

Town of Lovettsville

Planning Commission Minutes of Regular Meeting, February 1, 2012

Chairwoman Bushway called the Regular Monthly Meeting of the Lovettsville Planning Commission to order at 7:37 PM on February 1, 2012.

Present at Meeting

- Mayor Elaine Walker
- Chairwoman Mari Bushway
- Commissioners Lorraine Bauer, Jack Burden, Rodney Gray, Deborah Summitt
- Town Manager Keith Markel
- Town Clerk Judy L. Kromholz

Absent

- Commissioner Elaine Fischer

Public Comment

Chairwoman Bushway asked for public comment. There was none at this time.

Additions/Deletions/Modifications to the Agenda

Chairwoman Bushway called for changes to the agenda. There were none.

Approval of Planning Commission Minutes

A. Planning Commission Public Hearing & Regular Meeting – January 4, 2012

Motion: To approve the minutes of the January 4, 2012 Planning Commission Public Hearing and Regular Meeting as presented.

By: Chairwoman Bushway

Second: Commissioner Gray

Aye: Commissioners Bauer, Burden, Bushway, Gray

Nay: None

Abstain: Commissioner Summitt

Absent: Commissioner Fischer

Staff Reports

Manager Markel reported that the Town Council had approved the two ordinance changes the Commission had recommended – allowing contractors in the I-1 zoning district and the changes to the Sign Ordinance. He stated that the new Zoning Administrator is scheduled to begin this week and that the Town Council has not yet interviewed the candidate for the open seat on the Planning Commission.

Action Items

A. LVSU 2011-0001 Administrative Approval of By-Right Applications

Manager Markel presented this item. The Commission is being asked to consider authorizing a public hearing on this item which would amend the Subdivision Ordinance such that the Zoning Administrator is charged with the responsibility of taking action in approving or denying by-right development applications except for preliminary plats and those applications requesting variations, and administering development design standards. He explained that in 2009 the Town Council authorized staff and the Planning Commission to develop a report that would support changing the responsibility for approving by-right development applications (boundary line adjustments, construction drawings, preliminary and final subdivision plats, preliminary and final site plans) and administering development design standards from the Planning Commission to the Zoning Administrator.

He explained that the Subdivision Ordinance provides specific guidelines for all phases of development. Many times items such as boundary line adjustments, minor subdivisions, final plats, site plans and construction drawings require nothing more than complying with the detailed requirements of the Town's Subdivision Ordinance. If an applicant complies with the standards in the Subdivision Ordinance, the Town is required to approve the application. There are no subjective planning issues at this point in the development process and the Planning Commission does not need to be brought in to approve a plan they legally could not deny. In these cases the Zoning Administrator can review applications with the help of various outside agencies and the Town Engineer and Town Attorney and determine if the application is complete and conforms to the Town's requirements. Plans that require a variation to the standards and requirements of the Ordinance should still come before the Planning Commission for consideration and possible approval. At the Planning Commission meetings held on December 7, 2011 and January 4, 2012 there was some discussion concerning what aspects of the existing Subdivision Ordinance should change. The consensus of the Planning Commission and staff was that the Planning Commission should still review all preliminary plats and any other development or subdivision requests if a variation to the Town standards or requirements is being requested. If the Planning Commission supports the draft changes as presented, staff recommends that the Planning Commission schedule a public hearing on the proposed changes as soon as possible.

- Motion:** I move that the Lovettsville Planning Commission schedule a public hearing to receive comment on the proposed modifications to the Subdivision Ordinance as discussed at this meeting as soon as possible.
- By:** Vice Chairman Burden
- Second:** Chairwoman Bushway
- Aye:** Commissioners Bauer, Burden, Bushway, Gray, Summitt
- Nay:** None
- Abstain:** None
- Absent:** Commissioner Fischer

Manager Markel stated that the public hearing will be scheduled for the first Commission meeting in March.

Discussion Items

There were no Discussion Items on the agenda. Manager Markel reported that the Planning Commission will be discussing the Keena Subdivision at their next meeting, noting that the applicant is requesting a number of reductions in standards and requirements.

Information Items

There were no Information Items on the agenda.

Comments from the Commissioners

Chairwoman Bushway called for comments from the Commissioners.

Mayor Walker reported that the Town Parks Committee has been discussing the gazebo and improvements to the Town Green and that the County Park Committee has not held any meetings recently. She also reported that she and Manager Markel had attended a very good meeting with VDOT concerning the Bike path and expects VDOT to schedule the public hearing in the spring.

Vice Chairman Burden noted that the plaques for the Veterans Memorial are very attractive. Mayor Walker reminded the Commission that the deadline for the pavers to be installed on Memorial Day is March 15th.

Adjournment

- Motion:** To adjourn the Planning Commission meeting of February 1, 2012
- By:** Chairwoman Bushway
- Second:** Commissioner Summitt
- Aye:** Commissioners Bauer, Burden, Bushway, Gray, Summitt
- Nay:** None

Abstain: None

Absent: Commissioner Fischer

The Meeting was adjourned at 7:56 PM.

Respectfully submitted,



Judy L. Kromholz, Town Clerk

Date Approved: May 2, 2012

Attachments:

1. Speaker Sign Up Sheet

Written Submissions to Commission: None

