



Date of Council Meeting: March 8, 2016

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Milestone Communications

**Staff Contact:** Scott E. Parker, AICP, Assistant Town Manager

**Council Action Requested:** Approval of a 120-day time extension for Milestone Communications.

**Staff Recommendation:** Approval of a 120-day time extension for Milestone Communications.

**Commission Recommendation:** Not applicable at this time.

**Fiscal Impact:** Not applicable at this time.

**Work Plan Impact:** None at this time.

**Executive Summary:** Milestone Communications has applied for a Special Exception (TLSE-2016-0001) and a Commission Permit (TLCP-2016-0001) to construct a monopole antenna on behalf of Verizon Communications at 620 Sycolin Road. This property is owned by Dominion Power, and is zoned I-1. The applications have been accepted and are currently under review.

Section 3.12.7 of the Town of Leesburg Zoning Ordinance states that the Planning Commission shall hold a Public Hearing on a Commission Permit within 60 days of acceptance, and shall forward its findings indicating approval or disapproval to the Town Council along with written reasons for approval or disapproval unless the Town Council grants an extension of the time frame.

The time frame for review of a Commission Permit is significantly shorter than the accompanying Special Exception application. Town staff, with the approval of the Applicant, is requesting a 120 day time extension for the review of the Commission Permit per Section 3.12.7 until July 1, 2016. This will allow the Special Exception and Commission Permit to track together through the review process and provide for a full and thorough evaluation of the application that will better accommodate convenience for the public as the applications are reviewed together. The Applicant agrees with staff's assessment and has approved of having the time frame for review of TLCP-2016-0001 extended for 120 days.

**Background:** Section 3.12 of the Town of Leesburg Zoning Ordinance establishes language related to the applicability and submittal requirements related to Commission

Permits. The language in the Ordinance mirrors State of Virginia code language related to Commission Permits.

Within Section 3.12.1 Applicability, the Zoning Ordinance states:

*“...no street or connection to an existing street; park; public area; public building; public structure, public utility facility or public service corporation shall be constructed, established or authorized until the general location or approximate location, character and extent of such project has been approved by the Planning Commission as being substantially in accord with the adopted Comprehensive Plan.”*

Communication antennas such as the monopole being proposed through Special Exception application TLSE-2016- 0001 referenced above, fall into the category of requiring a Commission Permit based on Section 3.12.1 of the Ordinance.

The time frame for the review of a Commission Permit is significantly shorter than a Special Exception application. The granting of an extension will allow the applications to track together and provide for a full and thorough evaluation of the proposal that will better accommodate convenience for the public as the applications are reviewed together.

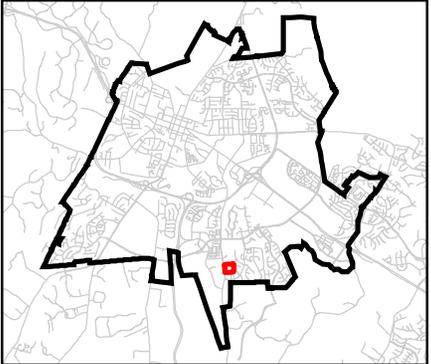
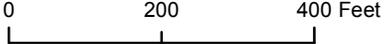
In addition to filing requirements, Ordinance Section 3.12.7 states that the Planning Commission shall forward its finding of approval or disapproval to the Town Council. Section 3.12.8 of the Ordinance states that the Town Council shall be authorized to overrule the decision of the Planning Commission. This action may be taken by either a formal appeal as outlined in the Ordinance, or taken up as an independent action by the Town Council.

Attachments: 1) Resolution to extend review time frame of Commission Permit application TLCP-2016-0001  
2) Site Map

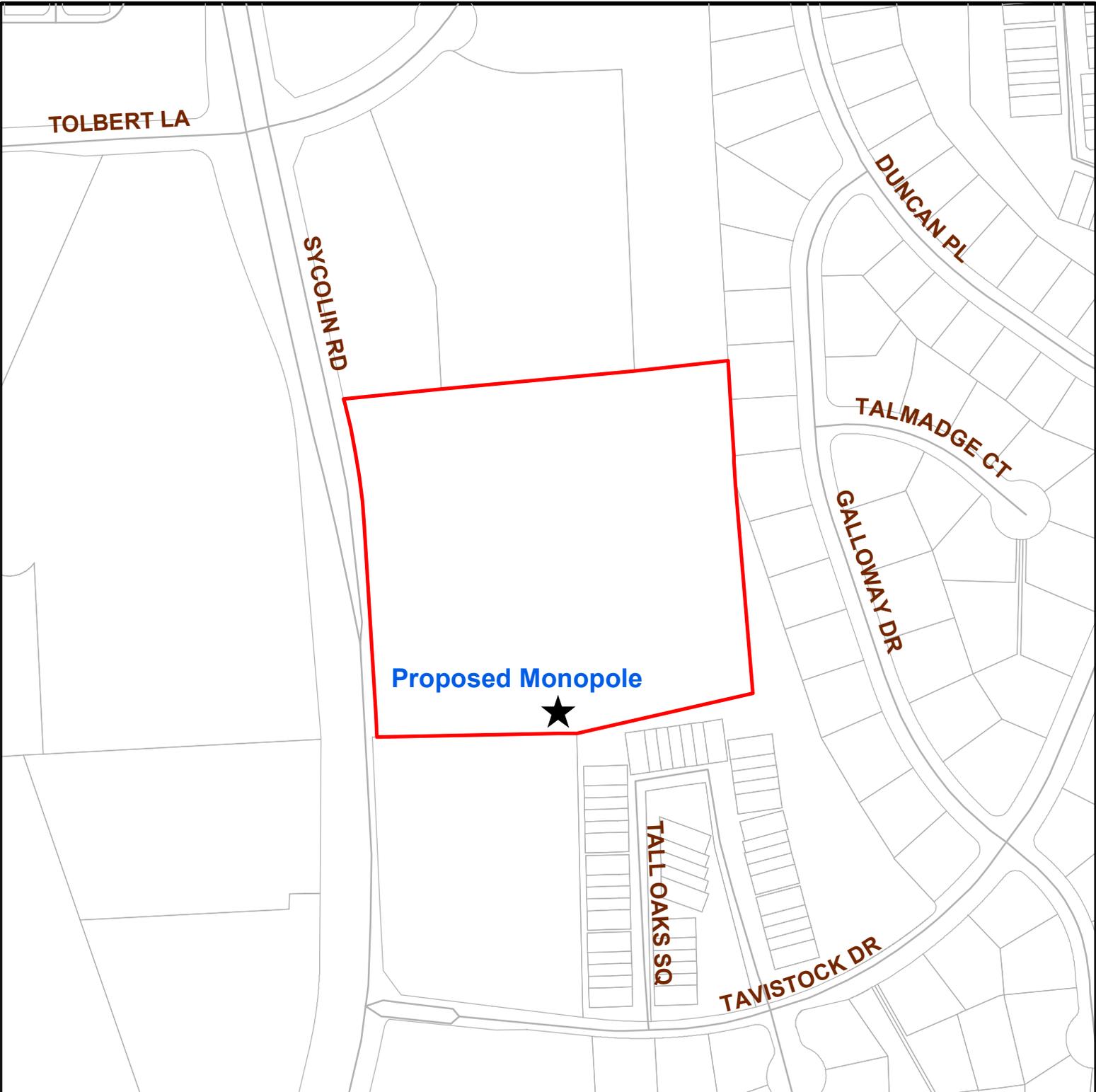
**TLCP-2016-0001  
Milestone Communications  
Location Map**



-  Dominion Power parcel
-  Town Limit Line
-  Roads
-  Parcels



Map Prepared  
March 3, 2016



PRESENTED: March 8, 2016

RESOLUTION NO. \_\_\_\_\_

ADOPTED: \_\_\_\_\_

A RESOLUTION: APPROVING A 120-DAY TIME EXTENSION FOR THE REVIEW OF COMMISSION PERMIT APPLICATION TLCP-2016-0001, MILESTONE COMMUNICATIONS.

WHEREAS, Milestone Communications has applied for a special exception to permit a monopole antenna at 620 Sycolin Road for the benefit of Verizon Communications; and

WHEREAS, the property is zoned I-1, Industrial/Research Park; and

WHEREAS, the special exception application for a monopole antenna at this location necessitates the need for a Commission Permit as outlined within Section 3.12.1 of the Town of Leesburg Zoning Ordinance; and

WHEREAS, Milestone Communications has applied for a Commission Permit for this location; and

WHEREAS, Zoning Ordinance Section 3.12.7 provides for a sixty (60) day review time for a Commission Permit application by the Planning Commission; and

WHEREAS, Town staff and the applicant believe that the Commission Permit and Special Exception applications should be reviewed together; and

WHEREAS, Zoning Ordinance Section 3.12.7 allows for the Town Council to grant an extension of the time frame for review of a Commission Permit by the Planning Commission.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia that:

An extension of the time frame for the review of Commission Permit application TLCP-2016-0001 by the Planning Commission to July 1, 2016 is hereby granted.

A RESOLUTION: APPROVING A 120-DAY TIME EXTENSION FOR THE REVIEW OF  
COMMISSION PERMIT APPLICATION TLCP-2016-0001,  
MILESTONE COMMUNICATIONS.

PASSED this 8<sup>th</sup> day of March 2016

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David S. Butler, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council