenges that rapid growth creates.
- Commissioner Hamilton- since we are the size of a small city, has there been any research or comparisons to see what other cities have done when faced with the challenges of rapid growth? (Chair Pangle comment) ED Staff participate in organizations that supply that information.

- Commissioner Choi. July 27th 30 students and 5 teachers are visiting Loudoun County from our Sister City in Korea. On the 27th of July there will be a welcome reception and dinner.
- Commissioner Buscema. Discussions on topics that are current and relevant to the Town are important to the EDC. Topics like Wi-Fi and hot spots on the Town green spaces like the rose garden and the proposed splash pad. We need to start rallying around these issues and be engaged. Are we representing the Town to the businesses or the Businesses to the Town? We need to connect the dots of creative minds in the EDC to the code minds of Planning & Zoning to advocate for businesses.

12. Chairman's Comments:

- Expressed appreciation for EDC time and delighted with the discussion around the table. Good debate is helpful for the advancement of the commission.

13. Unfinished Business-

- None

14. New Business- None

Motion to adjourn: 9:45 pm, Commissioner Sisley, **2nd** by Commissioner Buscema. **Motion Carries.**



Date of Council Meeting: September 26, 2016

**TOWN OF LEESBURG
TOWN COUNCIL WORK SESSION
Information Memo**

Subject: Short-term Residential Rentals and the 2016 Limited Residential Lodging Act

Staff Contact: Barbara Notar, Town Attorney
Susan Berry Hill, Director of Planning and Zoning
Marantha Edwards, Economic Development Director

Council Action Requested: None. Informational only.

Staff Recommendation: None. Informational only.

Commission Recommendation: None at this time.

Fiscal Impact: None at this time.

Work Plan Impact: In the event regulations are initiated by the Council in the future, the Zoning Ordinance must be amended which will involve Department of Planning and Zoning staff time as well as Office of the Town Attorney staff time.

Executive Summary: At the conclusion of the 2016 Virginia General Assembly, the Governor signed into law the Limited Residential Lodging Act, Code of Virginia §§ 55-248.53 through 55-248.56. The Act allowed limited local regulation to include:

- Regulations for short-term rentals generally applicable to residential use and zoning so long as those restrictions are not placed on other authorized uses of residential property;
- Any limited residential lodging operator must maintain a minimum of \$500,000 of liability insurance;
- Regulations that prohibit or restrict a residence from being used as a limited residential lodging if the applicable taxes are not paid or if the operator has not registered with the locality.

The General Assembly also ordered the Housing Commission to convene a work group with representation from the hotel industry, hosting platform providers, local government, state and local tax officials, property owners and other interested parties to explore issues related to expansion of the framework set forth in this act related to the registration, land use, tax, and other issues of public interest associated with short-term rental of dwelling and other units. The work group was ordered to complete its work by December 1, 2016, with a goal of developing recommendations and draft legislation for consideration by the

2017 General Assembly. Beth Erikson, Executive Director of Visit Loudoun is a member of this work group and has been meeting with town staff to provide updates. She is scheduled to make presentations to the Loudoun County Board of Supervisors, The Middleburg Town Council and VACO beginning September 27th at the Loudoun County Economic Development Advisory Council (EDAC).

Background: Councilmember Hammler received a complaint from a resident regarding the short-term rental use of a neighboring property and has requested information regarding the regulation of short term rentals such as those provided by AirBnb, HomeAway, VRBO, etc. At the conclusion of the 2016 Virginia General Assembly, the Governor signed into law the Limited Residential Lodging Act, Code of Virginia §§ 55-248.53 through 55-248.56. The Act allowed limited local regulation to include:

- Adopting and enforcing ordinances and regulations generally applicable to residential use and zoning so long as those restrictions are not placed on other authorized uses of residential property;
- Adopting and enforcing an ordinance requiring that any limited residential lodging operator maintain a minimum of \$500,000 of liability insurance;
- Adopting and enforcing an ordinance that prohibits or restricts a residence from being used as a limited residential lodging if the applicable taxes are not paid or if the operator has not registered with the locality.

The Act also contained language which would prohibit localities from prohibiting or restricting homes being used for limited residential lodging purposes, but this provision would not take effect unless reenacted by the 2017 General Assembly.

The General Assembly also ordered the Housing Commission to convene a work group with representation from the hotel industry, hosting platform providers, local government, state and local tax officials, property owners and other interested parties to explore issues related to expansion of the framework set forth in this act related to the registration, land use, tax, and other issues of public interest associated with short-term rental of dwelling and other units. The work group was ordered to complete its work by December 1, 2016, with a goal of developing recommendations and draft legislation for consideration by the 2017 General Assembly. Beth Erikson, Executive Director of Visit Loudoun is a member of this work group and has been meeting with town staff to provide updates.

The short-term rental work group of the state Housing Commission met August 25, 2016, to hear presentations on insurance issues, regulations on bed and breakfasts and tourism in Loudoun County. While there was a lot of technical discussion regarding the insurance needs of someone operating a short-term rental, it ultimately seems that the definition of "occasional sale" controls what types of policies are needed. There is no official definition for insurance purposes, according to the industry representatives who spoke.

A representative of bed and breakfast operations focused on the regulations that her industry has to abide by, such as ABC regulations and those of the health

department. During the public comment period, several additional bed and breakfast operators asked for a level playing field because they do abide by these regulations.

The work group also heard a discussion of some facts and figures gathered by Loudoun County. In comparing the inventory of sleeping rooms, there are 5,700 hotel/resort sleeping rooms, 127 bed and breakfast sleeping rooms and 919 Airbnb sleeping rooms in Loudoun County. Additional research is necessary to confirm the number specific to the Leesburg Town limits. The Airbnb rooms account for 16% of the total hotel inventory. They estimate they are missing over \$1.2 million dollars in revenue from these rooms. The Loudoun representatives said their priorities in the on-going discussion of short-term rental are: registration as businesses, taxation like hotels and local transparency regarding the identity of providers. The working group was asked to consider public safety issues at its next meeting, but no date was set.

The cities of Roanoke and Charlottesville have enacted ordinances to regulate “homestay establishments. **Roanoke** amended its zoning ordinance to include "homestay establishments" in the same section as the bed and breakfast establishments:

- No changes are to be made to the exterior of the building occupied by the homestay;
- No more than 2 BRs for guests & no more than 4 total guests;
- Rooms to be rented on a daily or weekly basis, not to exceed 14 days;
- Owner/leaseholder shall occupy dwelling during guest stays

The use table categorizes homestays as “S” in all residential districts and “S” in their MX district and “P” in their CN, CG, CLS, D & UF districts.

Roanoke defines “homestay” as “[a]n establishment that offers for compensation a portion of any dwelling unit for overnight stays to guests, and not meeting the definition of a bed and breakfast.” Roanoke levies a transient tax of 8%.

Charlottesville amended its City Code and zoning ordinance to allow for homestays and places the following restrictions on homestays:

- No more than 6 adult overnight guests per tax map parcel, per day;
- No exterior signage;
- Application for a provisional use permit must include proof of applicant’s ownership and permanent place of residence at the property, along with contact information for a responsible party;
- No food shall be prepared for or served to guests
- Working smoke detectors, CO2 detectors & fire extinguishers accessible to overnight guests
- Compliance with USBC

- Application for provision permit authorizes city inspectors to enter property upon reasonable advance notice at least once per year
- Permits are valid for one calendar year and the owner must occupy the dwelling as his residence for more than 180 days
- Permit may be revoked by ZA if:
 - There are 3+ substantiated complaints within a calendar year or
 - Failure to maintain compliance with any of the regulations
 - Property owner whose permit is revoked isn't eligible for a new permit for the remaining portion of the calendar year and the entire next calendar year

The use table categorizes homestay use as by-right use in all residential districts & mixed use districts.

Charlottesville defines “homestay” as “a home occupation in which an individual who owns a dwelling and uses it as his or her permanent residence within a dwelling hires out, as lodging: (i) such dwelling, or any portion thereof, or (ii) a lawful accessory dwelling.” Charlottesville levies a transient tax of 7%.

Finally, the new law appears to allow property owners associations from prohibiting limited residential lodging among their membership.



REMOTE ELECTRONIC PARTICIPATION BY MEMBERS OF THE LEESBURG TOWN COUNCIL, BOARDS AND COMMISSIONS

The following policy is established for the Town of Leesburg Town Council, board and commission members' remote electronic participation in their public meetings. It is the policy of the Leesburg Town Council that individual council, board and commission members may participate in their public meetings by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The town council, board or commission members reviewing an individual member's request to participate remotely must approve such request, unless that participation would violate this written policy or the provisions of Virginia Code § 2.2-3708.1. If a member's participation from a remote location is challenged based on a violation of this written policy or Virginia Code § 2.2-3708.1, then the town council, board or commission shall vote whether to allow such participation, and if the town council, board or commission votes to disapprove of the member's remote participation, such disapproval shall be recorded in the meeting minutes with specificity. Only a violation of this written policy or Virginia Code § 2.2-3708.1 shall be grounds for challenge and disapproval. In all other instances, members must approve a remote participation request.

Emergency or Personal Matter

1. On or before the day of the meeting, the member must notify the chair or the vice-chair in the absence of the chair, of the town council, board or commission, that he/she is unable to attend the meeting due to an emergency or personal matter.
2. The member must identify with specificity the nature of the emergency or personal matter.
3. Arrangements for the remote member's voice to be heard by all persons in physical attendance of the public meeting must be made.
4. A quorum of the town council, board or commission must be physically assembled at the meeting location.
5. The town council, board or commission must record in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.
6. Such participation by the member shall be limited each calendar year to two (2) meetings or 25 percent of the public meetings, whichever is *fewer*.

Temporary or Permanent Disability

1. On or before the day of the meeting, the member must notify the chair, or the vice-chair in the absence of the chair, of the town council, board or commission, that he/s she is

unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.

2. Arrangements for the remote member's voice to be heard by all persons in physical attendance of the public meeting must be made.
3. A quorum of the town council, board or commission must be physically assembled at the meeting location.

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