



**Leesburg Economic Development Commission
REGULAR MONTHLY MEETING
25 West Market Street
Town Hall – Lower Level Conference Room 2
July 6, 2022
7:00p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Adoption of the Agenda**
4. **Approval of Minutes**
 - a. June 1, 2022
5. **Petitioners** (5 minutes each)
6. **Liaison Comments** (5 minutes)
7. **Richard Klusek** – (Presentation)
8. **Staff Report**
9. **Liaisons to Other Commissions and Committees**
10. **Old Business**
 - a. **Compass Creek** - Update
11. **New Business**
12. **Commissioner Comments** (5 minutes)
13. **Chairman's Comments** (5 minutes)
14. **Adjournment**

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**Leesburg Economic Development Commission
REGULAR MONTHLY MEETING MINUTES
Town Hall – Council Chamber
June 1, 2022
7:00pm.**

Commission Members Present: Eric Byrd, James Choi, Marantha Edwards, Linda McCray, Jason Miller, Britta Neel

Commission Members Absent: Brittany Youkers

Staff Liaison Present: None

Staff Present: Business Development and Retention Manager Melanie Scoggins

Petitioners Present: None

1. **Call to Order**

The meeting was called to order at 7:05p.m. by Chair Byrd.

2. **Roll Call**

Chair Byrd asked for the Calling of the Roll by Manager Scoggins; Manager Scoggins stated that a quorum was present.

3. **Adoption of the Agenda**

Motion by Commissioner McCray to adopt the agenda; seconded by Commissioner Neel. Motion carried.

4. **Approval of Minutes**

Motion by Commissioner Neel to adopt the meeting minutes of May 11, 2022; seconded by Commissioner McCray. Motion carried.

5. **Petitioners**

None.

6. **Liaison Comments**

None.

7. **Staff Report**

Manager Scoggins welcomed Commissioner McCray to the EDC and presented the staff report.

Vertosoft – A technology firm with focus on innovation and emerging technology in the government sector. Vertosoft started with 4,000 sq. ft. and is expanding to 14,000 sq. ft. in the Village at Leesburg. Presently employs 30 with plans to add 10 employees per year for the next three years.

Economic Development – New Staff Position. Over 30 applicants have responded thus far; interviews are scheduled in the next two weeks.

Economic Development Website Project – is now in the development phase and, should be ready this summer.

Liberty Lot RFP – closed 5/31/22 with selection process discussion to begin shortly.

Summer Residential Newsletter - Director Seymour provided a link for a summer residential newsletter to the EDC to look at via email earlier in the day.

8. Liaisons for Other Commissions

- **COPA** – Commissioner Edwards was unable to attend the meeting; and reported that the Virginia Museum of Fine Arts trailer is going to be at Virginia Village.
- **Public Art Commission** – Commissioner Miller mentioned submissions from three artists were selected; final selection to be made on Friday.
- **Diversity Commission** – Commissioner Neel mentioned no quorum for the meeting; discussions were held.
- **Planning Commission** – Vice Chair Youkers was not present to report.
- **Airport Commission** – Chair Byrd had nothing to report.
- **Library Commission** – Commissioner Choi mentioned that the Balch Library is striving to be known as an historic library with the hopes of having a specialist on hand.
- The name **“Tiger Teams”** was chosen for the Liaisons to Other Commissions and Committees task force.

9. Old Business

Redevelopment Areas

Chair Byrd opened the floor for discussions. Manager Scoggins indicated that the maps/information given to the EDC was taken from the Legacy Leesburg Town Plan. Chair Byrd mentioned that the Town plan has been finalized and there will be discussion around the Crescent Design District by Town Council at the 6/27 work session. Commissioner Edwards referenced on-line sources available at the Planning Commission website. Chair Byrd indicated the EDC’s purpose is not to manage the planning process, but to be of use to Council as it makes decisions that have an economic development impact on the Town. Chair Byrd emphasized the importance of having regular conversations about redevelopment to ensure all options have been examined. Chair Byrd indicated that someone from the Planning Staff will attend the July EDC meeting to present information about redevelopment through-out the Town. Commissioner Edwards mentioned a conversation with Betsy Arnett, Senior Management Analyst, regarding zoning ordinances and will have more information in July.

Chair Byrd mentioned conversations were held with individuals involved with the Loudoun County Economic Development Authority regarding the pros and cons, potential conflicts between Town and County EDA. Information will be gathered for discussion at the next meeting, specifically requirements to create an EDA (cost/effort). Chair Byrd mentioned that an economic development authority is a quasi-government body formed outside of Town government which can do things with incentives/programs, and with opportunities that are Town specific.

10. New Business

Compass Creek Discussion

Chair Byrd referenced Director Seymour’s May 23, 2022, memo to Richard Klusek regarding the Special Exception proposal for the Compass Creek Self Storage project. Chair Byrd expressed concerns whether this would be the best use of that property in Town from an economic development perspective and added that the proposal is planned to go before the planning commission. Chair Byrd is not in favor of a self-storage facility on this site. Further discussions will be held at the July EDC meeting with a goal of recommending to Town Council whether to allow the special exception based on economic development criteria. Discussions ensued.

- Benefits of a Planning Commission staff member at EDC meeting to provide an understanding of the formal logic of the process.
- Reference was made to Oaklawn (planned employment and residential).
- Planning Commission and Council often have public hearings on such matters.
- May a developer be approached on ideas for a plan/how logic is acquired?

11. Commissioner Comments

- Commissioner Miller looks forward to the final artist selection for the wall in Virginia Village on Friday.
- Commissioner McCray is excited to work with the EDC, hopes to learn much, and looks forward to helping in whatever way she can.

- Commissioner Edwards welcomed Commissioner McCray, and thanked staff. She proposed that Staff consider providing an educational moment at each meeting to further understand the fundamentals of economic development/deepen knowledge.
- Commissioner Neel was happy to be at the meeting and is in favor of the templates Vice Chair Youkers is creating.

12. **Chairman's Comments**

Chair Byrd thanked members of the EDC for their time, and was thankful for the opportunity to discuss new things. He welcomed Commissioner McCray to the commission.

Chair Byrd mentioned interesting trends reported on a call with the SBDC and a representative from the federal government. Statistics mentioned were that from 2019/2020 a significant drop in revenue, number of companies reporting went way down; upwards in 2021 but not as much as would have liked. Everybody is still down (important thing to keep in mind). Businesses continue to experience a difficult time and hiring challenges is a trend affecting all small businesses.

13. **Adjournment**

Motion by Commissioner Neel to adjourn the meeting at 8:15p.m.; seconded by Commissioner Edwards. Motion carried.