



Town of Leesburg Reading Correspondence into the Record

Members of the Town Council routinely receive correspondence from citizens regarding matters before Council. Comments received are provided to the staff members assigned to the project.

Formal comment sessions are held at Council meetings under the Petitioners Section and during Public Comment section of a scheduled convened Council Public Hearing. A record of speakers and a summary of their comments and/or position are included in the approved minutes for each meeting.

Correspondence received outside of the formal meeting is not incorporated into the meeting minutes unless a formal request is made to include the correspondence as part of the official record. In those instances, the Mayor will note that correspondence was received from a citizen, state their name and note that their comments will be included as an attachment to the approved minutes. The Mayor will not read the correspondence at the meeting.