

Town of Lovettsville

Planning Commission Minutes Regular Meeting June 19, 2013

Call to Order/Welcome

Chairwoman Summitt called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 p.m. on Wednesday, June 19, 2013 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Commissioners Present

- Chairwoman Deborah Summitt
- Vice Chair Joseph Mueller
- Commissioner Jennifer Jones

Commissioners Absent

- Commissioner Lorraine Bauer
- Commissioner Robert Gentile
- Commissioner Anthony Quintana

Staff Present

- Town Clerk Harriet West

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. There were none.

Approval of Planning Commission Minutes

No minutes were presented.

Staff Report

No staff report was presented.

Action/Discussion Items

A. Review of the Town's Comprehensive Plan (approved in 2011)

The Commissioners reviewed and discussed the Town's Comprehensive Plan.

Vice Chair Mueller said he served on the Advisory Committee that updated the Comprehensive Plan in 2011. He said they started the process in May 2009 and the Plan was approved in February 2011. The next update of the Comprehensive Plan will be due in 2015.

The Commissioners discussed the Town Center retail space and residential density, then continued reviewing and discussing the Comprehensive Plan.

Commissioner Jones said she spoke to the Town Council last week and asked them to direct the Planning Commission and Staff to work on design guidelines. She referenced several sections in the Comprehensive Plan that address the development process and preserving the Town's village character. Chairwoman Summitt said they need to discuss this further before the next update of the Comprehensive Plan in 2015. The Commissioners further discussed how they might go about developing design

guidelines for Lovettsville, including seeing what other towns have done. They also discussed the need to balance growth with maintaining the "small town" character.

Following further discussion, the Commissioners agreed to review and discuss Chapter 5, Land Use, at a future Planning Commission meeting. They also discussed preparing a progress report for the Planning Commission and taking turns attending Town Council meetings.

Information Items

A. FY 2014 Town Meeting and Events Calendar

Staff distributed the FY 2014 Town Meeting and Events Calendar adopted by the Town Council on June 13, 2013 which includes future meeting dates for the Planning Commission.

Comments from the Mayor and Commissioners

There were none.

Adjournment

Motion: To adjourn the Planning Commission meeting of June 19, 2013.
By: Vice Chair Mueller
Second: Chairwoman Summitt
Aye: Commissioners Jones, Mueller, and Summitt
Nay: None
Abstain: None
Absent: Commissioners Bauer, Gentile, and Quintana

The meeting was adjourned at 8:42 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: August 21, 2013

Attachments:
None