

**TOWN OF MIDDLEBURG
INFORMATION FOR NEW RESIDENTS/BUSINESSES**

Welcome to Middleburg! Our small town (population approximately 800) 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! If you cannot attend the meetings, we encourage you to view them on the Town's website at www.middleburgva.gov under Government, Videos.

We hope the information provided below will help you get settled into your new home/business, 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), call us at (540) 687-5152 or visit our website at www.middleburgva.gov

2018-20 TOWN COUNCIL

Trowbridge "Bridge" M. Littleton, Mayor
Darlene Kirk, Vice Mayor
J. Kevin Daly
Kevin Hazard
Peter Leonard-Morgan
Philip M. Miller
Catherine "Bundles" Murdock
Cindy C. Pearson

TOWN EMPLOYEES

Martha Mason Semmes, Town Administrator
Jamie Gaucher, Business & Economic Dev. Dir.
Ashley M. Bott, Town Treasurer
Rhonda S. North, MMC, Town Clerk
William M. Moore, Zoning Administrator
Tina Staples, Admin. Asst., Town Office
Tim Cole, Facilities & Maintenance Supervisor
A. J. Panebianco, Chief of Police
Jay Hollins, Lieutenant
Heather Fadely, Corporal
Tim Tharpe, Police Officer
Mark Putnam, Police Officer
Jason Davis, Police Officer
Colleen Bryan, Admin. Asst., Police Dept.

PUBLIC SERVICES FOR TOWN RESIDENTS

(For more information regarding Town services, visit our website at www.middleburgva.gov)

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 water mains to clear them of sediment. The Town notifies residents of these scheduled events, and their effect on your water service, by an electronic newsletter. We have a list of businesses and citizens to notify by email in the event of a problem with the water. If you would like to be added to this list, please forward your email address to tstaples@middleburgva.gov. 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 emailing 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.*

Automated Phone Alert System

The Town of Middleburg has developed an Automated Phone Alert System to notify businesses and residents of public safety, emergency and weather-related messages. This system is only used for those purposes and is not used for making announcements related to scheduled events. To receive emergency related notices, please contact the Town Clerk at (540) 687-5152 or via email at townclerk@middleburgva.gov. You will need to provide a name and telephone number (messages will only be sent to one telephone number per Town resident/Town business).

Trash Removal and Recyclable Pick-Up

Household waste and recyclable materials are collected on Wednesdays. Household waste must be enclosed in garbage bags placed in metal or plastic garbage cans, with tight fitting lids. Recycling 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 Wednesdays, starting at 5:00 a.m. Only organic yard waste will be collected. Please be aware that yard waste that is mixed 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

The Virginia Department of Transportation has responsibility for the maintenance of all roads in Middleburg, including snow plowing and removal. 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 town corporate limits.

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 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 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 \$.153 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, delivered to the Town Office at 10 West Marshall Street, or may be paid online at www.middleburgva.gov (click on "pay your bills" under the "community" heading).

Personal Property Taxes

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 to the County by December 5.

The Town does however, impose a personal property tax on business personal property. The Town's business personal property tax rate is \$1.00 per \$100 of assessed value (in addition to Loudoun County's personal property tax). Assessments are prepared by the Loudoun County Department of Financial Services. Tax bills are sent out to the business 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, delivered to the Town Office at 10 West Marshall Street, or may be paid online at www.middleburgva.gov (click on "pay your bills" under the "community" heading).

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 generally mailed by the end of September. 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 750 Miller Drive, Suite C 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

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.

A FEW MORE IMPORTANT THINGS TO KNOW

Middleburg prides itself on the historic, rural village atmosphere of the town, and its citizens are determined to preserve that ambiance. 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 in any way (adding a fence or a shed, for example), you will need a zoning permit. Similarly, if you decide (as many have) that working at home is a great idea, please be aware that you will need a zoning permit for a home occupation.
- If you own property in the Historic District and plan to make improvements to its exterior, you may need a certificate of appropriateness.
- Middleburg residents love their own pets, but they may not love yours. The Town Code requires that all dogs be on leashes in public. Dogs running loose are 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 (540) 687-5152.

EDUCATION IN THE MIDDLEBURG AREA

Within the corporate limits of the Town are the 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

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

MIDDLEBURG CHURCHES

Emmanuel Episcopal Church
101 East Washington Street
(540) 687-6297

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

Middleburg Baptist Church
209 East Federal Street
(540) 687-5222

Shiloh Baptist Church
304 East Marshall Street
(540) 687-6511

Middleburg United Methodist Church
15 W Washington Street
(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
39 Culpeper Street
Warrenton, VA 22186
(540) 347-4222

Loudoun Now (Weekly)
P.O. Box 207
Leesburg, VA 20178
(703) 770-9723

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 Federal Street, in the Middleburg Bank parking lot. 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.middleburgva.gov) or can be received automatically each week by signing up for the Town’s Friday E-Mail Blast (contact Tina Staples at tstaples@middleburgva.gov).

OPPORTUNITIES TO SERVE YOUR COMMUNITY

Town of Middleburg

The groups listed below are appointed by 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 or via email at townclerk@middleburgva.gov. 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.

Economic Development Advisory Committee (EDAC): Responsible for reviewing and making recommendations to the Town Council on funding requests by local organizations for special event and other tourism/economic development activities and for providing advice to the Town Council on economic development for upcoming and future matters. EDAC meets as needed 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.

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: Advises the Town Council on environmental issues and develops recommendations for environmental action plans, with the goal of increasing community awareness about environmental issues. Go Green is also responsible for implementation of the Town's Health Eating/Active Living (HEAL) program. The Committee meets on the first Wednesday of each month at 6:00 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 5:30 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 second Thursday 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. The Committee is also 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, supported by the community through private donations and grants. It remains a pristine space for everyone. Residents are invited to enjoy their picnic grounds, garden, playgrounds, pool and other outdoor spaces. Sign up for a class or stop by one of their many public events. For more information, contact them at (540) 687-6373 or visit their website at www.middleburgcommunitycenter.com

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.

American Legion Post 295: The American Legion Post 295 focuses on services to veterans, service members and the community. If you are a veteran and wish to join, attend one of their meetings held on the 2nd Wednesday of each month at 8:00 p.m. at 111 The Plains Road. For more information, contact Ron Poston, Post Commander (540) 687-4636 or visit their webpage at www.middleburglegion.org.