



**Date of Council Meeting:** June 14, 2016

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Milestone Communications - 120 day review extension for TLCP-2016-0001

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

**Council Action Requested:** Approval of a 120-day time extension for TLCP-2016-0001 Milestone Communications.

**Staff Recommendation:** Approval of a 120-day time extension for TLCP-2016-0001 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, Industrial/Research Park. The applications have been accepted and are currently under review. The Planning Commission is required to hold a public hearing on the Commission Permit within 60 days of acceptance of the application.

On March 8, 2016, the Town Council granted Milestone Communications a 120 review extension of TLCP-2016-0001 to July 1, 2016. The applicant is now requesting an additional 120 day extension in order to finish engineering work for the site and to allow the special exception and commission permit applications to track together (see Attachment 2). The requested extension is to October 12, 2016, which means the Planning Commission must hold its public hearing and forward its findings to Town Council by that date.

**Background:** 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 and forward its findings to Town Council within 60 days of acceptance of the application 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. The Applicant is requesting this additional 120 day time extension for the review of the Commission Permit per Section 3.12.7. This

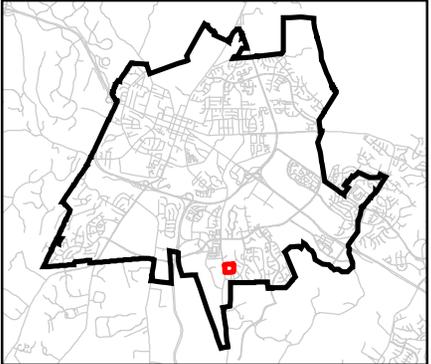
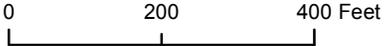
will allow the Special Exception and Commission Permit to continue to track together through the review process and provide for a full and thorough evaluation of the application that will better accommodate convenience for the public as the applications are reviewed together. Staff has no objection to applicant's request in this case.

- Attachments:**
- 1) Resolution to extend review time frame of Commission Permit application TLCP-2016-0001
  - 2) Applicant request for time frame extension
  - 3) Site Map

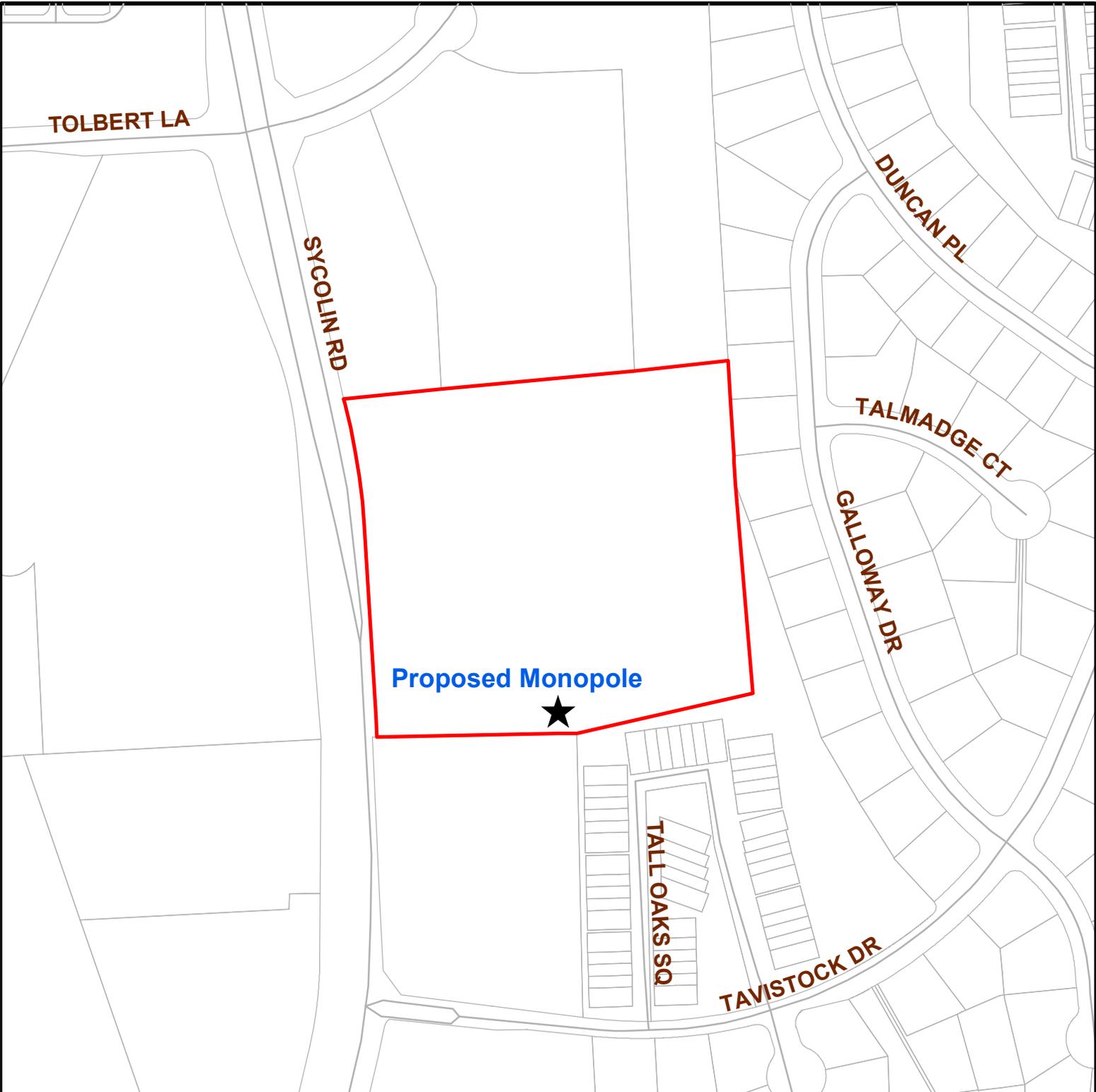
**TLCP-2016-0001  
Milestone Communications  
Location Map**



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



Map Prepared  
March 3, 2016





DONOHUE & STEARNS, PLC

May 26, 2016

VIA E-MAIL

Scott E. Parker, AICP  
Assistant Town Manager  
Town of Leesburg  
25 West Market Street  
Leesburg, VA 20176

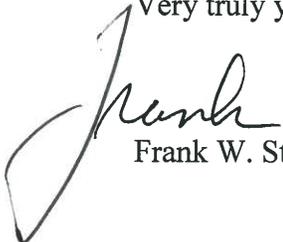
Re: Milestone at Dominion Leesburg District Office  
Special Exception Application TLSE-2016-0001  
Commission Permit Application TLCP-2016-0001

Dear Scott:

This is to request an extension of the timeline for the above-referenced applications for another 120 days up to and including October 14, 2016. Applicant is still working on the resubmittal addressing comments received from Town Staff.

If you have any questions with regard to the above, or should additional information be necessary in order to allow the extension to be granted, please feel free to contact the undersigned. I remain,

Very truly yours,



Frank W. Stearns

cc: Cris Hernandez  
Marc Marzullo

PRESENTED: June 14, 2016

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

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

A RESOLUTION: APPROVING AN ADDITIONAL 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, the Town Council granted a previous 120-day extension on March 8, 2016 to July 1, 2016; 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:

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

An additional 120-day extension of the time frame for the review of Commission Permit application TLCP-2016-0001 by the Planning Commission to October 12, 2016 is hereby granted.

PASSED this 14<sup>th</sup> day of June 2016

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David S. Butler, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council