

Town of Lovettsville

Planning Commission Minutes

Regular Meeting
February 20, 2013

Call to Order/Welcome

Chairwoman Summitt called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 PM on Wednesday, February 20, 2013 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Present at Meeting

- Chairwoman Deborah Summitt
- Vice Chair Joseph Mueller
- Commissioner Lorraine Bauer
- Commissioner Robert Gentile
- Commissioner Jennifer Jones
- Commission Anthony Quintana

Absent

- None

Staff Present

- Zoning Administrator Melissa Hynes
- Town Manager Keith Markel
- Town Clerk Harriet West

Present In the Audience

- Former Mayor Elaine Walker

Public Comment

Chairwoman Summitt called for comments from the public. There were none.

Additions/Deletions/Modifications to the Agenda

Chairwoman Summitt called for changes to the agenda. The Town Clerk asked to add the minutes for the meeting of February 6, 2013 to the agenda.

Approval of Planning Commission Minutes

A. Planning Commission Public Hearings and Regular Meeting – February 6, 2013

Motion: To approve the minutes of the February 6, 2013 2012 Planning Commission Public Hearings and Regular Meeting as presented.

By: Chairwoman Summitt

Second: Commissioner

Aye: Commissioners Jones, Gentile, Mueller, and Quintana

Nay: None

Abstain: Commissioner Summitt and Bauer

Absent: None

Staff Reports

There was no staff report from the Zoning Administrator.

Action/Discussion Items

A. Old Town Study & District

Zoning Administrator Hynes presented this item. The Planning Commission is being asked to review the Old Town Study in preparation for a presentation to Town Council.

The Zoning Administrator reviewed the draft Old Town Study which provides the framework for creating a new voluntary zoning district for the area encompassing East Broad Way and Pennsylvania Avenue. The study is based on a reviewing the Town's current Zoning Ordinance, conducting community outreach, and researching best practices for small town "Main Street" districts. The intent is to create more business and tourism opportunities in this part of the Town, while preserving the existing character of the neighborhood. The Zoning Administrator also cross-referenced sections of the Zoning Ordinance relevant to the proposed Old Town District, such as off-street parking requirements, landscaping, and accessory apartments.

Vice Chair Mueller asked how the results of the community survey will be used. Zoning Administrator Hynes said she will include a summary of the comments within the report and the complete survey results as an appendix.

Chairwoman Summitt suggested modifying the Open Space & Public Amenities section to require the use of two or more options in order to prevent people from just using vertical landscaping to meet the 100 square feet of open space requirement.

Staff and the Commissioner discussed options for addressing limited parking within the proposed Old Town District including establishing a parking fee in lieu to help fund future public parking areas. Commissioner Jones said she really appreciated all of the pictures because they helped her visualize many of the things they have discussed.

Staff and the Commissioners discussed the approach for presenting the Old Town Study and the proposed Old Town Zoning District to the Town Council; the Commissioners agreed to move forward with briefing the Council on the Study first and the District at a later date.

Information Items

There were no Information Items.

Comments from the Mayor and Commissioners

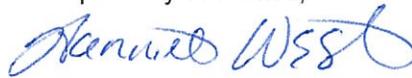
Chairwoman Summitt called for comments from the Mayor and Commissioners. The Commissioners discussed attending the Purcellville Planning Commission meeting on February 21, 2013 as part of their Certified Planning Commissioner training.

Adjournment

Motion: To adjourn the Planning Commission meeting of February 20, 2013.
By: Commissioner Mueller
Second: Commissioner Bauer
Aye: Commissioners Bauer, Jones, Gentile, Mueller, Quintana, and Summitt
Nay: None
Abstain: None
Absent: None

The meeting was adjourned at 8:30 PM.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: March 20, 2013

Attachments:
None