

Town of Lovettsville

Minutes of the Planning Commission Regular Meeting February 18, 2015

Call to Order/Welcome

Chairman Joseph Mueller called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 p.m. on February 18, 2015 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Present at Meeting

- Chairman Joseph Mueller
- Vice Chair Robert Gentile
- Commissioner Thomas Ciolkosz
- Commissioner Frank McDonough
- Commissioner Buchanan Smith (arrived at 7:50 p.m.)

Absent

- Commissioner Dorri O'Brien
- Commissioner Anthony Quintana

Staff Present

- Zoning Administrator Joshua Bateman
- Town Manager Laszlo Palko
- Town Clerk Harriet West

Public Comment

Chairman Mueller called for comments from the public. There were none

Additions/Deletions/Modifications to the Agenda

There were none.

Approval of Planning Commission Minutes

A. October 15, 2014

- Motion:** I move to approve the minutes of the October 15, 2014 meeting as presented.
By: Commissioner McDonough
Second: Vice Chair Gentile
Aye: Commissioners Ciolkosz, Gentile, McDonough, and Mueller
Nay: None
Abstain: None
Absent: Commissioner O'Brien, Quintana, and Smith

Staff Reports

There was none.

Action/Discussion Item

A. Comprehensive Plan Review

Zoning Administrator Bateman presented this item. The Planning Commission is being asked to establish the process for reviewing the 2011 Comprehensive Plan and to develop a work plan to prioritize potential

amendments by chapter and topic. Zoning Administrator Bateman provided a list summarizing specific issues in each chapter that staff recommends be considered as part of the review process.

The Commissioners discussed the following:

- Commissioner McDonough suggested indentifying charts and maps that needed to be updated.
- Commissioner Gentile suggested that they focus on reviewing long range goals, land use, zoning, and transportation.
- Commissioner Ciolkosz suggested making sure the goals and policies tie into the long term vision. He also said they should include a "last date visited" before each policy so they can easily tell when the policy was added or changed; identifying each policy as a short-term, long-term, or medium-term objective; and including a date completed. Chairman Mueller suggested using a separate document to track this without having to change the actual plan.
- Chairman Mueller said the policies should be actionable or should state what the Planning Commission's position is.

Zoning Administrator Bateman suggested that the plan should cover a five to ten-year time frame and address growth within the Town limits. The Commissioners discussed potential growth outside of the Town's boundaries and the capacity of the water/sewer treatment plant. Mayor Zoldos explained that the Town chose not to participate in the County's Joint Land Management Area (JLMA) program because it would have given the Town limited control over areas around the Town.

The Zoning Administrator noted that the Town does not have an annexation policy and is one of the few towns in Northern Virginia that does not have a JLMA agreement with the County. He said that as far as the County is concerned, the Town will not grow beyond its current geographic boundaries. He said the Council can change that by developing an annexation policy; however, until that happens, the Planning Commission cannot plan for areas outside of the Town of Lovettsville.

Following further discussion, the Zoning Administrator suggested the following priorities for revisions to the Comprehensive Plan:

1. Vision/Values/Goals
2. Land Use – Industrial/Commercial
3. Land Use – Residential (Housing)
4. Transportation
5. Utilities
6. Vision/Values/Goals

Mr. Bateman said they should allow six to eight months to complete the review process. He also discussed ways to obtain citizen input through public comment at meetings, citizen committees, guest speakers, and surveys. The Commissioners discussed getting input from the Town Council and County representatives. The Commissioners and staff also discussed a framework that includes actionable and measurable goals and policies, timeframes, ownership, and committee structure.

Information Items

The Zoning Administrator discussed funding available for the Commissioners to attend Planning Commission training this fiscal year. The Commissioners agreed that Commissioner Ciolkosz will attend the next session in April and that Commissioners O'Brien and Smith will attend the session in the fall.

Comments from the Mayor and Commissioners

Mayor Zoldos reminded the Planning Commissioners that they represent the whole Town, including Park Place and Frye Court. He noted that the Commissioners should have a vision for how a town can be planned and built and it is their job to help educate residents about things they may not agree with.

Mayor Zoldos thanked Commissioner McDonough for helping judge the Cub Scout Pinewood Derby. The Mayor then gave updates on options for law enforcement in the Town, selecting a contractor for the East Broad Way project, the Town's emergency management operating procedures, an analysis of the utilities system operating costs, the Town Information Sign, the Town Charter amendments, and upcoming events.

Adjournment

There being no further business before the Planning Commission the meeting was adjourned at 9:33 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: October 7, 2015

Attachments:
None