



**Date of Council Meeting: September 26, 2016**

**TOWN OF LEESBURG  
TOWN COUNCIL WORK SESSION**

**Subject:** Board of Architectural Review (BAR) Recommendation to develop a Master Plan for the Town Garage and Open Areas adjacent to Town Hall

**Staff Contact:** Rich Williams, Director, Parks and Recreation  
Tom Scofield, Preservation Planner, Department of Planning and Zoning  
Susan Berry Hill, Director, Department of Planning and Zoning

**Council Action Requested:** Work Session discussion on: 1) whether the Council wishes to pursue a master plan for the garage, open space, and alley adjacent to Town Hall; and 2) input on the questions posed by the BAR in their resolution (Attachment 1).

**Staff Recommendation:** None at this time.

**Commission Recommendations:** The BAR recommends: 1) that a master plan be completed for the garage and open space areas adjacent to Town Hall; 2) that Council address the specific questions relating to the Certificate of Appropriateness application (TLHP-2016-0066) for the interactive fountain. See attachment #1.

The Commission on Public Art (COPA) also approved a motion to form a committee to study the development of public spaces around the town hall garage.

**Fiscal Impact:** The cost of a master plan depends on the complexity of the plan. A simple master plan could include basics such as a goal statement; comprehensive list of improvements that will be made to the garage and open space areas; a phasing plan for those improvements; a general materials list and color palates; general pedestrian access plan; public outreach strategy; and implementation plan and schedule. A more complex plan might also include background studies to support recommendations in the master plan such as structural studies for proposed improvements; construction costs estimates; and sophisticated renderings to illustrate the proposed improvements. If a consultant were to be hired to develop a mid-range master plan complete with illustratives, staff estimates the cost to be between \$40,000 – \$60,000.

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

**Executive Summary:** The BAR has begun review of the Certificate of Appropriateness (COA) for the interactive fountain that was approved by Town Council as part of the Fiscal Year 2017 Budget and which is proposed for the east panel of Mervin Jackson Park. On

August 15, 2016, the Board of Architectural Review (BAR) approved a resolution (Attachment 1) to recommend to Town Council that a master plan be developed for the garage and Town-owned open space that is proximate to Town Hall prior to taking action on the COA application for the fountain. This master plan would include Mervin Jackson Park, the Town Green, the memorial rose garden, the parking garage and alleyway. The BAR's 75-day review deadline is October 3, 2016 unless the "parties mutually agree to extend the action time beyond this 75-day period to a date certain" (TLZO 3.10.5). The BAR has also posed questions that they would like to discuss with Council prior to action on the COA (Attachment 1). The Commission on Public Art (COPA) supported the formation of a committee to study public areas around the Town Hall garage by approving a motion at their meeting on August 1, 2016.

**Background:** During the review of the application for the interactive fountain on the east panel of Mervin Jackson Park, the Board of Architectural Review (BAR) questioned staff about why the Town has not taken a comprehensive approach to planned improvements to Town-owned property including the garage and other open areas adjacent to Town Hall and the garage as opposed to pursuing individual projects that may or may not produce a cohesive overall effect. Staff replied that no direction had been given to date by Council to do a master plan. The BAR noted that the Town Hall will likely be a contributing resource to the H-1 Old and Historic District at some point in the future and as such, they felt that care should be taken to manage Town property thoughtfully to assure that individual improvements that are made over time will work together and contribute positively to the Historic District. The BAR has recommended that the Town develop a master plan that includes, but not be limited to, the following:

- Goal statement;
- Structural evaluation and needs assessment;
- Palette of appropriate exterior materials;
- Pedestrian and vehicular traffic flow analysis;
- Proposed improvement alternatives with preferred selection;
- Construction cost estimates;
- Identification of potential funding sources;
- Public outreach; and
- Implementation strategy with phased prioritization.

The BAR has also asked questions about the interactive fountain and requests input from Council. These questions are listed in Attachment 1.

**Attachments:**

- 1) Adopted BAR Resolution
- 2) Phasing plan as suggested by staff
- 3) Draft BAR meeting minutes from August 15, 2016
- 4) COPA meeting minutes from August 1, 2016

PRESENTED: AUGUST 15, 2016

BAR RESOLUTION NO. 2016-0003

ADOPTED: AUGUST 15, 2016

A RESOLUTION: ADVISING THE LEESBURG TOWN COUNCIL TO PREPARE A MASTER PLAN FOR THE PHASED IMPROVEMENT OF THE TOWN HALL GROUNDS BEFORE PROCEEDING WITH THE CONSTRUCTION OF THE INTERACTIVE FOUNTAIN AND ASSOCIATED APPURTENANCES IN THE EAST PANEL OF MERVIN JACKSON PARK

WHEREAS, Zoning Ordinance Section 7.5.5.G provides for an applicant to submit a general concept plan to the Board of Architectural Review (“BAR”) of the Town of Leesburg to seek guidance for the conceptual appearance of a proposed project regarding adopted design guidelines and other requirements under the BAR’s purview; and

WHEREAS, on May 16, 2016, William Ference, Parks & Public Space Planner for the Leesburg Parks & Recreation Department (“Applicant”) submitted an application identified as TLHP-2016-0055 requesting review of a General Concept Plan (“GCP”) for the proposed construction of an interactive fountain and associated appurtenances in the East Panel of Mervin Jackson Park fronting on Loudoun Street SW; and

WHEREAS, the current application represents the third project funded by the Leesburg Town Council (“Council”) and reviewed by the BAR for improvements associated with Mervin Jackson Park and the contiguous grounds of Leesburg Town Hall, the previously approved projects being landscape enhancements in the West Panel of Mervin Jackson Park (TLHP-2014-0110; TLHP-2014-0111) and the outdoor stage on the Town Green (TLHP-2015-0103; TLHP-2016-0042); and

WHEREAS, at the June 6, 2016 BAR work session the Applicant was advised that preparation of an overall master plan for Mervin Jackson Park along with the contiguous grounds of the Leesburg Town Hall is the approach recommended by the BAR before any additional improvements are made; and

WHEREAS, on June 20, 2016, the Applicant submitted diagrams outlining a 6-phase approach to the development of Mervin Jackson Park as part of the GCP along with a Certificate of Appropriateness application identified as TLHP-2016-0066 (“COA”) requesting approval for construction of the interactive fountain and associated appurtenances in the East Panel as “Phase 2”; and

WHEREAS, at the July 18, 2016 business meeting in review of the GCP the BAR determined that the submitted diagrams outlining a 6-phase approach to the development of Mervin Jackson Park was not sufficient to be used as a master plan; and

WHEREAS, at the July 18, 2016 BAR business meeting in review of the COA the BAR has requested additional information in order to answer questions about Phase 2; and

A RESOLUTION: ADVISING THE LEESBURG TOWN COUNCIL TO PREPARE A MASTER PLAN FOR THE PHASED IMPROVEMENT OF THE TOWN HALL GROUNDS BEFORE PROCEEDING WITH THE CONSTRUCTION OF THE INTERACTIVE FOUNTAIN AND ASSOCIATED APPURTENANCES IN THE EAST PANEL OF MERVIN JACKSON PARK

WHEREAS, these questions cannot be adequately addressed by town staff without further direction from the Council; and

WHEREAS, the 75-day period allowed the BAR for review of COA applications as per Zoning Ordinance Section 3.10.5 ends on October 3, 2016 unless an extension is mutually agreed upon by the BAR and the Applicant; and

WHEREAS, Zoning Ordinance Section 2.3 establishes that the purpose of the BAR is to administer COA regulatory procedures including appropriate infill development in the H-1 Old & Historic District and to advise the Council on matters concerning the preservation and protection of historic resources within the town.

THEREFORE, BE IT RESOLVED that the following recommendations are forwarded to the Leesburg Town Council for consideration before action is taken by the Leesburg Board of Architectural Review on the pending COA application:

1. A master plan for Mervin Jackson Park and the grounds of Leesburg Town Hall including the Town Green, memorial rose garden, parking garage and alleyway, is prepared before any additional improvements are made. Such a master plan should include, but is not limited to, the following:
  - a. Goal statement;
  - b. Structural evaluation and needs assessment;
  - c. Palette of appropriate exterior materials;
  - d. Pedestrian and vehicular traffic flow analysis;
  - e. Proposed improvement alternatives with preferred selection;
  - f. Construction cost estimates;
  - g. Identification of potential funding sources;
  - h. Public outreach including coordination with all interested commissions, organizations and other parties;
  - i. Implementation strategy with phased prioritization; and
  - j. Other work items or components identified during the master plan scoping process.
2. Specific to the COA application currently under review, information should be provided to address the following questions as per Zoning Ordinance Section 2.3.10 and application requirements as per Section 3.10.2:
  - a. As a matter of both safety and aesthetic concerns, is it possible to locate the interactive fountain in the West Panel of Mervin Jackson Park rather than the East Panel?

A RESOLUTION:     ADVISING THE LEESBURG TOWN COUNCIL TO PREPARE A MASTER PLAN FOR THE PHASED IMPROVEMENT OF THE TOWN HALL GROUNDS BEFORE PROCEEDING WITH THE CONSTRUCTION OF THE INTERACTIVE FOUNTAIN AND ASSOCIATED APPURTENANCES IN THE EAST PANEL OF MERVIN JACKSON PARK

- b. If the interactive fountain is to be located in the East Panel, what improvements can be planned to adequately address the zero lot line setbacks seen along the streetscape east of the project site?
- c. What are plans for the blank south wall of the parking garage? Will the improvements associated with Phase 2, as proposed, deter or impede installation?
- d. Measured plans, elevations and cross-section drawings shall be provided for Phase 2 similar to what is typically required in Certificate of Appropriateness applications submitted by private property owners.

PASSED this 15th day of August, 2016.



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Paul Reimers, Chair  
Leesburg Board of Architectural Review

ATTEST:

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Debi Parry, Clerk of the Leesburg Board of Architectural Review

**Leesburg Commission on Public Art  
Meeting Minutes  
Monday, August 1, 2016  
2<sup>nd</sup> Floor Conference Room – Leesburg Town Hall**

**Present:** Tom O'Neil, Minu Beijan, Cameron Orndorff, Mollie Christ, Rusty Foster, and Anne Geiger

**Guests:** Sue Stipek (FOLPA), Donna Torracca (FOLPA), Doris Kidder (Planning Commission Liaison)

The meeting was called to order at 5:48pm.

Rusty made a motion to approve the July minutes. Cameron seconded. All voted in favor (5-0-2).

Rusty made a motion to approve the August 1<sup>st</sup> meeting agenda. Rusty seconded. All voted in favor (5-0-2).

**Old Business:**

A. Town Garage Mural:

- A discussion was had to determine new ideas and direction for the project.
- The BAR suggested a master plan for the town garage in which COPA would like to have plans for the mural built into it.
- COPA has been collecting mural artist names.
- At the last FOLPA meeting they agreed that they would like to see the mural painted directly onto the garage surface and they would rather have a closed call to artists. There was not a firm endorsement on cost/budget at this point.
- Tom made a motion that COPA endorse a committee to be formed of members of COPA, EAC, PR, FOLPA, Arts and Cultural District, BAR, and EDC to study the development of public spaces around the town hall garage. Mollie seconded. All voted in favor (5-0-2).
- Tom also made a motion that a subcommittee will be formed of 2 COPA members and 2 FOLPA members to determine the scope of the mural by outlining a plan for creating the mural and artist selection. Rusty seconded. All voted in favor (5-0-2).

B. ArtsPARKs:

- It was determined that the subcommittee would meet to document procedures for next installation.
- COPA would also like to see the project to expand.

C. Leesburg Town Exhibit Hall:

- No new artist this month.
- September 2, 2016 at 6pm – Art Opening for portraiture artist Nahid Beijan Neff

D. FOLPA update:

- 5x7 Art Show will be held on November 10-12. Start spreading the word!
- Beginning September 16<sup>th</sup> inside Coldwell Banker 2 artists will display their work for 7 weeks
- Paragon Art Festival to be held September 24 and 25. A subcommittee of FOLPA members was formed to create ideas for the possible booth or use of town green space depending on layout of festival. Next COPA meeting members will be encouraged to sign up for distributing memos to local residents of the festival and to work booth times.
- September 15 – “Sip and Paint” at Plum Grove Cycle from 6:30-8:30pm

E. Public Art Master Plan: Tom, Kevin, and Sue will be meeting on August 3 to restart plan development.

F. Snow Plows Project: Smarts Mill MS design is complete. Anne will take photo to send to COPA.

G. Bike Mural: Nearing completion.

- Sue and Tom will connect with Kevin to see if they can get him some more help to finish the project.

- Need to set dedication ceremony to recognize Kevin for all of his hard work and Sherwin Williams for their generous donation. Discussed possible date during the Art Festival.

**New Business:**

1. Hannah Penberthy will be joining COPA at their September meeting to present her ideas for the King Street bridge mural project.
2. Tally Ho side wall project to display art from various venues around town should be included in the Master Plan for the town garage.
3. LOVE sculpture: Anne will send COPA members a copy of the draft which includes the Town will own and maintain the sculpture as COPA members are encouraged to email their Town Council liaison for support of this project. As a reminder, there would be no cost to the Town for this project as COPA has agreed to fundraiser
4. Arts and Cultural District Banner Project: FOLPA and LDBA will work together on this project. The project idea is being presented at the next LDBA meeting to gain approval. Anne provided a map of poles in the Arts and Cultural District. FOLPA will need to pick poles, contact Dominion to determine cost for right to poles, and research cost of brackets.

**Next meeting date:** August 29, 2016 (due to Labor Day holiday)

Tom made a motion to adjourn the meeting. Rusty seconded. Meeting was adjourned at 6:46pm.



**LEESBURG BOARD OF ARCHITECTURAL REVIEW  
BUSINESS MEETING MINUTES**

**Monday, 15 August, 2016  
Town Hall, 25 West Market Street  
Council Chamber**

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**MEMBERS PRESENT:** Chairman Paul Reimers, Vice Chairman Dale Goodson (arrived at 7:10pm), Ned Kiley, Richard Koochagian, and Dieter Meyer, Planning Commissioner Doris Kidder, and Council Member Suzanne Fox

**MEMBERS ABSENT:** Mark Malloy and Teresa Minchew

**STAFF:** Director of Plan Review Bill Ackman, Deputy Town Attorney Shelby Caputo, Preservation Planner Tom Scofield, and Planning & Zoning Assistant Deborah Parry

**Call to Order and Roll Call**

Chairman Reimers called the meeting to order at 7:00pm, noted attendance, and determined that a quorum was present.

**Adoption of the Meeting Agenda**

On a motion by Mr. Meyer, seconded by Mr. Kiley, the meeting agenda was adopted as presented by a 4-0-3 vote (Goodson, Malloy and Minchew absent).

**Approval of Meeting Minutes**

**a. March 9, 2016 BAR Work Session Minutes**

On a motion by Mr. Koochagian, seconded by Mr. Kiley, the minutes of March 9, 2016 were approved by a 4-0-3 vote (Goodson, Malloy and Minchew absent).

**b. March 21, 2016 BAR Meeting**

On a motion by Mr. Koochagian, seconded by Mr. Kiley, the minutes of March 21, 2016 were approved by a 3-0-3-1 vote (Goodson, Malloy and Minchew absent; Meyer abstained).

**BAR Member Disclosures:**

Mr. Meyer stated he would recuse himself from application TLHP-2016-0065, 106 Harrison Street SE, as he represents the applicant. Further, he stated he would recuse himself from application TLHP-2016-0080, 3 & 7 South King Street as he recently performed a study on this property for which he was compensated.

**Public Comment and Presentations**

None

**Consent Agenda**

- a. TLHP-2016-0080, 3 & 7 South King Street  
Project: Property Boundary Line Adjustment (TLBA-2016-0001)**

There were no members of the public wishing to address this application.

On a motion by Mr. Kiley, seconded by Mr. Kochagian, the consent agenda was approved by a 3-0-3-1 vote (Goodson, Malloy and Minchew absent; Meyer recused).

**Petitioners**

There were no petitioners.

**Continued & Deferred Cases in the H-1 Overlay District**

- a. TLHP-2016-0041, 2 Church Street NE**

**Project: Site improvements for the New District Courthouse**

**b. TLHP-2016-0066, Loudoun Street SW**

**Project: Construct Phase 2 of Mervin Jackson Park improvements: interactive fountain with appurtenances.**

Mr. Scofield stated this item tonight concerns continued discussion regarding Phase 2 of Mervin Jackson Park improvements, to include an interactive fountain with associated site appurtenances, interpretative panels to be handled under a separate Certificate of Appropriateness application, and repositioning of trees along with planting beds and site furniture. He provided various views of the site as well as the west panel of the park, noting there was discussion at the last meeting regarding whether the interactive fountain could be moved to that location. He provided an overview of the streetscape along Loudoun Street as well as a historic view of the buildings formerly located along the site. He stated the applicant previously provided information regarding how overall site improvements for the Town Hall property could be broken down into phases; however, it was the Board's discussion at that time that a master plan should be developed for the site versus a phased plan. Further, he outlined illustrative drawings provided by the applicant showing concepts for future phases inclusive of the garage wall, with the understanding that the Town Council has not approved anything beyond the interactive fountain.

Mr. Scofield stated the Certificate of Appropriateness application provided by the applicant included illustrative concepts for the east panel of Mervin Jackson Park, photos of materials matching those found on the Town Hall site and construction details for the interactive fountain, stone walls, fences, and site furniture. He stated his recommendation of approval has not changed at this point and outlined the following recommended conditions:

1. The inside (northern) edge of the street sidewalk shall be directly delineated separately from the brick paving in the park.
2. Any retaining wall to be constructed along the alleyway shall be faced with stone or brick.
3. Final construction documents and shop drawings for the project shall be submitted to the Board of Architectural Review for review and approval after contractor bids are received and prior to the start of construction.
4. The appearance and placement of any interpretative sign panels in Mervin Jackson Park shall be reviewed by the Board of Architectural Review under a separate Certificate of Appropriateness application.

Mr. Scofield stated the Board had previously discussed a resolution to be provided to the Town Council requesting a master plan for the Town Hall grounds, parking garage and Mervin Jackson Park. He stated the draft resolution would outline the review process for this application along with the request that Council consider preparing a master plan to include the following:

1. A master plan for Mervin Jackson Park and the grounds of Leesburg Town Hall is prepared before any additional improvements are made. Such a master plan should include, but is not limited to, the following:
  - a. Goal statement;
  - b. Structural evaluation and needs assessment;
  - c. Palette of appropriate exterior materials;
  - d. Pedestrian and vehicular traffic flow analysis;
  - e. Proposed improvement alternatives with preferred selection;
  - f. Construction cost estimates;
  - g. Identification of potential funding sources;
  - h. Public outreach;
  - i. Implementation strategy with phased prioritization;

Mr. Scofield stated the second part of the resolution would be for the Board to ask Council to provide answers to several questions asked over previous meetings, to include the following:

2. Specific to the Certificate of Appropriateness application currently under review, information should be provided to address the following questions as per Zoning Ordinance Section 2.3.10:

- a. As a matter of both safety and aesthetic concerns, is it possible to locate the interactive fountain in the west panel of Mervin Jackson Park rather than the east panel?
- b. If the interactive fountain is to be located in the east panel, what improvements can be planned to adequately address the zero lot line setbacks seen along the streetscape east of the project site?
- c. What are the plans for the blank south wall of the parking garage? Will the improvements associated with Phase 2, as proposed, deter or impede installation?
- d. Can measured plan, elevation and cross-section drawings be provided for Phase 2 similar to what is typically required in Certificate of Appropriateness applications submitted by private property owners?

Mr. Scofield stated the Commission on Public Art is also very interested in pursuing a master plan for the parking garage and Mervin Jackson Park. He stated the Commission would also like to see something done with the south wall of the parking garage as well as art installation. He stated it is not likely an advocate from the Town Council will be present for the Certificate of Appropriateness application discussions and it within the Board's advisory role to pass and present a resolution bringing forward these larger issues to Council. Further, he stated October 3, 2016 is the critical action date for the application before the Board regarding Phase 2 of the park.

Mr. Kiley asked how adoption of the resolution would impact the current application before the Board.

Mr. Scofield stated the Board has the opportunity to present the resolution in person or by another means to the Town Council within the current review period for the application.

Vice Chairman Goodson stated the discussion seems to be on two different tracks with the resolution and the application, which needs to work its way through the process. He noted there are questions and concerns related to the application, such as whether this is the right location for the interactive fountain, which would be resolved through a master plan process.

Mr. Meyer stated it may be that in our role as advisors we suggest that Council put a hold on the application until the master plan can be completed. He stated it would then be up to Council to decide if they would want to put the application on hold or if they would like the Board to take action. He stated this is different than the Board's typical role in that we have a duty to offer our considered advice to the Town Council on a matter such as this.

Council Member Fox agreed with Mr. Meyer's comments, stating she believes Council would appreciate the opportunity to determine how best to proceed.

Mr. Kiley noted there is time to consider these options within the review period.

Council Member Fox noted the next Council Meeting will be held in September.

Vice Chairman Goodson stated the Council has the option of extending the review period or face a vote that could result in a denial.

Mr. Meyer noted the Council could choose to appeal a potential denial.

Mr. Kiley stated if the Council does not want to proceed with the suggestions in the resolution, the Board would still be able to proceed with review of the application.

Mr. Koochagian verified the current application before the Board is for final approval of Phase 2 of the park. He stated there are still a number of items needed for review, including site elevations and cross sections. He stated he would not consider what has been presented to this point to meet what is expected for any applicant.

Mr. Scofield noted the language in section 2d of the proposed resolution addresses that need.

Mr. Meyer noted the language would need to be strengthened to say that the information is required of all applicants versus simply requesting the information.

Chairman Reimers asked if the applicant has any comments.

Bill Ference, Parks and Public Space Planner, stated staff agrees that a master plan is needed for the whole site; however, staff has been charged with implementing this site development project in this current fiscal year. He stated if the Board does proceed with the resolution, staff would prefer that the Board also proceeds with a vote to approve the application for the site to allow these two items to move forward concurrently.

Vice Chairman Goodson verified that Mr. Ference, as the applicant, is not in a position to allow the extension of the critical action date.

Mr. Kiley stated there are eleven months left in the fiscal year.

Mr. Ference stated the project bidding and construction still needs to occur within that time frame.

Chairman Reimers asked if staff anticipates construction completion within the fiscal year.

Mr. Ference stated he anticipates that construction will start within the fiscal year.

Chairman Reimers stated it appears the Board is not ready to approve this application without a master plan in place.

Mr. Koochagian stated a master plan is needed; however, if the applicant does want the application to proceed along with the development of the master plan, then a fully vetted application with drawings and other required elements is needed.

Mr. Meyer stated it may be that there are elements in this plan that can reasonably be worked in; however, the concern is identifying what can be done in that area that might not be in conflict with a completed master plan. He stated the development of a master plan for this area will take some time to complete, which is a potential issue; however, it would be up to staff to determine what could be done without impacting the overall plan. He stated the Board has pointed out its issues such as how the blank wall will be treated, the location of the fountain, and how this site transitions to the alley. Further, he stated given the concerns raised it is tough to move forward with this one small parcel without a master plan for the entire site.

Chairman Reimers asked if it is the desire of the Board to continue the application.

It was the consensus of the Board to take separate actions to continue the application and adopt the proposed resolution.

Mr. Meyer suggested that the language in section 2d of the proposed resolution be made stronger.

Mr. Kiley stated this section should be reworded to list the submission materials that are required.

Chairman Reimers stated he appreciates staff's desire to move forward with Phase 2 of the park; however, it is important to have a plan for the entire site and to answer questions such as whether the interactive fountain could be moved to the west panel of the park to make room for a possible structure on the east panel.

Council Member Fox stated it is her understanding that the garden behind the west panel is a memorial garden.

Mr. Ference stated that garden is referred to as the Rose Garden and is dedicated to a former Town employee.

Council Member Fox stated it is also her understanding that the garden is to remain as is.

Mr. Meyer stated the Rose Garden should be included in the master plan process as well as he has not heard any compelling reason as to why the area could not be altered and still remain dedicated to the former employee.

Mr. Ference stated some minor alterations have already been made to the garden; however, he would not recommend removing the garden.

Vice Chairman Goodson proposed a motion to continue TLHP-2016-0066, Loudoun Street SW, to a future meeting pending the resolution to follow and Town Council's response.

The motion was seconded by Mr. Kiley and approved by a 5-0-2 vote (Malloy and Minchew absent).

Chairman Reimers and Mr. Kiley stated they could approve the resolution as drafted with the previously discussed change to section 2d.

Ms. Kidder stated the resolution as drafted appears to apply only to the two park sections.

Vice Chairman Goodson noted a master plan would also include the alleyway, Town Green and the Rose Garden.

Chairman Reimers expressed concern that a plan including all of those elements would not work towards the Town's goal of starting construction on Phase 2 of Mervin Jackson Park within this fiscal year.

Vice Chairman Goodson noted other projects have been extended by the Town in the past.

Mr. Koochagian suggested that section 1h referring to public outreach also include outreach to other Commissions and organizations with similar goals.

Mr. Meyer read the following excerpt from the staff report and suggested that it be added to the resolution:

*"The Leesburg Commission on Public Art (COPA) is considering art installation alternatives for the parking garage and is forwarding the following recommendations to Town Council:*

- 1. A mural on the Loudoun St. (south) side of the parking garage;*
- 2. A call-to-artists for painted art on the eleven (11) blank panels on the parking garage along the alleyway (east side);*
- 3. Placement of sculpture art throughout the entire parking garage complex; and*
- 4. Placement of "shadow boxes" for art display, promotion of art exhibits, etc. on the Talley Ho Theatre wall.*

*The COPA agrees that artwork and other improvement projects associated with Town Hall should be coordinated and strongly supports the preparation of a master plan. Furthermore, COPA has requested that a temporary committee be formed to prepare the master plan comprised of representatives from COPA, BAR, EDC, P&R, FOLPA, the Arts & Cultural District, and appropriate town staff. "*

Mr. Koochagian stated the definition stated in the resolution of Mervin Jackson Park and Town Hall does not include the alleyway, which should be included as well.

Mr. Meyer suggested that item j be added under the first section to include "other components identified during the master planning process".

Mr. Koochagian asked if staff has looked into liability issues with the interactive fountain.

Mr. Ference stated staff has spoken with the Town's insurer and reviewed the plans with them.

Vice Chairman Goodson proposed a motion to adopt Board of Architectural Review Resolution 2016-0003 as drafted by staff with the following amendments:

1. The Town Hall grounds to include the Mervin Jackson Park, Town Green the parking garage, alleyway and the Rose Garden.
2. Item 1 under the "Therefore Be It Resolved" statement item j should include any items identified during the process.
3. Item 2d regarding the Certificate of Appropriateness application should be amended to state, "Measured plans, elevations and cross section drawings shall be provided per typical application processes".

Mr. Koochagian proposed a friendly amendment clarifying language to state, "The alleyway on the east side of the parking garage".

The friendly amendment was accepted by Vice Chairman Goodson.

The motion was seconded by Mr. Koochagian and approved by a 5-0-2 vote (Malloy and Minchew absent).

#### **Public Hearings on New Cases in the H-1 Overlay District**

- a. **TLHP-2016-00076, 22 Cornwall Street NE**  
**Project: Construct an accessory structure (shed)**  
Vice Chairman Goodson opened the public hearing at 7:52pm.
  
- b. **TLHP-2016-0065, 106 Harrison Street SE**  
**Project: Install ATM, ramp and awnings**

#### **Administrative Approvals**

- a. **TLHP-2016-0072, 212 Church Street SE – fence**
- b. **TLHP-2016-0073, 406 South King Street - fence**
- c. **TLHP-2016-0075, 101 Loudoun Street SW – sign (Madison Wealth Management)**
- d. **TLHP-2016-0077, 3 South King Street – roof replacement in-kind**

#### **Old Business:**

- a. Joint Architectural Review Board Awards

#### **New Business:**

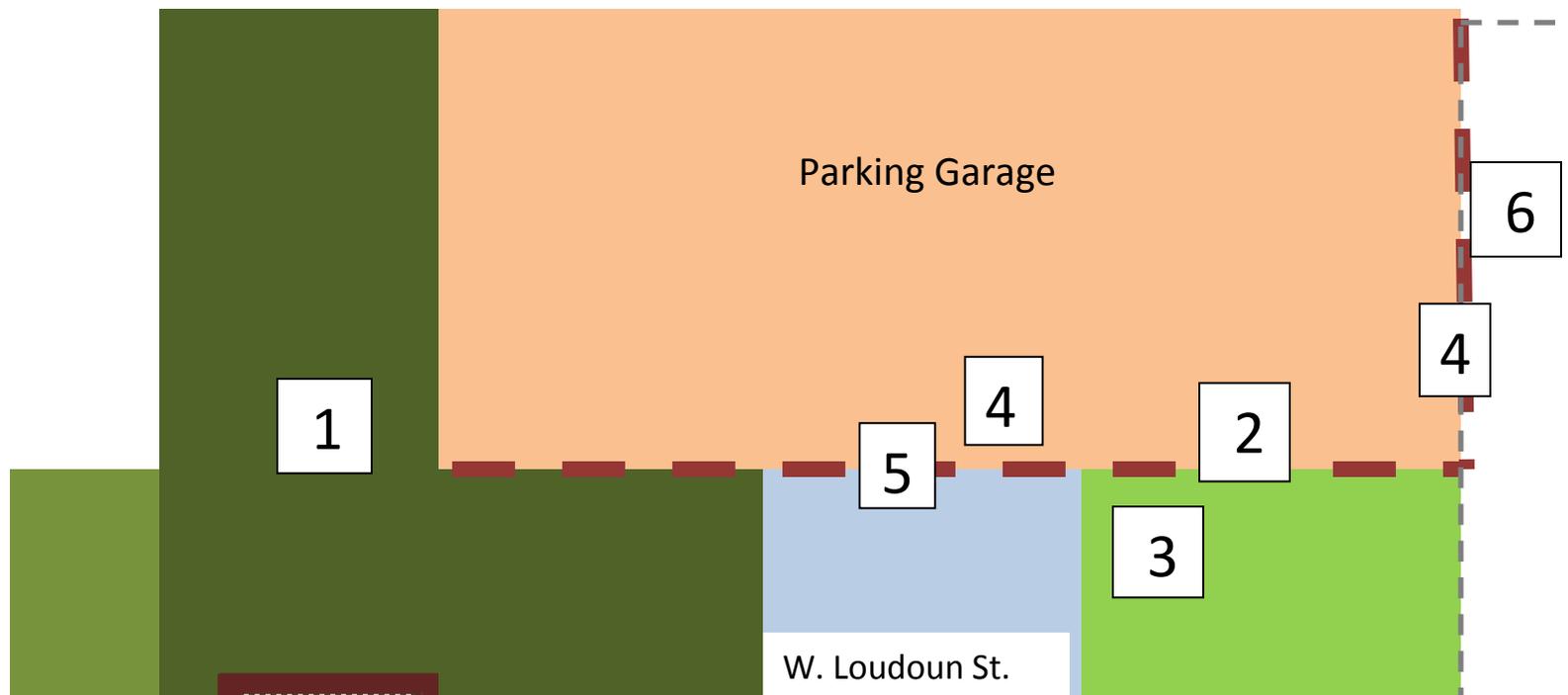
**Adjournment:** The meeting was adjourned at 8:46 p.m.

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Paul Reimers, Chairman

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Deborah E. Parry, Planning & Zoning Assistant



**Development Phasing**

**Phase 1** Renovation of west panel and rose garden. Repairs to log cabin

**Phase 2** Interactive fountain and associated improvements, east panel

**Phase 3** Street-side architectural elements

**Phase 4** Garage façade enhancements (scope TBD: green wall, architectural enhancements, art, etc.)

**Phase 5** Garage Entry/Exit modifications

**Phase 6** Alley Revitalization

**Status**

**Completed 2015**

**FY-2017 CIP**

**TBD (Subject to Town Council initiation)**

**Mervin Jackson Park Master Plan**