

# Town of Lovettsville

## Minutes of the Town Council & Planning Commission Joint Work Session September 2, 2014

### Call to Order

Mayor Robert Zoldos II called the Joint Work Session the Lovettsville Town Council and Planning Commission to order at 7:30 p.m. on September 2, 2014 at the Lovettsville Fire Station, 12837 Berlin Turnpike, Lovettsville, VA.

### Council Members Present

- Mayor Robert Zoldos II
- Vice Mayor Michael Senate (participated by phone)
- Council Member Kimberly Allar
- Council Member Tiffaney Carder (arrive at 7:50 p.m.)
- Council Member Rodney Gray
- Council Member Jennifer Jones
- Council Member James McIntyre

### Planning Commission Members Present

- Chairman Joseph Mueller
- Vice Chairman Robert Gentile
- Commissioner Thomas Ciolkosz
- Commissioner Frank McDonough
- Commissioner Dorri O'Brien
- Commissioner Anthony Quintana

### Planning Commission Members Absent

- Commissioner Lorraine Bauer

### Staff Present

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

### Pledge of Allegiance

Mayor Zoldos led those assembled in the Pledge of Allegiance.

### Comments from the Public

There were none.

### Action/Discussion Items

#### A. Review of Town Center Commercial Project

Manager Markel gave a PowerPoint presentation on the Lovettsville Town Center Commercial Rezoning/Concept Plan & Proffer Amendment. He reviewed the history of this project over the past decade and noted the key elements of the application submitted by the applicant in 2014 which includes a rezoning (from commercial to residential) and amendments to the approved concept plan and approved proffers. He discussed how this proposal is different from what is already approved:

- Reduction in land designated for Town Center Core "commercial use" (from 7.73 acres to 6.23 acres).
- Reduction of commercial square footage (from 140,000 SF to 72,000 SF).
- Increase in residentially designated land (increase of 6 single family homes).
- The current "Exhibit B" Conceptual Plan would be replaced with the proffered Elevations for Building B as shown in "Exhibit B-2".

- Parking Reduction – 66 off-street spaces provided for Building B (approximately 89 spaces needed to meet requirements). The total needed, per the Town's ordinance, for all commercial space is 360+/-, the remainder of parking would be supplied by on-street parking within Town Center.

Manager Markel then showed images of the phasing plan, current and proposed limits of the commercial area, and the preliminary site plan for Building B, which would front on Berlin Pike across from the Town Square. He then showed the original conceptual drawing of the Town Square, elevations proposed in 2012, and the current proposed elevations which include German architectural features including a steeple for a future clock tower. He discussed some of the proposed building materials and features along the back of the buildings and noted that all access to the buildings would be provided from the front. Manager Markel then reviewed the proposed proffers that differ from those approved in 2006 (Proffer 1, 9, 10, 12, and 17). He noted specific timelines now built into Proffer 9 for the submission of a revised site plan and construction and parking reduction. He also noted that no new house lots will be built until commercial Building B has occupancy approval.

Manager Markel introduced Judd Bostain from NVRetail. Mr. Bostain said they are excited about kicking this off yet again and feel that they have come up with an architecturally sound and attractive alternative to their past submissions to the Town. He said Manger Markel did a good job of going through their submission. He recapped the proposed commercial building fronting Rt. 287 and said he felt the economy would support a 17,500 square foot commercial space. He said they have been approached by a few in-Town restaurants, mom-and-pop establishments, and other potential tenants. He said they are confident that now is the right time to build. He reviewed the proposed layout of the project and the architectural features including the Germanic tower for the glockenspiel based on the Town's specifications. They are envisioning four to five tenants occupying the 12,000 square foot portion of the building. Normal uses might include a hair salon, day spa, and potentially medical facilities. They will do their best to break up the appearance of the back of the building. Mr. Bostain emphasized that they are still building this on a speculative basis meaning that they do not have any signed leases. He said that this could be due to the fact that the project has stopped and started so many times that potential tenants do not believe it is coming until a "shovel hits the ground." He said that the owners are taking the risk to do this.

The Council Members and Planning Commissioners expressed their concerns about the loss of commercial space, inadequate parking, and access through the alleyway. Mr. Bostain responded to questions about the project including the cost for Building B, the prospective number of tenants for the smaller portion of Building B, concerns about the alleyway and lack of parking, size of the residential lots, and materials proposed for the exterior of the building. He explained that they could not proffer a trigger for the other buildings at this time because the demand will be market driven.

Mayor Zoldos said that the next step will be to determine if there will be a joint public hearing or separate public hearings before the Planning Commission and Town Council. The Mayor recessed the meeting at 8:52 p.m. and resumed the meeting at 9:02 p.m.

#### B. Town Information Sign Update

Mayor Zoldos presented information about the dimensions and placement of the Town information sign. Staff and the Council discussed the optimal placement of the sign on the Town Square, lighting, and dimensions. The Mayor said the estimated cost is \$12,000, which is what they have budgeted. Mayor Zoldos said he was requesting approval from the Council to continue working with Quail Run Signs on the sign design and that any further changes would be handled through the Parks Committee.

**Motion:** I move that the Town Council authorize the Mayor and Town Manager to move forward with the 14-foot sign not to exceed \$12,000 as budgeted.

**By:** Council Member McIntyre

**Second:** Council Member Carder

**Aye:** Council Members Allar, Carder, Gray, and McIntyre

**Nay:** None

**Abstain:** None

**Absent:** Council Member Jones and Senate

**Information Items**

Manager Markel reported on several staffing changes. One of the new utility operators has resigned. They still have sufficient staff to run the waste water treatment plant and he expects to have the position filled quickly. Joshua Bateman has been hired as the new Zoning Administrator and will begin next Monday. Mr. Bateman has extensive planning and zoning experience in Virginia. Lastly, Manager Markel announced that he has accepted a position as the Deputy Town Manger for the Town of Leesburg and will be starting his new position in early October. The Mayor and Council expressed their well wishes to Mr. Markel. Mayor Zoldos and Manager Markel suggested hiring Mr. Samuel Finz to serve as Interim Town Manager on a part-time basis and to assist with the recruitment and selection of the new Town Manager. Mr. Finz has extensive experiencing managing local governments in Virginia, Florida, and Maryland and has served in this capacity for the Town in the past. There was no objection from the Council.

**Comments from the Mayor and Town Council**

There were none.

**Adjournment**

Mayor Zoldos adjourned the meeting at 9:54 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: February 26, 2015

Attachments:  
None