

# Town of Lovettsville

## Minutes of the Planning Commission Regular Meeting March 18, 2015

### Call to Order/Welcome

Chairman Joseph Mueller called the Regular Meeting of the Lovettsville Planning Commission to order at 7:33 p.m. on March 18, 2015 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

### Present at Meeting

- Chairman Joseph Mueller
- Vice Chair Robert Gentile
- Commissioner Frank McDonough
- Commissioner Anthony Quintana
- Commissioner Buchanan Smith

### Absent

- Commissioner Thomas Ciolkosz
- Commissioner Dorri O'Brien

### Staff Present

- Zoning Administrator Joshua Bateman
- Town Clerk Harriet West

### Public Comment

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

### Additions/Deletions/Modifications to the Agenda

Commissioner McDonough requested adding an item to the agenda to discuss saying the Pledge of Allegiance at Planning Commission meetings. There was no objection.

### Approval of Planning Commission Minutes

#### A. December 4, 2014 Regular Meeting and Public Hearing

- Motion:** I move to accept the minutes of the December 4, 2014 meeting as presented.  
**By:** Commissioner McDonough  
**Second:** Commissioner Smith  
**Aye:** Commissioners Gentile, McDonough, Mueller, Quintana, and Smith  
**Nay:** None  
**Abstain:** None  
**Absent:** Commissioner Ciolkosz and O'Brien

### Staff Reports

Zoning Administrator Bateman gave an update on the Town Center site plan, which was submitted last week. He will review the site plan for completeness and send a letter to the applicant within 10 days of receipt. Mr. Bateman discussed the timeframes for this project as specified in the proffers and said he felt it would be approximately three to five months before the project is approved.

### Action/Discussion Item

#### A. Comprehensive Plan Review – Work Plan

Zoning Administrator Bateman reviewed the proposed work plan, developed at the previous meeting, to guide the Planning Commission's review of the 2011 Comprehensive Plan. The Commissioners discussed potential dates for conducting a kick off meeting in April 2015.

#### B. Comprehensive Work Plan Review – Committee Composition

The Zoning Administrator and Commissioners discussed the following committee composition, which includes having one Commissioner serve as the Chair and one Commissioner serving as a member.

<b>Committee</b>	<b>Planning Commissioner Members</b>
Transportation	Commissioner Quintana (Chair) Commissioner Ciolkosz (Member)
Public Facilities/Utilities	Commissioner McDonough (Chair) Commissioner Smith (Member)
Housing and Residential Land Use	Vice Chair Gentile (Chair) Commissioner Smith (Member)
Economic Development	Commissioner Smith (Chair)

The Zoning Administrator and Commissioners discussed having five to seven members on each committee including citizens of the Town, business owners, land owners, and others in the community. They also discussed potential guest speakers.

Chairman Mueller will send an email to all of the Commissioners with the proposed recommendations for Commissioner representatives as discussed and see if the other Commissioners who are not present wish to serve on a committee.

C. Pledge of Allegiance

Commissioner McDonough presented this item. He suggested that the Planning Commission include the Pledge of Allegiance at the beginning of the meeting. He noted this is something the Planning Commission use to do.

**Motion:** I move that the Lovettsville Planning Commission make as part of its official operating procedure that everyone be asked to stand and say the Pledge of Allegiance prior to each Planning Commission meeting.

**By:** Commissioner McDonough

**Second:** Commissioner Smith

Following discussion, Commissioner McDonough withdrew his motion so that it could be reintroduced when the full Commission is present.

Information Items

Chairman Mueller and the Commissioners discussed the schedule for presenting updates at Town Council meetings in April, May, June, and July.

Comments from the Mayor and Commissioners

There were none.

Adjournment

There being no further business before the Planning Commission the meeting was adjourned at 8:33 p.m.

Respectfully submitted,

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 Harriet West, Town Clerk

Date Approved: October 7, 2015

Attachments:

None