

Town of Lovettsville

Planning Commission Minutes Regular Meeting August 21, 2013

Call to Order/Welcome

Vice Chair Mueller called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 p.m. on Wednesday, August 21, 2013 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Present at Meeting

- Vice Chair Joseph Mueller
- Commissioner Lorraine Bauer
- Commissioner Robert Gentile
- Commissioner Jennifer Jones

Absent

- Chairwoman Deborah Summitt
- Commissioner Anthony Quintana

Staff Present

- Town Manager Keith Markel
- Town Clerk Harriet West

Public Comment

Vice Chair Mueller called for comments from the public. There were none.

Additions/Deletions/Modifications to the Agenda

Vice Chair Mueller called for changes to the agenda. There were none.

Approval of Planning Commission Minutes

Vice Chair Mueller asked if there were any changes to the minutes for April 17, 2013; May 1, 2013; May 15, 2013; June 19, 2013; and July 17, 2013. There were none.

Motion: I move to approve the minutes of the April 17, 2013; May 1, 2013; May 15, 2013; June 19, 2013; and July 17, 2013 Planning Commission minutes as presented.
By: Commissioner Jones
Second: Commissioner Gentile
Aye: Commissioners Bauer, Jones, Gentile, and Mueller
Nay: None
Abstain: None
Absent: Chairwoman Summitt and Commissioner Quintana

Staff Report

Manager Markel gave an update on residential construction at Town Center, Phase 4 and a proposed new development on North Berlin Pike for 14 single family homes.

Action/Discussion Items

A. Review of Comprehensive Plan

The Commissioners continued their discussion of the Comprehensive Plan and the Old Town Zoning District.

Vice Chair Mueller asked if there had been any activity on the Keena property. Manager Markel said the rezoning and preliminary plat have been approved but the Town has not received any construction plans from the developer.

Vice Chair Mueller said the Comprehensive Plan was completely updated several years ago. He suggested the Planning Commission look at specific sections of the Plan every few months and decide where to focus.

Commissioner Bauer said the Town's best opportunity for economic development is tourism.

Manager Markel gave an update on the Town's green initiatives including the rain barrel workshop, beautification projects the Town is undertaking in collaboration with the Lovettsville Garden Club, plans for the Quarter Branch Park, and the Town's participation in the Healthy Eating/Active Living program.

Commissioner Jones stressed the need for the Town to have design guidelines. Manager Markel said that even without design guidelines, the Town has plenty of discretionary power based on the provisions in the Comprehensive Plan and through the Conditional Use Permit and the Rezoning processes. He said many communities have examples or suggestions for various architectural elements that they can refer to. He noted that the Town Council has been very averse to having design guidelines. Commissioner Mueller suggested forming a subcommittee to examine this further.

B. Appointment of Representative to the Town's Parks Committee

Commissioner Bauer said she really enjoyed serving on the Parks Committee and working on the designs for the Quarter Branch Park facility and the Veterans Memorial, but because of personal obligations, she will not be able to continue as the Planning Commission representative to the Parks Committee.

Commissioner Jones volunteered to represent the Planning Commission on the Parks Committee.

Vice Chair Mueller called for a motion.

Motion: I move to appoint Jennifer Jones as the Planning Commission representative to the Town's Parks Committee.
By: Commissioner Gentile
Second: Commissioner Bauer
Aye: Commissioners Bauer, Jones, Gentile, and Mueller
Nay: None
Abstain: None
Absent: Chairwoman Summitt and Commissioner Quintana

Information Items

Manager Markel reported on the following:

- The Town Council approved the 7-Eleven's request to operate 24-hours a day.
- The AT&T public hearing was held. The Town Council will approve the Conditional Use Permit for new equipment on the elevated water tank after the new contract is finalized.
- Mayor Zoldos will be meeting with some concerned citizens and Supervisor Higgins to look at land banking for potential school sites in the Lovettsville area.
- The Parks & Environment Board will be meeting on September 4 at 10:00 a.m. This group, which was formed to meet one of the Tree City USA requirements, will be promoting various environmental initiatives in Town. One of their projects is to conduct a tree inventory in Town.
- The Quarter Branch Park facility is nearly completed and will be in use by Oktoberfest.

- The owners of 5 N. Berlin Pike are considering subdividing the parcel to create separate lots for the coffee shop and the Lovettsville Cooperative Market. There are a number of steps that would need to be completed, including installing frontage improvements along the public street or providing money in lieu of those improvements. The owners may also need to come back before the Planning Commission to modify the proffers for the front set back.
- There will be a meeting on September 17 with the property owners on East Broad Way to discuss the Streetscape Project, including the dedication of easements and relocation of utilities.
- Zoning Administrator Melissa Hynes will be returning on September 16, 2013.
- The "We're In" Business and Tourism committee will be meeting to discuss their role at Oktoberfest. The Committee had a very successful business mixer at Andy's restaurant last week. They will also be sending out a new monthly e-newsletter.
- The Town will host a "meet and greet" on the Town Green on August 25. The event will include a community picnic and kickball game. All of the Planning Commissioners are invited to attend.

Comments from the Mayor and Commissioners

There were none.

Adjournment

Motion: To adjourn the Planning Commission meeting of August 21, 2013.
By: Commissioner Jones
Second: Commissioner Gentile
Aye: Commissioners Bauer, Jones, Gentile, and Mueller
Nay: None
Abstain: None
Absent: Chairwoman Summit and Commissioner Quintana

The meeting was adjourned at 8:22 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: October 16, 2013

Attachments:
None