

Town of Lovettsville

Planning Commission Minutes of Regular Meeting, January 7, 2009

Chairman Zachritz called the Regular Monthly Meeting of the Lovettsville Planning Commission to order at 7:34 P.M. on January 7, 2009.

Present at Meeting

- Mayor Elaine Walker
- Commission Chairman Bob Zachritz
- Commissioners Jack Burden, Mari Bushway, Rodney Gray
- Town Manager Keith Markel
- Zoning Administrator Steve McGregor
- Project Manager Karin Fellers
- Town Clerk Judy L. Kromholz

Absent

- None

Present In the Audience

Tracey Senate (*Brunswick Citizen*), Howard Williamson (Lovettsville Business Association)

Public Comment

Chairman Zachritz asked for public comment. There was none at this time.

Additions/Deletions/Modifications to the Agenda

Chairman Zachritz noted that, with the appointment of DiJon Jones to the Town Council, a new Commission Vice Chair should be appointed. The Commissioners agreed. There were no other changes to the agenda.

Approval of Planning Commission Minutes

Planning Commission Regular Monthly Meeting – September 3, 2008

Motion: To approve the minutes of the September 3, 2008 Planning Commission Meeting as presented.
By: Commissioner Gray
Second: Commissioner Burden
Aye: Commissioners Burden, Bushway, Gray, Zachritz
Nay: None
Abstain: None
Absent: None

Planning Commission Public Hearing and Regular Monthly Meeting – October 1, 2008

Motion: To approve the minutes of the September 3, 2008 Planning Commission Meeting as presented.
By: Commissioner Burden
Second: Commissioner Bushway
Aye: Commissioners Burden, Bushway, Gray, Zachritz
Nay: None
Abstain: None
Absent: None

Zoning Administrator's Report

Administrator McGregor reviewed the December 2008 Zoning Administrator's Report as distributed. Chairman Zachritz stated that he would not like to see the Post Office project delayed because they have not agreed to pay a few hundred dollars in fees, although he realizes that this is a decision that must be made by the Town Council and that the review fees could cost the Town much more than that amount. He also asked for the history of the Mt. Olivet and 2 East Pennsylvania Avenue (Total Basket Cases) zoning issues. Administrator McGregor explained that there is a drainage easement issue at the Mt. Olivet parsonage and that he and the Mayor have not yet been able to schedule a meeting with them to discuss the problem. The parsonage is within Town limits, the church itself is outside the Town. The

issue at 2 East Pennsylvania Avenue is that Mr. George has not yet complied with some of the conditions in the Conditional Use Permit for this property. Administrator McGregor has not yet been able to get written confirmation from VDOT that the existing parking lot entrance meets their standard for this use.

Commissioner Gray asked about if the Post Office is resubmitting plans concerning the underground utilities. Manager Markel stated that the construction drawings have been approved by the Town, but VDOT required further changes to the street design and the Post Office's civil engineers want to change a sewer line location. The main issue is if these changes will affect the required bonding amount. The Post Office is confident it will be starting construction on the street in the next month.

Action Items

A. Appoint new Planning Commission Vice Chair

Chairman Zachritz opened nominations for vice chair of the Planning Commission.

Motion: To nominate Commissioner Bushway as Vice Chairwoman.

By: Commissioner Burden

Second: Commissioner Gray

Aye: Commissioners Burden, Bushway, Gray, Zachritz

Nay: None

Abstain: None

Absent: None

Information Items

There were no information items presented.

Comments from the Commissioners

Mayor Walker asked if additional plans had been received from the Post Office. She would like to know if the large utility poles on Keister Lane were approved on the original plan and asked if New Town Meadows or Gary Hill had been consulted by the builder. She stated that the new poles are very large and unattractive. Manager Markel reported that Mr. Engel had not been willing to grant an easement on his property, so the Post Office had to carry the utilities through from their existing property. He stated that they also did not have easements from New Town Meadows or from Gary Hill. He believes that the new poles are on Post Office property and that they are permanent.

Mayor Walker asked Administrator McGregor about the status of the Sign Ordinance Committee report. Administrator McGregor stated that he had been asking for the report for months. The Mayor asked Mr. Williamson if he knew the status of the document and he did not.

Chairman Zachritz reported that they are continuing to work on the letter to support solicitation of new businesses into the Town.

Commissioner Burden congratulated Vice Chairwoman Bushway on her election.

Comments from the Public

Tom Dunn of the Leesburg Town Council introduced himself and explained that was attending to fulfill one of the requirements for his planning commissioner certification course.

Mayor Walker announced that the next meeting with Alleghany Power concerning the new power lines will be on January 22nd, 2009 at the Lovettsville Elementary School. She showed a map Alleghany Power had made available to Town Hall for the public to review.

Commissioner Bushway asked about the Five Year Comprehensive Plan review that the Town is required to undertake. She suggested that small section reviews begin immediately and that a Zoning Ordinance review take place concurrently. Manager Markel suggested establishing a Comprehensive Plan Advisory Committee including all of the Commissioners and a citizen component. No decision has been reached concerning the use of an outside consultant during this process. He suggested Administrator McGregor develop a plan highlighting the major steps in the review. Administrator McGregor suggested that the Commissioners begin the process by reviewing the existing Comprehensive Plan and developing a list of outdated sections. Chairman Zachritz suggested they undertake a review that focuses on updating concepts that have changed significantly in the last five years. The Commission's consensus was to

discuss their process at the next work session so that they can bring their plan forward to the Town Council quickly.

Adjournment/Recess

There being no further business before the Commission, Chairman Zachritz called for a motion.

Motion: To adjourn the Planning Commission meeting of January 7, 2009

By: Commissioner Zachritz

Second: Commissioner Burden

Aye: Commissioners Burden, Bushway, Gray, Zachritz

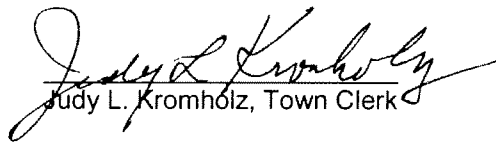
Nay: None

Abstain: None

Absent: None

The meeting was adjourned at 8:15 PM.

Respectfully submitted,


Judy L. Kromholz, Town Clerk

Date Approved: June 3, 2009

No Attachments