

**TOWN OF MIDDLEBURG  
INFORMATION FOR NEW RESIDENTS**

Welcome to Middleburg! Our small town (population approximately 650) 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. 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.middleburg.org](http://www.middleburg.org)

**2008-10 TOWN COUNCIL**

Betsy Allen Davis, Mayor  
Darlene Kirk, Vice Mayor  
Trowbridge Littleton  
Catherine "Bundles" Murdock  
Lisa H. Patterson  
Judith Pryor Plesow  
Kathy Jo Shea  
Mark T. Snyder

**TOWN EMPLOYEES**

Jerry Schiro, Town Administrator  
Cindy Pearson, Econ. Dev. Coordinator  
Debbie Wheeler, Town Treasurer  
Rhonda S. North, MMC, Town Clerk  
David Beniamino, AICP, Zoning Administrator  
Marvin Simms, Maintenance Superintendent  
Gary Garrett, Utility Supervisor  
David Gartrell, Utility Supervisor  
Steven L. Webber, Chief of Police  
Tim Tharpe, Police Officer  
Mike Prince, Police Officer  
Steven Wetzel, Police Officer

**PUBLIC SERVICES FOR TOWN RESIDENTS**

**Water and Sanitary Sewer Service**

The Town of Middleburg provides water to its residents from two 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.

Town staff read water meters and bill customers quarterly (at the end of March, June, September and December); sanitary sewer charges are based on the amount of water used by the customer.

Periodically, the Water & Sewer Department 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 [ggarrett@middleburg.org](mailto:ggarrett@middleburg.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**

Household waste is collected early on Wednesday morning, and must be enclosed in metal or plastic garbage cans, or plastic garbage bags. Receptacles must be set out at the curbside:

- No earlier than 3:00 p.m. on Tuesday afternoon
- No later than 6:00 a.m. (residential areas) or 5:00 a.m. (commercial areas) on Wednesday morning
- Receptacles must be removed from the curbside by Wednesday evening.

### **Recyclable Pick-Up**

Recyclable materials are collected on Wednesday morning, by a separate truck. Co-mingled glass, metal and designated plastic containers (#1 and #2), as well as newspapers and magazines, shall be collected. Glass, metal cans and plastic containers may be placed in plastic crates or clean trash receptacles designated for that use. Newspapers and magazines (including slick inserts) should be bundled together, and either tied with string or placed in paper grocery bags. Receptacles must be set out at the curbside:

- No earlier than 3:00 p.m. on Tuesday afternoon
- No later than 6:00 a.m. (residential areas) or 5:00 a.m. (commercial areas) on Tuesday morning
- Receptacles for recyclable materials must also be removed by Wednesday evening.

### **Yard Waste Removal**

Yard waste is removed on Wednesday mornings, starting at 6:00 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 picked up. The brush shall be no longer than three (3) feet long, no one piece shall have a trunk/stem diameter greater than 3 inches, and the brush shall be bundled and tied with string or twine. Grass clippings, leaves and other yard waste shall be in biodegradable paper bags or in metal or plastic garbage cans, such containers not to exceed 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 also does some snow plowing and removal to augment the State's services in severe weather. 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.

## **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 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.

For those residents who have installed security alarm systems in their houses, you must complete a form for the Middleburg Police Department which gives contact information in the event that the police are called to your residence for an alarm sounding. Please be advised that repeated false alarms, even if due to system malfunction, may lead to the imposition of fines by the Town.

## **Fire/Rescue Services**

The Middleburg Volunteer Fire Department, Inc. (which includes the Rescue Squad) provides fire suppression and emergency medical services to the Town of Middleburg and the surrounding area. The MVFD is a private, non-profit organization with approximately 35 volunteer members. The phone number for the station (Company 3) is 687-3001. However, *if you have an emergency, dial 911.* For more information about volunteer fire/rescue services in Middleburg and Loudoun County, call the Loudoun County Department of Fire/Rescue Services at 777-0333.

For those residents who have installed fire alarm systems in their houses, please contact the Loudoun County Department of Fire/Rescue Services at 777-0333 to provide contact information in the event that the fire/rescue personnel are called to your residence for an alarm sounding.

## **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 the Loudoun County public libraries and community centers or on-line at [www.loudoun.gov](http://www.loudoun.gov) (go to Government, Directory, General Registrar).

## **REAL ESTATE TAXES**

The real estate tax rate is \$.15 per \$100 of assessed value, which is paid in addition to Loudoun County 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 1<sup>st</sup> of November, and are due by December 5<sup>th</sup> 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

Personal property tax is assessed on business furniture, fixtures and tools, at a rate of \$1.00 per \$100 of assessed value, which is paid 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 the Loudoun County tax on vehicles. Assessments are prepared by the Loudoun County Department of Financial Services. Tax bills are sent out in the 1<sup>st</sup> of November, and payment is due by December 5.

## MOTOR VEHICLE DECALS

Motor vehicles must display a motor vehicle license (sticker), which costs \$25.00 and is renewable annually. Notices regarding the decal are sent out the end of September - the decals go on sale October 15th. The decal must be purchased and displayed by November 15.

## 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 ..... 1-800-522-2588  
21545 Ridgetop Circle  
Sterling, Virginia 20166

Direct TV ..... 1-888-777-2454  
[www.directv.com](http://www.directv.com)

Gas: Washington Gas ..... 703-750-1400 or 1-800-752-7520

## EDUCATION IN THE MIDDLEBURG AREA

Within the corporate limits of the Town are Middleburg Elementary School, part of the Loudoun County school system serving grades K – 5, and The Hill School, a private school for grades K through 8. Middle and high school students attend Simpson Middle School or Loudoun County High School, respectively. Two other private secondary schools are located within a few miles of Middleburg: Notre Dame 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 its Loudoun campus in Sterling, and 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

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

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

Middleburg Christian School - Preschool  
15 W Washington Street  
Middleburg, VA 20117  
540-687-6254  
540-687-6255

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

## MIDDLEBURG CHURCHES

Emmanuel Episcopal Church  
101 East Washington Street  
Rev. Lupton Abyshire  
(540) 687-6297

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

Middleburg Baptist Church  
209 East Federal Street  
Rev. Bill Thigpen  
(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. Lawrence Erbin  
(540) 687-6492

## 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 through the Town Office, P.O. Box 187, Middleburg, VA 20118 or call 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 7:30 PM in the Town Office, 10 West Marshall Street.

Historic District Review Committee (HDRC): Responsible for architectural and design review of all 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 recommendations to Council regarding general oversight and operation of the town's visitors center, known as the Pink Box (12 North Madison Street).

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 once a month in the Town Office.

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, additionally as deemed necessary by the Chairman.

**Middleburg Volunteer Fire Department:** The MVFD provides fire suppression and emergency medical services to the Middleburg area. It is a private, non-profit corporation run solely by volunteers. Members are provided comprehensive training through the Loudoun County Department of Fire-Rescue Services. Even if you don't want to fight fires or work with the ill or injured, there are many important ways you can help with fundraising and administration. Interested parties should call the firehouse (687-3001) or the Loudoun County Department of Fire-Rescue Services (777-0333).

**Pink Box Visitors Center: 12 North Madison Street,** 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 687-8888, or the Town Office at 687-5152.

### **Other Community and Civic Organizations**

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 and yoga, etc. For more information: (540) 687-6373.

Middleburg Business and Professional Association (MBPA): The MBPA is a subscription organization consisting of the local business owners, offering joint marketing initiatives and professional advice.

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.

## **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 (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.

## 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

**Leesburg Today** (Weekly)  
112-Q South Street, S. E.  
Leesburg, VA 20175  
(703) 771-8800

**Middleburg Eccentric** (Monthly)  
P.O. Box 1768  
Middleburg VA 20118  
540-687-3200  
[www.mbecc.com](http://www.mbecc.com)  
[news@mbecc.com](mailto:news@mbecc.com)

## SPECIAL EVENTS

**Farmers Markets** – Farmers Markets are held in Loudoun County during the months of May – October in Cascades, Leesburg, Lovettsville, Middleburg, Purcellville, South Riding and Sterling. The Middleburg Farmer’s Market is held on Saturdays from 8:00a.m. to 12:00 noon on Marshall Street. For more information, visit the Loudoun County Farmers Market website ([www.loudounfarmersmarkets.com](http://www.loudounfarmersmarkets.com)).

**Calendar of Events** – Middleburg offers a monthly Calendar of Events featuring local activities. Copies of the Calendar are available from the Pink Box, the Town Hall or on the Town’s website ([www.middleburg.org](http://www.middleburg.org)).

### ***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.
- 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.