

# Town of Lovettsville

## Planning Commission Minutes of Regular Meeting, February 4, 2009

Chairman Zachritz called the Regular Monthly Meeting of the Lovettsville Planning Commission to order at 7:31 P.M. on Wednesday, February 4, 2009. He welcomed Commissioner Bauer to her first regular meeting of the Commission.

### Present at Meeting

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

### Absent

- None

### Present In the Audience

No members of the public were present.

### Public Comment

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

### Additions/Deletions/Modifications to the Agenda

Chairman Zachritz suggested moving LVZA 2009-0002 Wall Check Plat Public Hearing Requirement from a discussion item to an action item and the Commissioners agreed. No other changes to the agenda were suggested.

### Approval of Planning Commission Minutes

#### A. Joint Public Hearing – November 5, 2008

- Motion:** To approve the minutes of the November 5, 2008 Joint Public Hearing as presented.  
**By:** Commissioner Zachritz  
**Second:** Commissioner Bushway  
**Aye:** Commissioners Burden, Bushway, Gray  
**Nay:** None  
**Abstain:** Commissioners Bauer, Zachritz  
**Absent:** None

#### B. Planning Commission Regular Monthly Meeting – November 5, 2008

- Motion:** To approve the minutes of the November 5, 2008 Regular Monthly Meeting as presented.  
**By:** Commissioner Zachritz  
**Second:** Commissioner Burden  
**Aye:** Commissioners Burden, Bushway, Gray  
**Nay:** None  
**Abstain:** Commissioners Bauer, Zachritz  
**Absent:** None

#### C. Joint Public Hearing – November 13, 2008

- Motion:** To approve the minutes of the November 13, 2008 Joint Public Hearing as presented.  
**By:** Commissioner Zachritz  
**Second:** Commissioner Gray  
**Aye:** Commissioners Burden, Bushway, Gray, Zachritz  
**Nay:** None  
**Abstain:** Commissioner Bauer  
**Absent:** None

#### D. Planning Commission Reconvened Meeting – November 13, 2008

- Motion:** To approve the minutes of the November 13, 2008 Reconvened Regular Meeting as presented.  
**By:** Commissioner Zachritz

**Second:** Commissioner Burden  
**Aye:** Commissioners Burden, Bushway, Gray, Zachritz  
**Nay:** None  
**Abstain:** Commissioner Bauer  
**Absent:** None

E. Planning Commission Public Hearing – November 19, 2008

**Motion:** To approve the minutes of the November 19, 2008 Planning Commission Public Hearing as presented.  
**By:** Commissioner Zachritz  
**Second:** Commissioner Gray  
**Aye:** Commissioners Burden, Bushway, Gray, Zachritz  
**Nay:** None  
**Abstain:** Commissioner Bauer  
**Absent:** None

**Zoning Administrator's Report**

Administrator McGregor presented his written report for January 2009. He announced that the Planning Commission will review the revised Post Office construction drawings at their work session on February 18, 2009 and there will be a Joint work session on February 19<sup>th</sup> on the Focus Area. Chairman Zachritz reviewed some of the issues that were brought up at the public hearing on the Focus Area, including the petition presented to the Town by citizens against the proposed route for a new road. Manager Markel gave the Commissioners a brief review of the status of the new Post Office.

**Action Items**

A. LVZA 2009-0002 Wall Check Plat Requirement

**Motion:** I move that the Planning Commission request that the proposed zoning ordinance amendment, as stated in item LVZA 2009-0002 Wall Check Plat Requirement and presented by staff at the January 21, 2009 work session, be brought to public hearing.  
**By:** Commissioner Bushway  
**Second:** Commissioner Burden  
**Aye:** Commissioners Burden, Bushway, Gray, Zachritz  
**Nay:** None  
**Abstain:** Commissioner Bauer  
**Absent:** None

B. Streetscape Master Plan for East Broad Way and South Loudoun Street

Chairman Zachritz provided a brief introduction to this motion. Commissioner Burden explained that more specific information will be available after the engineering study is completed. He explained that at this time the Commission is endorsing the concept, not the specific implementation.

**Motion:** I move that the Planning Commission recommend that Town Council endorse the Streetscape Master Plan prepared by the Timmons Group, dated October 2008 (revised November 26, 2008) and its recommendations so the Plan can be used for the design of the East Broad Way and South Loudoun Street CIP sidewalk and drainage improvement projects approved in the FY09-FY13 Capital Improvements Plan.  
**By:** Commissioner Burden  
**Second:** Commissioner Gray  
**Aye:** Commissioners Burden, Bushway, Gray, Zachritz  
**Nay:** None  
**Abstain:** Commissioner Bauer  
**Absent:** None

Chairman Zachritz asked if there was a summary of the Master Plan for inclusion in a request for Federal stimulus money. It was agreed that Chairman Zachritz would draft an application letter and Manager Markel and Administrator McGregor will prepare the project summary attachment.

**Discussion Items**

C. Sign Ordinance Review Schedule

Commissioner Burden requested a copy of the Draft Sign Ordinance in Word format so that he could mark it up and distribute it. Commissioner Bushway suggested that they delay marking up the document until that had discussed any issues that arose. Manager Markel suggested that the Commission start their review at a higher level by considering what they would like to see for the overall "look" of the Town. The ordinance could then be drafted to reflect that vision. Administrator McGregor had distributed a portion of the Purcellville Ordinance as an example and noted that he particularly liked their statement of purpose. The Commission agreed to continue this discussion at their next work session.

**Comments from the Commissioners and the Mayor**

Mayor Walker announced that there will be a ribbon cutting on February 17<sup>th</sup> at the Purcellville Town Hall to initiate the Western Flyer Trolley service. The trolley will run between Purcellville and Lovettsville with additional service to the Brunswick MARC station.

The Mayor welcomed Commissioner Bauer to the Commission and thanked her for her service to the Town.

Commissioner Gray asked about the PATH meeting and Mayor Walker reported that she will be meeting with Governor Kaine and is planning to encourage him to intervene to delay or reject the planned route. She noted that Congressman Wolfe was written the Governor on this issue also. She stated that Supervisor Kurtz has asked for a public meeting with PATH representatives with a presentation followed by a question and answer period where everyone attending can hear the same answers.

**Public Comment**

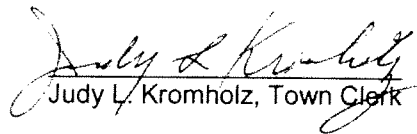
Chairman Zachritz called for comments from the public. There was none.

**Adjournment/Recess**

**Motion:** To recess the Planning Commission meeting of February 4, 2009 until February 18, 2009.  
**By:** Commissioner Bauer  
**Second:** Commissioner Bushway  
**Aye:** Commissioners Bauer, Burden, Bushway, Gray, Zachritz  
**Nay:** None  
**Abstain:** None  
**Absent:** None

The Meeting was recessed at 8:45 P.M. until February 18, 2009 at 7:30 PM.

Respectfully submitted,

  
Judy L. Kromholz, Town Clerk

Date Approved: July 1, 2009

No Attachments