



Date of Council Meeting: September 27, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: TLCP-2016-0001, Milestone Communications

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

Council Action Requested: Approval of an additional 120-day time extension for TLCP-2016-0001, Milestone Communications.

Staff Recommendation: Approval of an additional 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. An additional 120-day extension was granted by the Town Council on June 16, 2016.

The applicant is now requesting a third 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 January 31, 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



DONOHUE & STEARNS, PLC

September 8, 2016

VIA E-MAIL

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

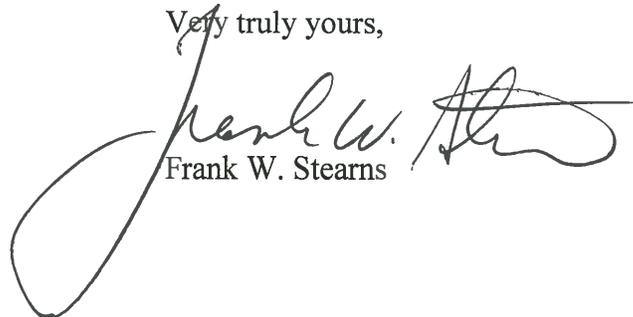
Re: Milestone at Dominion Leesburg District Office
Special Exception Application TLSE-2016-0001
Commission Permit Application TLCP-2016-0001

Dear Scott:

This is to request an extension of the timeline for the above-referenced applications for another 120 days up to and including January 31, 2017. 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,

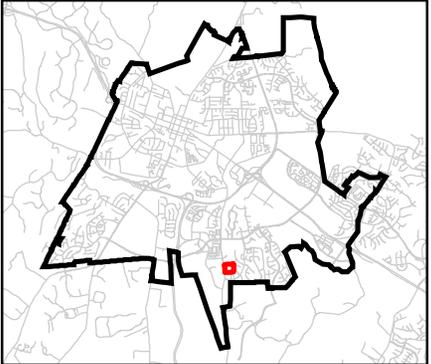
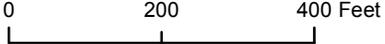

Frank W. Stearns

cc: Cris Hernandez
Marc Marzullo

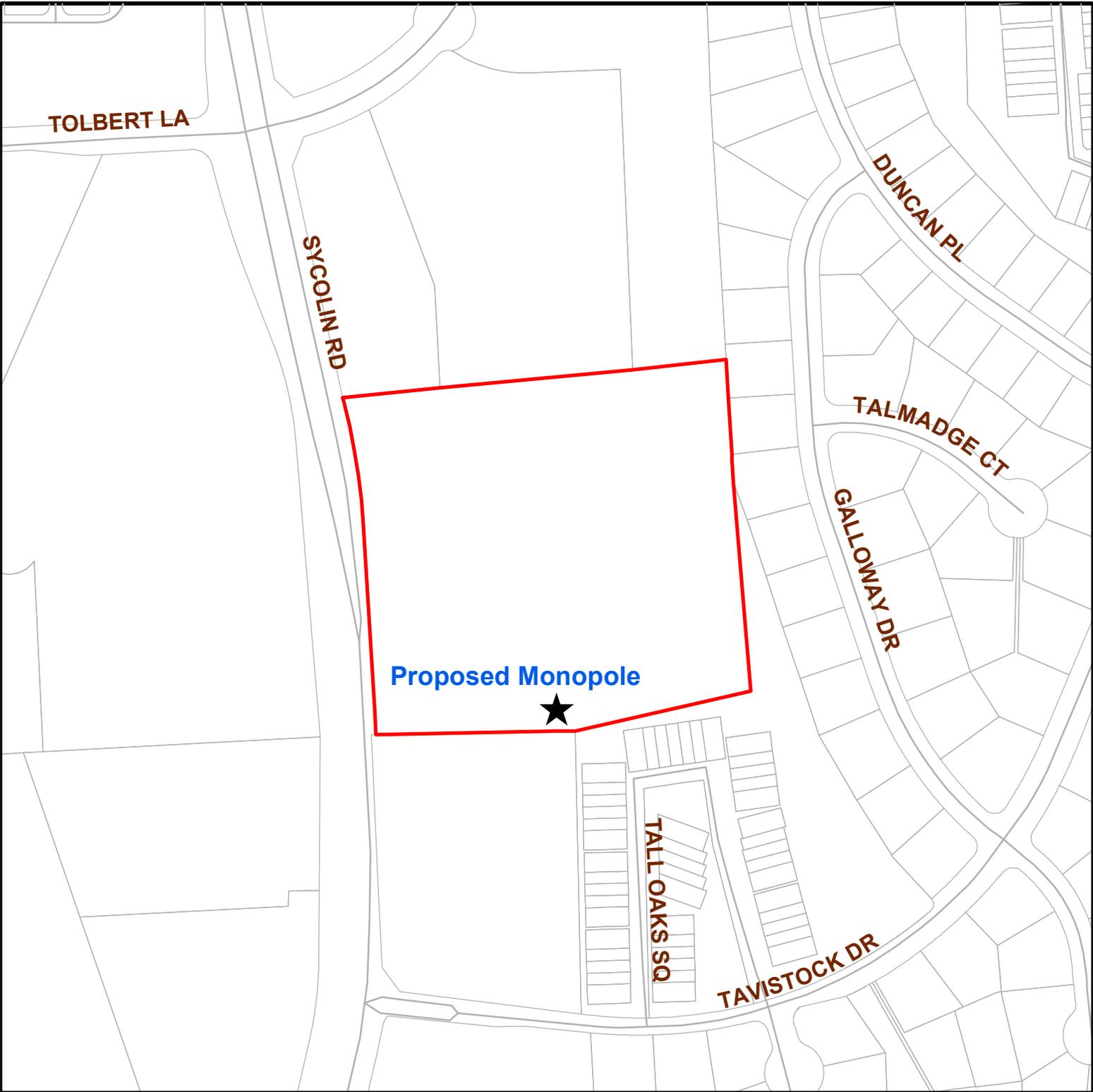
**TLCP-2016-0001
Milestone Communications
Location Map**



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



Map Prepared
March 3, 2016



PRESENTED: September 27, 2016

RESOLUTION NO. _____

ADOPTED: _____

A RESOLUTION: APPROVING AN ADDITIONAL (3rd) 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, the Town Council granted an additional 120-day extension on June 14, 2016 to October 14, 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.

A RESOLUTION: APPROVING AN ADDITIONAL (3rd) 120-DAY TIME EXTENSION FOR THE REVIEW OF COMMISSION PERMIT APPLICATION TLCP-2016-0001, MILESTONE COMMUNICATIONS.

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

An additional 120-day extension of the time frame for the review of Commission Permit application TLCP-2016-0001 by the Planning Commission to January 31, 2017 is hereby granted.

PASSED this 27th day of September 2016

David S. Butler, Mayor
Town of Leesburg

ATTEST:

Clerk of Council