

# Town of Lovettsville

## Planning Commission Minutes of the Regular Meeting May 7, 2014

### Call to Order/Welcome

Chairwoman Miller called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 p.m. on May 7, 2014 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

### Present at Meeting

- Chairwoman Deborah Miller
- Vice Chair Joseph Mueller
- Commissioner Lorraine Bauer
- Commissioner Robert Gentile
- Commissioner Frank McDonough
- Commissioner Anthony Quintana

### Absent

- Commissioner Jennifer Jones

### Staff Present

- Town Manager Keith Markel
- Town Attorney Elizabeth Whiting
- Town Clerk Harriet West

### Public Comment

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

### Additions/Deletions/Modifications to the Agenda

Chairwoman Miller asked if there were any changes to the agenda. There were none.

### Approval of Planning Commission Minutes

#### A. Regular Meeting – February 5, 2014

**Motion:** I move to approve the minutes of February 5, 2014.  
**By:** Chairwoman Miller  
**Second:** Commissioner Quintana  
**Aye:** Commissioner Bauer, Gentile, McDonough, Miller, Mueller, and Quintana  
**Nay:** None  
**Abstain:** None  
**Absent:** Commissioner Jones

#### B. Regular Meeting – March 5, 2014

**Motion:** I move to approve the Planning Commission minutes of the March 5, 2014.  
**By:** Chairwoman Miller  
**Second:** Commissioner Quintana  
**Aye:** Commissioner Bauer, Gentile, McDonough, Miller, and Quintana  
**Nay:** None  
**Abstain:** Vice Chair Mueller  
**Absent:** Commissioner Jones

### **Staff Report**

Town Manager Markel referenced the Zoning Administrators staff report for March 2014. He noted that Richmond America Homes will be building Section 4 of Town Center, which will include approximately 60 new homes on Eisentown Drive. Manager Markel also gave updates on a proposed new development project, Lovettsville Glenn, and the Town Council meeting at the Community Center on May 8, 2014. He and the Zoning Administrator met with County staff to finalize the proposed set of conditions for the Community Center Conditional Use Permit which will be presented to the Council for consideration.

In response to a question from Vice Chair Mueller, Manager Markel gave an update on 5 N. Berlin Pike. The coffee house concept has been tabled indefinitely due to serious health issues of the person who had planned on opening the shop at this location. The property owner is considering other alternatives including either finding a new partner for the coffee shop or reconsidering the uses on the lot.

### **Action/Discussion Items**

#### **A. Codification of the Zoning and Subdivision Ordinances**

Attorney Whiting presented this item. The Planning Commission is being asked to remove the current version of the Zoning Ordinance and to adopt the new codified version of the Zoning Ordinance.

Attorney Whiting explained that, over the past year, she has been working with the Town Manager to compile all of the Town's ordinances into a formal Town Code and editing the Zoning and Subdivision Ordinances. These edits include updating current law, fixing erroneous cross references, and updating enabling legislation. The Planning Commission is being asked to take this up a joint public hearing with the Town Council on June 12, 2014. Attorney Whiting will provide an analysis of the changes for the Commissioners review prior to the public hearing. The final Town Code will be published by a company called Municode. They will provide five bound copies and a searchable, online version which will be available through the Town's website.

The Town Attorney and Town Manager responded to questions from the Commissioners about the nature of the changes and explained how the Town Council/Planning Commission joint public hearing would be structured.

**Motion:** I move that the Lovettsville Planning Commission direct Staff to set up a Joint Public Hearing with the Town Council to remove the current version of the Zoning Ordinance and the Subdivision Ordinance and to adopt the new codified version of the Zoning and Subdivision Ordinance, as part of the greater approval of the new Town Code.

**By:** Vice Chair Mueller

**Second:** Commissioner Quintana

**Aye:** Commissioner Bauer, Gentile, McDonough, Miller, Mueller, and Quintana

**Nay:** None

**Abstain:** None

**Absent:** Commissioner Jones

### **Information Items**

Manager Markel stated that Commissioner Jones has been elected to serve on the Town Council beginning in July 2014. This will open up a position on the Planning Commission.

### **Comments from the Mayor and Commissioners**

Chairwoman Miller said that she and her husband sold their home in Town and they will be moving out of Town effective June 1, 2014. She is hoping to move back into Town in the near future.

Chairwoman Miller mentioned a recent incident involving social media. She cautioned the Commissioners that anything having to do with the official business of the Planning Commission should never be posted on social media. Commissioner McDonough said that perhaps they should develop a policy with the Town Council. Manager Markel said the Planning Commission is governed by the Rules and Procedures but there is nothing specific on social media.

Commissioner Quintana announced he will be officially joining the Loudoun County Sheriff's Office Auxiliary in three weeks after having completed three months of training.

**Adjournment**

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: January 7, 2015

Attachments:  
None