



Leesburg Economic Development Commission
REGULAR MONTHLY MEETING
25 West Market Street
Council Chamber
April 5, 2023 - 7:00p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Adoption of the Agenda**
- 4. Approval of Minutes**
 - a. February 1, 2023
- 5. Election of Officers for 2023**
- 6. Petitioners (10 minutes each)**
 - a. Amy Owen, President - The Community Foundation of Loudoun and Northern Fauquier Counties (Presentation)
- 7. Liaison Comments (5 minutes)**
- 8. Staff Report**
- 9. Liaisons to Other Commissions and Committees**

<ol style="list-style-type: none">a. Airport Commissionb. Board of Architectural Reviewc. Board of Zoning Appealsd. Diversity Commissione. Environmental Advisory Commissionf. Parks and Recreation Commission	<ol style="list-style-type: none">g. Planning Commissionh. Public Art Commissioni. Residential Traffic Commissionj. Technology and Communications Commissionk. Thomas Balch Libraryl. Tree Commission
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- 10. Old Business**
 - a. DED Strategic Plan Update
 - b. 2023 Small Business Awards
 - c. Youth Career Expo
 - d. Main Street Update
- 11. New Business**
 - a. New Economic Development and Tourism Website
- 12. TIGER Teams**
- 13. Commissioner Comments (5 minutes)**
- 14. Chairman's Comments (5 minutes)**
- 15. Adjournment**

If you require any type of reasonable accommodation to attend and/or participate in this meeting due to a physical, sensory, or mental disability, please contact Russell Seymour at 703-771-6530. Three days advanced notice is requested.

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Leesburg Economic Development Commission
REGULAR MONTHLY MEETING MINUTES
Town Hall – Council Chamber
February 1, 2023
7:00p.m.

Commission Members Present: Robert Cusack, Marantha Edwards, Linda McCray, Jason Miller, Monica Pindell, Tony Tallent

Commission Members Absent: Mirna Guzman

Staff Liaison Present: Todd Cimino-Johnson

Staff Present: Russell Seymour, Director, Economic Development
Melanie Scoggins, Business Development & Retention Manager
Allison Wood, Small Business Development & Tourism Specialist

Petitioners Present: None

1. **Call to Order**
The meeting was called to order at 7:00p.m. by Director Seymour.
2. **Roll Call**
Director Seymour asked for the Calling of the Roll; and stated that a quorum was present. Director Seymour introduced Council Member Todd Cimino-Johnson.
3. **Adoption of the Agenda**
Motion by Commissioner McCray to adopt the agenda; seconded by Commissioner Cusack. Motion carried.
4. **Approval of Minutes**
Motion by Commissioner Cusack to adopt the meeting minutes of December 7, 2022; seconded by Commissioner McCray.
5. **Election of Officers**
Motion by Commissioner Cusack to hold a vote for the position of EDC Chair and Vice Chair; seconded by Commissioner McCray.
 - The election of Chair resulted in an even split for two commissioners.
 - Commissioner McCray expressed her desire to assume the role of Vice Chair with full agreement of commissioners.
 - The commissioners agreed that a subsequent vote for the role of Chair be held at the March 1, 2023 meeting.
6. **Petitioners**
None.
7. **Liaison Comments**
Council Member Cimino-Johnson expressed his thanks on his election to Council and looks forward to working with the EDC over the next two years.
8. **Staff Report – Director Seymour**
Director Seymour mentioned the Boards & Commissions Retreat planned for March 30, 2023, at the Ida Lee Recreation Center. Staff will work with the Chair and Vice Chair to prepare a five-minute presentation on what the EDC is doing.

Director Seymour referenced the Youth Career Expo planned for Sunday, March 26, 2023 from 12pm-3pm at Tuscarora High School. The Sunday date was chosen to avoid conflicts with Saturday events at the high school. Director Seymour mentioned that businesses have expressed their difficulty in finding employees.

9. **Liaisons for Other Commissions**

Two liaisons were present, with no updates available as of this meeting.

ACTION ITEM: Director Seymour will provide to the EDC a list of boards and commissions.

10. **Old Business**

a. **Main Street Update**

Allison Wood indicated that on January 9, 2023, the Economic Development staff provided a presentation to Council on the Main Street Program and mentioned that Council voted to support the program. Vision and Mission statements are being defined, and a consultant will be coming on board. Commissioner Pindell mentioned that headway is being made and that the steering committee is being expanded to seven members.

b. **DED Plan Update**

Director Seymour is awaiting approval and signing of the contracts and referenced a recent meeting with Better City, LLC, the consultant group. A timeline was provided and is expected to hit the ground running this month, with deliverable by early September. Director Seymour plans for Better City to present to the EDC at a future meeting. Discussions ensued and topics consisted of:

- Deliverables.
- Action Plan.
- What the community engagement process looks like.
- Meetings with partners, Visit Loudoun, and outside organizations.
- The opportunity for Better City to talk to the EDC as a group.
- How may the EDC assist Better City?
- ED strategy and the inclusion of any marketing changes.
- No plan is identical.
- Better City strives to know the customer, the area, the details, and develop a plan based on that information.
- The initial meeting was for information gathering.

a. **HUBZone Update**

Melanie Scoggins presented an updated HUBZone map and reviewed its legend. Ms. Scoggins indicated that the HUBZone has been reduced in size and changes will go into effect on July 1, 2023.

- HUBZone businesses in the redesignated area may operate as usual for three years, and they must reapply if they wish to maintain their status.
- A quarterly HUBZone online and in-person meeting was attended by 30 people.
- Much interest was expressed in resuming the quarterly meetings.
- Commissioner Cusack's business met with other HUBZone businesses and created a Leesburg consortium.
- Discussions included the new map and available HUBZone office space in general.
- The available workforce positions appear to consist of two areas – highly skilled technical and administrative hourly positions.
- The HUBZone was established to raise income in certain areas.
- Programs to assist in training through the Workforce Resource Center.
- The challenge of finding people that live within the HUBZone.
- Businesses may operate on existing contracts or apply for new.
- Commissioner Cusack was asked to speak to the National HUBZone Panel.
- Commissioner Edwards mentioned the Mason Enterprise Center (MEC).

11. **New Business**

a. **Small Business Awards – May 3, 2023**

Director Seymour indicated that award descriptions were adjusted according to comments received from the EDC. He indicated that a press release for the event will be issued, and he strongly encourages all Council and EDC members to attend.

12. **Tiger Teams**

Discussions and assignments of the Tiger Teams was postponed and will be added to the March 2023 EDC Agenda.

13. **Commissioner Comments**

- New Commissioners introduced themselves and provided a brief history to the EDC.
- Commissioner Miller welcomed the new EDC members and mentioned that the Commission can say a lot of what goes on in the Town; the momentum of the Main Street program becoming a reality is more than ever; and all involved are in favor and are positive about what is happening with the project.
- Commissioner Tallent expressed his thanks and indicated that, for seven years, he has watched the development of downtown Leesburg and the impact on students at Tuscarora High School. He expressed the desire for families to raise their level of access

to quality paying jobs and looks forward to what the EDC can do for the qualities of the family and the outcome to the entire community.

- Commissioner Edwards expressed her excitement to see a full EDC and mentioned the wonderful opportunity to serve on the Commission. She is pleased to see that Council strategic plan interest seems to be with the Main Street Program and small business support. She looks forward to meeting Better City and finding out the strategy.
- Commissioner Cusack expressed his thanks for an informative meeting, and he looks forward to 2023 to be a good year for the Town.
- Commissioner McCray is excited to begin this new chapter with everyone, and thanked Staff and the Commissioners for a great meeting.

ACTION ITEM:

A review of EDC By-Laws and Commission Statement will be added to the agenda of the March 2023 meeting.

14. Chairman's Comments

None.

15. Adjournment

Motion by Commissioner Cusack to adjourn the meeting at 8:15p.m., seconded by Commissioner Miller. Motion carried.

Leesburg Economic Development
Commission (EDC)

1. Leesburg Economic Development Commission By-Laws
2. EDC Mission Statement
3. Town Code – Sec. 2-221 – Leesburg Economic Development Commission
4. 2022 EDC Annual Report

Leesburg Economic Development Commission By-Laws

February 2015

ARTICLE I Name and Purpose

- A. The name of the organization shall be the Leesburg Economic Development Commission, hereafter referred to as the EDC.
- B. The purpose of the Commission shall be to advise the Leesburg Town Council on policies activities that promote economic development and tourism and foster economic vitality and stability of the town. The commission works to retain/expand existing businesses, attract/recruit desirable new businesses, to review the town's regulations and procedures as they relate to economic development, and enhance economic activities that will benefit local businesses and residents.

ARTICLE II Membership

- A. The Commission shall consist of seven members, appointed by the Leesburg Town Council, according to the membership requirements set forth in the Leesburg Town Code.
- B. Non-voting members may include the Council manic appointee and liaisons from other Town or County boards and commissions.

ARTICLE III Officers

- A. The officers shall consist of a Chair and a Vice Chair selected from among the appointed voting members at the annual meeting of the Commission. The annual meeting shall be held as soon as practicable in January or February of any given year.
- B. Election will be by majority vote of the Commission members present.
- C. Officers shall serve a one (1) year term of office, or until a successor is elected.
- D. Vacancies in either office shall be filled by election. Successors will fill the remainder of an expired term.
- E. The Chair shall preside at all meetings of the Commission and shall:
 - a. Ensure the orderly conduct of all meetings.
 - b. Receive official communications on behalf of the Commission and

- report the same at the next meeting.
 - c. Provide a written summary and attendee list for each regular meeting of the Commission to the Clerk of Council and staff liaison to the Commission.
 - d. Provide the annual report of the Commission's activities to the Town Council as required in Article V below.
 - e. Perform all other duties normally associated with the office of Chair.
- F. The Chair will act as the Commission's spokesperson with the Town Council, and at other venues, when so authorized by a vote of the Commission.
- G. The Vice-Chair, in the event of the absence or disability of the Chair, or a temporary vacancy in that office, shall assume and perform the duties of Chair.

ARTICLE IV - Meetings

- A. Regular meetings of the Commission shall be held at least monthly, at a date, hour and location set in advance by the Commission.
- B. Special meetings may be called by the Chair, or at the request of three (3) members with notice to the Chair, for the transaction of business as stated in the call for the special meeting.
- C. A quorum for the transaction of business and to exercise voting privileges shall consist of at least four (4) voting members.
- D. Decisions of the Commission will be made by a majority vote of members present.
- E. Failure to attend three consecutive meetings, for any reason, may be cause for a recommendation to Council for removal from the Commission. The recommendation for removal requires a majority vote of the Commission and said recommendation is not binding on Council.
- F. Proceedings of all meetings shall be governed by Robert's Rules of Order.

Action minutes shall be prepared for each meeting of the Commission, reflecting the actions and recommendations of the Commission. Minutes shall be forwarded to all Commission members before the next regular meeting. .

ARTICLE V - General

- A. All electronic communications concerning the activities of the Commission shall include the use of the Commissioners' official Town of Leesburg email accounts.
- B. Commissioners may be required to file an annual Financial Disclosure Statement, pursuant to Virginia Code Section 2.2-3115. Failure to timely file may result in the removal of the Commissioner upon notice to the Town Council.

The EDC Annual Report will be provided to the Town Council in February of each year.

Economic Development Commission

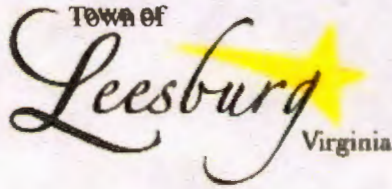
About the Commission

The Economic Development Commission consists of seven members who are either residents of the Town, town property owners, business owners or those employed in the Town and are appointed by the Leesburg Town Council. The Leesburg Economic Development Commission's mission is to ensure the economic vitality and stability of the Town of Leesburg. The commission works to retain and expand existing businesses, attract and recruit desirable new businesses, and enhance economic activities that will benefit local businesses and residents. All of the Commission's efforts are guided by their strategic plan, commonly known as the EDC Map.

Sec. 2-221. - Leesburg Economic Development Commission.

- (a) *Recreated and reestablished.* The Leesburg Economic Development Commission is hereby recreated and reestablished.
- (b) *Duties.* The Leesburg Economic Development Commission's mission is to foster the economic vitality and stability of the town. The commission works to retain/expand existing businesses, attract/recruit new businesses, to review the town's regulations and procedures as they relate to economic development, and enhance economic activities that will benefit local businesses and residents.
- (c) *Membership.* Membership, exclusive of the rules outlined in division 1 of this article, may consist of town residents, town property owners, town business owners, or anyone employed inside the town. At least four members shall be town residents.
- (d) *Additional powers and duties.*
 - (1) To work with all organizations impacting economic development in the Greater Leesburg Area.
 - (2) To help review and recommend to council all proposals that affect economic development requiring council action.
 - (3) To offer guidance in developing and/or updating annually comprehensive economic development businesses plan (short/intermediate/long range with targeted and measurable goals, objectives and strategies; subject to council approval) and assist with implementation.
 - (4) To make specific policy recommendations to the council pertaining to economic development.
 - (5) To assist in reviewing proposed annual budgets for town expenditures related to economic development and making budgetary recommendations to the council.
 - (6) To help identify and pursue sources of public and private grant funds for local economic development initiatives.
 - (7) To publicize the economic development program to gain acceptance in the community.
 - (8) To assist in the development of an effective communication effort between the town government and the private business community.
 - (9) To help identify possible improvements in community services and infrastructure, both public and private, which enhance economic development.
 - (10) To recommend policies and practices for the retention and expansion of existing businesses.
 - (11) To assist in the promotion of economic development through close coordination with the County's economic development activities and statewide initiatives.
 - (12) To assist in the promotion of tourism through close coordination with the tourism efforts in the town, county and statewide initiatives.

(Ord. No. 2008-0-17, § XXIV(art. VII(2.93)), 6-24-2008; Ord. No. 2015-O-012, § I, 6-23-2015; Ord. No. 2018-O-007, § I, 2-13-2018)



2022 ANNUAL REPORT - TOWN OF LEESBURG ECONOMIC DEVELOPMENT COMMISSION

Leesburg Mayor and Members of Town Council:

The Leesburg Economic Development Commission had another busy year in 2022. In February the EDC held a planning retreat to set our objectives and priorities for the year. During that meeting we had a spirited discussion about where to focus our attention and efforts. Commissioners put forth many ideas and ultimately we agreed that certain areas warranted our time and energy for 2022. We created a list of projects and areas of focus to guide us as we moved forward. We assigned commissioners to lead the way on areas we felt were most important. Attached is a list of those priorities and a rough timeline we used as guidelines for potential activities throughout the year. We made progress on many of the areas and I am happy with our progress.

Below is a summary of our work during 2022 for Council's consideration.

Main Street Program: The EDC continued to track and encourage the efforts exploring a Main Street Program for parts of Leesburg. Members of the EDC also attended public information sessions held to provide information about the program by Town staff and representatives from other localities who have programs. The general consensus of EDC members is that there is a potential valuable role for such a program, especially in the historic downtown area where there is no single management group who works on such things as events, marketing and outreach for businesses in that area. We encourage the continued evaluation of the program and if there are businesses willing to commit to participating that the process should continue, including support to assist those businesses to create a formal program as needed.

Sidewalk Dining Program Review: The EDC worked with Parks and Recreation staff and Economic Development staff on continuing evaluation of the sidewalk dining program instituted during COVID. The EDC helped review information from participating businesses recommended that the program be allowed to continue as long as it is beneficial to Town hospitality businesses. This flexibility is especially helpful to this class of business as they were hard hit by events in 2020 and 2021 and continue to recover slowly, so remain vulnerable.

Outdoor Dining Program Review: In 2022 the EDC also helped evaluate the impact of outdoor dining flexibility begun during COVID. As with sidewalk dining for downtown hospitality businesses the EDC supported continuation of flexibility so those businesses could continue to use tents in parking areas to provide additional outdoor space.

Town Zoning Ordinance Update: The EDC is actively tracking and is ready to participate in a productive way with the ordinance update process that has begun recently. We created a sub-group to follow the process and engage additional members and the whole commission as needed as activities commence for that process. We anticipate this being a priority in the future as that rewrite gains momentum in the future.

Tourism and Technology Zones: The EDC participated in discussions with Economic Development staff to understand the implications of creating Technology and Tourism zones within the town. This included making recommendations and brainstorming potential incentives and benefits for businesses as well as the Town as a whole for such programs. The EDC is encouraged by the concept and specific members of the EDC also worked directly with staff to think through how to position the zones as a benefit to businesses and leverage the programs to drive positive economic development. We will continue to track and be involved in discussions about these tools as they are crafted and hopefully implemented in the near future.

Small Business Awards: The EDC worked with Economic Development staff to evaluate and select winners in the Leesburg Small Business Awards for 2022. We always enjoy that process and helping to highlight the best of Leesburg's outstanding small businesses.

Redevelopment Projects: The EDC continued to monitor and track important projects and potential projects for development or redevelopment in the Town. To assist our ability to do so the EDC requested Planning and Zoning staff to help us understand areas of likely future redevelopment. Richard Klusek provided a valuable preview of future redevelopment areas within the Town which enabled us to have a productive discussion about areas to watch and how to organize EDC activities to provide the highest quality advice and input to Council for future programs.

Standardizing Redevelopment Project Evaluation: The EDC also embarked on an effort to standardize an evaluation process the commission can use to evaluate and make recommendations on redevelopment projects in the Town. Since the EDC does not follow any specific mandated process or participate in a regulated activity as some other boards or commissions, we determined that having some standard mechanism for discussion and evaluation of economic benefit for projects would be helpful. We felt this would be helpful not only for our commission but for future EDC commissioners as well. We adopted a standard set of "templates" which includes questions, information to request or gather and comparison points to aid the commission in providing the highest quality advice to Council in the most efficient way we can. This can be difficult because each project has many unique elements and aspects given its location, size and other factors. Our hope is that this templated structure guides future commissions in discussion and evaluation of the complete economic value potential of a specific

project so the EDC can provide Council with consistent, complete and understandable recommendations and feedback as it makes decisions on such projects. I have included a copy of the templates for your consideration with this report.

During 2022 the EDC also gathered information, had discussion and provided input and/or recommendations for the following development/redevelopment projects:

Virginia Village: The EDC provided an evaluation and recommendation to Council regarding the Virginia Village redevelopment project. This project was enlightening for the EDC and commissioners participated in several robust discussions to understand and evaluate the impact and potential economic development value of this significant and large project. That experience was a catalyst for us to explore a way to standardize such evaluations and recommendations in the future. We learned a lot from this project that we hope future commissions will be able to use as more redevelopment projects are initiated in Leesburg.

Compass Creek Special Exception: The EDC has been tracking and discussing a potential special exception in the Compass Creek development as it makes its way through the process. Though we have not provided a recommendation officially, and it seems we may not need to since the applicant has pulled the application, it is good to note that the EDC used some of our previous experience and process we developed to discuss the ramifications of this project. By understanding what criteria we are prioritizing it became easier to identify the potential benefit, or detriment in this case, to the economic value of the development and proposed project. It is also a good example of how the EDC works with Town Economic Development staff to respond to an ongoing project in a critical commercial area of the Town.

Proposed Boutique Hotel in Downtown: The EDC also participated in discussion about a potential Boutique Hotel project on South King Street. While this project has not reached the application stage and the EDC has not provided any formal recommendation because of the project status, we were able to engage in the process early enough to gather important information and assist the potential applicant as he thinks about how to proceed to an application. It also gave EDC members the opportunity to gather information and to ask questions of staff and the potential applicant about the project and potential impact on future Economic Development in downtown. This follows our desire to get involved in some projects as early as possible so we can gather the appropriate information and provide the best input to staff and applicants as well as prepare for a possible recommendation and feedback to Council as requested for these important projects. In this case there was consensus that the general use had potential for a positive impact on the downtown and that we encourage staff to work with the applicant to work out details within the process. This project was also affected by Council's evaluation of adjustments to the building height and parking requirements for a hotel use in this part of town. By being involved early the EDC was able to understand the impacts of those potential ordinance changes so we can also make a useful and knowledgeable recommendation to Council as requested on those items.

Liberty Street Parking Lot: We continue to keep track of the possible development of the parking

low on Liberty Street as it makes its way through process. The EDC will continue tracking this project and will make recommendations on specific projects as one evolves or as Council requests.

COLLABORATIONS

The EDC worked with several other Town groups as part of our service to the town and to Council.

Diversity Commission: Britta Neel continued to visit businesses with the Diversity Commission, the Mayor and a member of the Economic Development team this year. These visits were well received by the businesses and brought information to the businesses owners, letting them know of various programs and types of assistance available to them.

Airport Commission: EDC members continued participating in the Airport Planning Working Group, considering options for use of undeveloped land at the Leesburg airport. The EDC chair co-led the group with the Airport Commission chair eliciting input from interested parties and the public. A final recommendation report was presented to council outlining the findings of the group. We would like to express thanks to the Airport Commission and Airport staff as well as Economic Development staff for assisting in that important effort. We hope the report will be useful as the Town looks at action for the parcels in the future.

COPA/BAR: EDC members completed work with the Public Mural Task Force to assist in the evaluation Of how best to incorporate art on commercial properties. This effort will help set guidelines well into the future. This effort also included evaluating proposals for the first private structure mural which was completed this year.

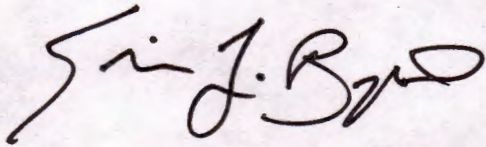
Standing Liaisons: This year the EDC attempted a new structure for communicating with other Town commissions and boards. We took an "assignment" approach with each commissioner being given responsibility for monitoring and engaging with two commissions and bringing items as needed to the full EDC's attention. While this was a slightly different approach than the past, not requiring actual meeting attendance of multiple other commission meetings, we felt it did allow EDC members to bring important items to our commission, without overwhelming commissioners with other meeting commitments. It is an ongoing effort and not a simple challenge to address given other commitments and scheduling challenges with the other commissions. However, we think we have a good basis for keeping our eye on what's happening among our fellow advisory boards and commissions so we can provide solid advice to Council on areas where we may overlap with those other groups' work.

I would like to extend thanks to the Town Economic Development team for assisting us in our work. They are always available to provide information, answer questions and to assist with coordinating the activities of the commission as needed.

I would also like to express admiration and gratitude to the 2022 commissioners. The EDC has maintained a high level of professionalism and functioned exceptionally well as a team this year. We have performed our work in an atmosphere of respect and open communication. I am grateful to all six of my fellow commissioners for their time, effort and energy this year.

As we move into 2023 the Leesburg EDC will continue to provide the best advice, input and suggestions to Town Council that we can. We expect another busy year in 2023 as projects move forward into construction and as the economy continues to recover from COVID related conditions. The EDC stands ready to serve the Council and the citizens of Leesburg to the best of our abilities.

Respectfully,

A handwritten signature in black ink, appearing to read "Eric L. Byrd". The signature is fluid and cursive, with the first name "Eric" and last name "Byrd" clearly distinguishable.

Eric L. Byrd, 2022 Chair

Town of Leesburg Economic Development Commission

Leesburg Economic Development Commission

2023 Priorities

March 2, 2022



Proposed Priorities

- EDA
- Main Street
- EDC Events
 - Business Forums
- Town Events
- HUBZone
- Workforce
 - Affordable Housing
- Process Templates
 - Redevelopment
 - Projects
- Mission Statement
- Crescent Design
- Zoning Update
- Liaisons
- Downtown
- Metrics/Models
 - Identify
- Studies/Surveys (Gap?)
- Tourism Zones
- Technology Zone
- Arts/Culture District
- Small Scale Manufacturing



Proposed Timeline

- **March**
 - Process/Project Templates – begin in March and complete by July or August
 - Studies/Surveys – identify useful data points for EDC use in process/projects (related to Templates)
 - Economic Development Authority Evaluation – begin work, complete by the end of the year
 - Zoning Ordinance Monitoring (ongoing activity). Look at categories; begin immediately
 - Main Street Program (actively working on it); is a subgroup required?
 - Small business support – (ongoing evaluation and effort to identify programs/partners/resources).
- **April**
 - Small Business Awards – Judging to be held at a regular business meeting
 - Workforce (in the next three or four months)
- **May**
 - Small Business Awards Ceremony
- **June**
 - Metrics/Models
- **July**
 - New hire to work on special events
- **December**
 - At regular meeting, summarize the ED report to Council



Questions



8. What is the Current Zoning?

9. Does the Project Require New Zoning? If Yes, Describe Below.

10. Describe the Project Timeline and Phases below.

11. If Redevelopment, Describe Existing Space.

- **Current Existing Office Space:**

- **Current Existing Retail Space:**

- **Current Existing Residential Space:**

12. Instructions: Use the below table to chart out commercial space that will remain the same, added, and/or removed during each phase

- **Total Square Footage of Project:**

- **Total Square Footage of Proposed Residential:**

- **Total Square Footage of Proposed Commercial:**

	Phase	Phase	Phase	Phase
Year <i>(Estimated)</i>				
Development Phase				
Existing Commercial <i>(Square Feet)</i>				
Commercial Removed <i>(Square Feet)</i>				
Commercial Added <i>(Square Feet)</i>				
Total Commercial Removed <i>(Square Feet)</i>				
Total Commercial Added <i>(Square Feet)</i>				
Total Commercial Available <i>(Square Feet)</i>				

13. Instructions: Use the below table to map out existing businesses and businesses to be added and/or removed as a result of the project

	Businesses by Industry	Estimated Number of Jobs
Existing		
To be Removed		
To be Added		
Total		

14. Economic Benefits to the Town:

15. Economic Concerns to Consider:

16. Changes for the Developer to Consider:

17. Commissioner Recommendations: