

TOWN OF MIDDLEBURG INFORMATION FOR NEW RESIDENTS

Welcome to Middleburg! Our small town (population approximately 670) is a close-knit community which depends upon active citizen participation in the Town's governance to maintain Middleburg's charm and vitality. Your ideas and concerns are important to Town officials and employees. The Town Council invites you to attend its monthly meeting, on the second Thursday of every month at 6:00 PM at the Town Office, at 10 West Marshall Street. There is a public comment section at the beginning of the agenda, which allows citizens to voice their opinions on any topic that concerns the Town. Come and be heard!

We hope that the information provided below will help you get settled into your new home, and we look forward to meeting you. If you have any questions, please feel free to drop by the Town Office at 10 West Marshall Street (behind the Safeway), or call us at (540) 687-5152 or visit our website at www.townofmiddleburg.org

2016-18 TOWN COUNCIL

Betsy Allen Davis, Mayor
Darlene Kirk, Vice Mayor
J. Kevin Daly
Kevin Hazard
Peter Leonard-Morgan
Trowbridge "Bridge" Littleton
Philip M. Miller
Mark T. Snyder

TOWN EMPLOYEES

Martha Mason Semmes, Town Administrator
Cindy C. Pearson, Econ. Dev. Coordinator
Ashley M. Bott, Town Treasurer
Rhonda S. North, MMC, Town Clerk
William M. Moore, Zoning Administrator
Marvin Simms, Maintenance Superintendent
A. J. Panebianco, Chief of Police
Mike Prince, Lieutenant
Tim Tharpe, Police Officer
Heather Fadely, Police Officer
Jay Hollins, Police Officer
Mark Putnam, Police Officer
Colleen Bryan, Admin. Asst., Police Dept.

PUBLIC SERVICES FOR TOWN RESIDENTS

Water and Sanitary Sewer Service

The Town of Middleburg provides water to its residents from five ground wells, which feed into the distribution system and two storage tanks (water towers). Sanitary sewer service is provided through a system which includes a wastewater treatment plant at the east end of town.

While the Town owns the public utility systems, they are operated by Inboden Environmental Services (IES). The Town reads water meters and bill customers bi-monthly (at the end of February, April, June, August, October and December). Sanitary sewer charges are based on the amount of water used by the customer.

Periodically, IES flushes the waterlines to clear them of sediment. The Town notifies residents of these events, and their effect on your water service, by a newsletter. We are in the process of building a business & citizen list of email addresses to notify everyone by email if there is a problem with the water. If you would like to be included in this list, please forward your email address to cpearson@townofmiddleburg.org. It should be noted that this list is a public record; and, accordingly is open to the public if requested. (If you rent your home and do not pay the water bill, be sure to give us your address for the mailing list). However, if there is a break in the water main (very infrequent), or there is a need to draw water from hydrants for fire suppression activities, you may not receive warning of a change in the pressure or quality of your water service. Please notify the Town Office, 687-5152, if you experience unexpected changes in your service.

Trash Removal and Recyclable Pick-Up

Household waste and recyclable materials are collected early on Wednesday morning. Household waste must be enclosed in metal or plastic garbage cans, or plastic garbage bags. Receptacle materials are collected by a separate truck and may be placed in a recycling bin or contained in a manner specifically marked for recycling. Co-mingled glass, metal and designated glass containers, as well as newspapers and magazines, are collected as recycling items.

Trash and recycling receptacles must be set out at the curbside:

- No earlier than 3:00 p.m. on Tuesday afternoon
- No later than 5:00 a.m. on Wednesday morning
- Receptacles must be removed from the curbside by Wednesday evening.

Yard Waste Removal

Yard waste is removed on Wednesday mornings, starting at 5:00 a.m. Only organic yard waste will be collected. Please be aware that yard waste that is mixed together with household waste will not be collected. Brush must be no longer than three (3) feet long, with no one piece having a trunk/stem diameter greater than 3 inches. It must be bundled and tied with string or twine. Grass clippings, leaves and other yard waste must be in biodegradable paper bags or in metal or plastic garbage cans, with containers not exceeding twenty-five (25) pounds in weight. Yard waste enclosed in plastic bags will not be removed.

Snow Plowing and Removal

Although the Virginia Department of Transportation has responsibility for the maintenance of all roads in Middleburg, the Town does some snow plowing and removal in severe weather to augment the State's services. Residents are reminded that Washington Street (Route 50) is a snow emergency route, so parking is prohibited along that road in the event of a severe snowstorm. Property owners are responsible for shoveling the sidewalk in front of their properties.

Law Enforcement

The Middleburg Police Department provides law enforcement services within the corporate limits of the town for most hours of the day and night. If there is not a Middleburg officer on duty, Loudoun County Sheriff's Department responds to emergency calls in Middleburg.

If you have an emergency, call 911. An officer will be dispatched to your location. If you have non-emergency business with the Middleburg Police Department, call (540) 687-6633. From 4:30 p.m. to 8:30 a.m., this line is answered by a Loudoun County Sheriff's Dispatcher, who will contact the appropriate officer by radio.

Residents who have installed security alarm systems in their houses must complete a form for the Middleburg Police Department which provides contact information in the event the police are called to the residence for an alarm. Repeated false alarms, even if due to system malfunction, may lead to the imposition of fines by the Town.

For information regarding the Middleburg Police Department, visit www.middleburgpolice.org.

Fire/Rescue Services

Loudoun County Fire & Rescue provides fire suppression and emergency medical services to the Town of Middleburg and the surrounding area. The fire station is manned through paid County fire staff. The phone number for the station (Company 3) is (540) 687-3001. However, ***if you have an emergency, dial 911.*** For more information about volunteer fire/rescue services in Middleburg, call the Loudoun County Department of Fire/Rescue Services at (703) 777-0333.

Residents who have installed fire alarm systems in their houses are asked to contact the Loudoun County Department of Fire/Rescue Services at (703) 777-0333 to provide contact information in the event that the fire/rescue personnel are called to your residence for an alarm.

Real Estate Taxes

The Town's real estate tax rate is \$.165 per \$100 of assessed value (in addition to Loudoun County's real estate tax). Assessments are prepared by the Loudoun County Department of Financial Services. Tax bills are sent out to the owner of record the 1st of November, and are due by December 5th each year. Town taxes are paid to the Town of Middleburg, and should be sent to P. O. Box 187, Middleburg, Virginia, 20118, or delivered to the Town Office, 10 West Marshall Street.

Personal Property Taxes

The Town's personal property tax is assessed on business furniture, fixtures and tools, at a rate of \$1.00 per \$100 of assessed value (in addition to the Loudoun County personal property tax). The Town Council suspended the Town's personal property tax on vehicles effective January 1, 1998. Owners of vehicles within the Town limits must still pay Loudoun County's personal property tax on vehicles. Assessments are prepared by the Loudoun County Department of Financial Services. Tax bills are sent out in the 1st of November, and payment is due by December 5.

Motor Vehicle Decals

Motor vehicles housed within the Town of Middleburg must display a motor vehicle license (sticker). Decals must be renewed annually. The cost for the decal is \$25.00. Notices regarding the decal are mailed by the end of September, with the decals going on sale October 15th. The decal can be purchased from the Town Office and must be displayed no later than November 15.

PUBLIC SERVICES PROVIDED BY THE COUNTY FOR TOWN RESIDENTS

For information regarding all services provided by Loudoun County, visit their website at www.loudoun.gov.

Voter Registration

Voter registration is handled by the Loudoun County General Registrar. Applications are available in the General Registrar's Office (located at 801 Sycolin Road, Suite 102 in Leesburg), at Loudoun County public libraries and community centers or on-line at www.loudoun.gov (go to Government, Directory, General Registrar).

LOCAL UTILITY COMPANIES

- Electricity: Dominion Virginia Power 1-888-667-3000
620 Sycolin Road, S. E.
Leesburg, Virginia 20175
- Telephone: Verizon..... 954-6222 (local)
- TV: Comcast Communications 1-800-XFINITY (934-6489)
21545 Ridgetop Circle
Sterling, Virginia 20166
- Direct TV 1-888-777-2454
www.directv.com
- Gas: Washington Gas 703-750-1000 or 1-800-752-7520

MAIL DELIVERY AND THE MIDDLEBURG POST OFFICE

Because of the town's small size, Middleburg residents do not qualify for home mail delivery unless they live more than one-quarter mile from the Middleburg Post Office (located at 113 West Washington Street). Therefore, most residents have a mailbox at the Post Office, and share in the meeting and greeting which comes with daily trips to collect the mail. For information on acquiring a mailbox, and/or questions about your eligibility for home mail delivery, contact the Middleburg Post Office at (540) 687-6598.

EDUCATION IN THE MIDDLEBURG AREA

Within the corporate limits of the Town are Middleburg Charter School, serving grades K – 5, and The Hill School, a private school for grades K through 8. Elementary, middle and high school students attend Banneker Elementary, Simpson Middle School or Loudoun County High School, respectively. Two other private secondary schools are located within a few miles of Middleburg: Middleburg Academy, a coed day school for grades 9 through 12, and Foxcroft School, a girls' school for grades 9 through 12. Northern Virginia Community College (NOVA) has a Loudoun campus in Sterling. There are branch campuses of George Washington University and Strayer College in Ashburn. Shenandoah University has a branch campus in Leesburg. For more information, please contact the numbers below.

Loudoun County School Board
102 North Street
Leesburg, Virginia
(703) 771-6400

Northern Virginia Community College
1000 Harry Byrd Highway
Sterling, Virginia
(703) 450-2000

The Hill School
130 South Madison Street
Middleburg, Virginia
(540) 687-5897

George Washington University
20101 Academic Way
Ashburn, Virginia
(703) 729-8200

Foxcroft School
Foxcroft Road (Route 626)
Middleburg, Virginia
(540) 687-5555

Strayer College
45150 Russell Branch Parkway
Ashburn, Virginia
(703) 729-8800

Middleburg Academy (formerly Notre Dame)
35321 Notre Dame Lane
Middleburg, Virginia
(540) 687-5581

Shenandoah University
222 Catoctin Circle
Leesburg, Virginia
(703) 777-7414

Middleburg Charter School
101 N. Madison Street
Middleburg, VA 20117
540-687-5048

Loudoun County Parks & Recreation
& Community Services - Preschool
300 W. Washington Street
Middleburg, VA 20117
540-687-6375

Middleburg Christian School - Preschool
15 W Washington Street
Middleburg, VA 20117

MIDDLEBURG CHURCHES

Emmanuel Episcopal Church
101 East Washington Street
Rev. Ann Hallmark
(540) 687-6297

St. Stephen's Catholic Church
Route 748 (Sam Fred Road)
Rev. Christopher Murphy
(540) 687-6433

Middleburg Baptist Church
209 East Federal Street
Rev. J. T. Mosher
(540) 687-5222

Shiloh Baptist Church
304 East Marshall Street
Rev. Herman Nelson
(540) 687-6511

Middleburg United Methodist Church
15 W Washington Street
Rev. Leah DeLong
(540) 687-6492

NEWSPAPERS SERVING THE MIDDLEBURG AREA

Washington Post (Daily)
21 N. King Street
Leesburg, Virginia 20175
(703) 771-4102

Middleburg Life (Monthly)
110 West Washington Street
Middleburg, Virginia 20118
(540) 687-6059

Loudoun Times Mirror (Weekly)
9 East Market Street
Leesburg, Virginia 20175
(703) 777-1111

Fauquier Times-Democrat

PO Box 1768
Middleburg, VA 20118
(540) 687-3200

(Weekly)

112 Q South Street, S. E.
Leesburg, VA 20175
(703) 777-1111

Middleburg Eccentric (Monthly)
P.O. Box 1768
Middleburg, VA 20118
540-687-3200

www.mbecc.com or news@mbecc.com

SPECIAL EVENTS

Farmers Markets – The Middleburg Community Farmer’s Market is held on Saturdays from May through October from 8:00 a.m. to 12:00 noon on Marshall Street. For more information, visit the Middleburg Community Farmers Market website (www.middleburgfarmersmarket.com).

Calendar of Events – Middleburg offers a monthly Calendar of Events featuring local activities. The Calendar is available on-line on the Town’s website (www.townofmiddleburg.org) or can be received automatically each week by signing up for the Town’s Friday E-Mail Blast (contact Cindy Pearson at cpearson@townofmiddleburg.org).

A FEW MORE IMPORTANT THINGS TO KNOW

Middleburg guides itself on the historic, rural village atmosphere of the town, and its citizens are determined to preserve that ambience. The quality of life of Middleburg residents, as well as the visual aspect of the town, is dependent upon careful planning and zoning regulations, as well as on the determination of everyone to be a good neighbor.



If you plan to improve your property beauty by installing a fence or a shed, for example, you will need a zoning permit. Similarly, if you decide to install a new driveway or a new shed, please be aware that you will need a zoning permit for a home occupation.



Middleburg residents have their own rules, but they may not live in them. The Town Code requires that all signs be on bushes or poles. Designating a home use reported to the Middleburg Police Department.

If you have any questions about rules or regulations that may be applicable to your plans, please do contact the Town Office at (440) 487-1513.

OPPORTUNITIES TO SERVE YOUR COMMUNITY

Town of Middleburg

The groups listed below are appointed by members of the Town Council to offer advice and guidance in the governance of the town. If you are interested in serving on any of these committees, please send a letter of interest to the Mayor and Members of the Town Council through the Town Office, P.O. Box 187, Middleburg, VA 20118 (Attention: Committee Vacancies) or contact the Town Clerk at (540) 687-5152. As vacancies arise, the Council will consider your name.

Middleburg Planning Commission: Responsible for making recommendations to the Town Council regarding planning and zoning issues in the town. The Planning Commission meets on the fourth Monday of every month, at 6:00 PM in work session and 7:00 PM in regular session in the Town Office, 10 West Marshall Street.

Historic District Review Committee (HDRC): Responsible for architectural and design review of new or modified structures within the Middleburg Historic District. The HDRC meets on the first Thursday of every month, at 5:30 PM in the Town Office, 10 West Marshall Street.

Pink Box Advisory Committee: Responsible for making recommendations to the Town Council regarding the general oversight and operation of the Town's visitor's center, known as the Pink Box. The Committee meets as needed.

Main Street Middleburg Committee: Part of PLACES (the Loudoun County main street program), the Committee focus is on the four points of the Virginia Main Street Program: Physical Design, Promotion, Economic Restructuring and Organization. The Committee meets on the fourth Wednesday of every month at 8:00 a.m. in the Town Office, 10 West Marshall Street.

Health Center Advisory Board: Advises the Town Council regarding the operation and maintenance of the Health Center. The Board meets at least once a year, and additionally as deemed necessary by the Chairman. The meetings are held in the Town Office, 10 West Marshall Street.

Go Green: A Committee of the Town Council on environmental issues and development recommendations for environmental action plans, with the goal of becoming a more environmentally friendly community. The Committee meets on the first Wednesday of each month at 6:30 p.m. in the Town Office, 10 West Marshall Street.

Middleburg Arts Council: Responsible for coordinating the community cultural and arts events that are sponsored by the Town of Middleburg (excluding Christmas in Middleburg), including their organization, staffing, and marketing. The Committee meets on the third Wednesday of every month at 6:30 p.m. in the Town Office, 10 West Marshall Street.

Streetscape Committee: Responsible for developing and updating the Town's annual management plan for the care of the Town's trees and shrubs. Also responsible for reviewing and making recommendations on the landscaping components of zoning related plans to the Planning Commission. The Committee meets on the first Tuesday of every month at 8:30 a.m. in the Town Office, 10 West Marshall Street.

Wellhead Protection Advisory Committee: Responsible for developing and recommending a Wellhead Protection Plan to the Town Council to protect the Town's source water. Once adopted, the Committee is responsible assisting in its implementation. The Committee meets quarterly (January, April, July and October) on the third Tuesday of the month at 6:00 p.m. in the Town Office, 10 West Marshall Street.

Other Community and Civic Organizations

Pink Box Visitors Center (docents): The Pink Box Visitors Center has over 40 volunteers who staff the center to answer questions and give out information about events, businesses and amenities in Middleburg. If you are interested in spending one day per month in a little cottage with a lovely garden, greeting and helping visitors, please call the information center at (540) 687-8888, or the Town Office at (540) 687-5152.

Middleburg Community Center: The Community Center is a non-profit agency, funded through private donations and grants. In conjunction with the Loudoun County Department of Parks, Recreation and Community Services, the Center offers programs for all ages, including preschool, after school child care, children and adult programs, summer swim instruction, Parent's Night Out, yoga, etc. For more information: (540) 687-6373.

Middleburg Business and Professional Association (MBPA): The MBPA is a subscription organization consisting of local business owners, offering joint marketing initiatives and professional advice. For more information: (540) 687-5152.

Lion's Club: The Lion's Club raises money for a host of invaluable projects to aid those who are victims of disease, misfortune and disaster. Its members are also known for their involvement in outreach programs and their tireless support of the activities of many other charitable groups. For more information: (571) 762-1938.