

# Town of Lovettsville

## Planning Commission Minutes of Planning Commission Public Hearing November 19, 2008

Commission Chair Zachritz called the Public Hearing on LVPA 2008-0001 Town Center Park & Town Square Master Plan: Plan Amendment to order at 7:30 PM on Wednesday, November 19, 2008 at the Lovettsville Community Center, 57 East Broad Way, Lovettsville, VA 20180.

Commission Chair Zachritz introduced:

- Mayor Elaine Walker
- Commissioners Mari Bushway, Rodney Gray, and Jack Burden
- Town Manager Keith Markel, Project Manager Karin Fellers and Town Clerk Judy Kromholz

Absent:

- Commissioner DiJon Jones

Commission Chair Zachritz read the Public Hearing Announcement as it appeared in Leesburg Today (Attachment I).

Project Manager Fellers and Town Manager Markel made a brief presentation on this application (Attachment II: Staff Report).

Commission Chair Zachritz called on the speakers in the order in which they had signed up.

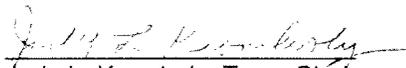
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|---|---------------------|--|
| 1 | Norma Wilson        | a) The Park will be better utilized if it has evergreens, especially on the western side. They handle the wind better and will protect people from the winds.<br>b) She proposed adding big grass gardens noting that ornamental grass gardens are part of our heritage here.<br>c) She suggested placing the spring house near the well.                  |
| 2 | Otto Gutendson      | a) Proposed that the brick patio in front of the stage could be the grass bricks, not necessarily hard surface.  |
| 3 | Mayor Elaine Walker | a) She is pleased to see the time line for adoption of the plan and for its implementation.<br>b) The Lovettsville Ruritan Club donated the American flag and the flagpole in the Square and they are anxious to get started on developing the Veterans' area.<br>c) She is looking forward to the Planning Commission recommendation to the Town Council. |

There being no further citizens signed up to speak, Commission Chair Zachritz asked Town staff if they had received any comments for this Public Hearing. The Town Manager and the Town Clerk confirmed that no communications had been received.

There being no additional speakers, Commission chair Zachritz closed this Public Hearing at 8:02 PM and noted that it will be left open for comments for ten (10) business days.

The meeting was adjourned at 7:55 P.M.

Respectfully submitted,

  
Judy L. Kromholz, Town Clerk

Date Approved: February 4, 2009

Attachment I: Advertisement in Leesburg Today for Public Hearing

Attachment II: Staff Report LVPA 2008-0001 Town Center Park & Town Square Master Plan Amendment

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**TOWN OF LOVETTSVILLE**  
**NOTICE OF A PLANNING COMMISSION PUBLIC HEARING**  
**TO CONSIDER AMENDMENT OF THE TOWN PLAN**  
**TO APPROVE CONCEPT PLANS FOR THE TOWN**  
**SQUARE AND TOWN PARK LOCATED**  
**WITHIN LOVETTSVILLE TOWN CENTER**

The Lovettsville Planning Commission will hold a public hearing at the Lovettsville Community Center, 57 East Broad Way, Lovettsville, Virginia, on November 19, 2008 at 7:30 p.m. to consider recommending amending the Town Plan pursuant to Va. Code section s 15.2-2223 et seq. to incorporate concept plans for the Town Square and Town Park located within Lovettsville Town Center, Tax Map/Parcel Nos. 9A211-2 and 9A210-A9 (MCPI Nos. 369-10-5745 and 369-29-9476), respectively.

Sketch plans and additional information regarding these proposals may be reviewed at the Lovettsville Town Office, 6 East Pennsylvania Avenue during normal business hours (Monday-Friday, 9:00 a.m. to 3:00 p.m., holidays excepted).

At this hearing, all persons desiring speak regarding these proposals will be hear.

BY ORDER OF:  
Elaine Walker, Mayor

11/7 & 11/14/08

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LVPA 2008-0001 Town Center Park and  
Town Square Master Plan  
Plan Amendment

## STAFF REPORT

### Planning Commission Public Hearing

November 19, 2008

7:30 PM at the Lovettsville Community Center 57 E. Broad Way  
Lovettsville, Virginia

#### **BACKGROUND:**

In May of 2008, the Town Council directed staff to develop a Master Plan for the Town Center Park and Town Square (hereafter referred to as the Plan) with input from the community so that these parks could be developed in a systematic manner according to policies that would be added to the Town Plan.

Kimley-Horn, a design consultant, was retained to develop a concept Plan for the parks. A public input session was held on September 10, 2008 where approximately 30 members of the public discussed a draft of the Plan. More than 50 percent of the people attending the session were Town residents. The meeting was productive with people offering a number of suggestions that were incorporated on the updated concept Plan. A compilation of the notes from the public input session; a compilation of survey results; and a presentation of the survey results (including graphs), is attached with the proposed concept plan.

#### **DISCUSSION:**

The Town Center Park is conceived of as a focal point for the Town Center community and as a focal point for certain Town sponsored recreational and civic events. It is the property of the Town, donated by the developers of the Town Center project, Elm Street Development.

The Town Square is a more formal common space when compared to the Town Center Park and will be dedicated by Elm Street Development to the Town once existing Berlin Pike right-of-way issues are worked out with VDOT. It is currently developed with a flag pole on the southern end of the square and a large evergreen used for the annual Town holiday tree lighting on the northern end. Certain Town sponsored functions are planned to occur in this public space. The Town Square will be more fully developed than it exists today, as a passive open space/recreation space where people can walk, sit and socialize.

The attached concept Plan reflects the proposal to improve these parks over time. This is the equivalent of a development plan and should be incorporated into the Town Plan.

**RECOMMENDATION:**

The Planning Commission should consider recommending the following amendment to the Town Plan:

**ADD:** Page 51, Town Plan, Chapter VII Land Use, a new paragraph under the Heading Park and Recreation Uses, to read:

“The Town Square that was created by the relocation of Berlin Pike (Rt. 287) near the intersection with Broad Way is also designated for public park use. This land is uniquely situation to be a centerpiece for the Town as a welcoming attraction adjacent to the Town Center Commercial area. The park already includes a flag pole on the southern end of the square and a large evergreen tree that is used for the annual holiday tree lighting on the northern end. Additional development of the park area may include such amenities as a Veterans Memorial Wall, educational displays highlighting the history of the Town, water feature, park benches, lighting, waste receptacles, community sign, indigenous shade trees and plantings perhaps incorporating a rain garden or other natural garden. The drawing by Kimley-Horn and Associates, titled Concept Plan for the Town Square Park, and dated \_\_\_\_\_ is incorporated into the Comprehensive Plan.”

**ADD:** Page 51, Town Plan, Chapter VII Land Use, a new paragraph under the Heading Park and Recreation Uses, to read:

“Southwest from the Town Square sits the Town Center Park. This 3.58 acre lot, bordered by Town Center Drive, Hammond Drive and Spring Farm Road is also designated for park use. This property has the size and location to provide a pleasant place to relax, recreate or attend events. Development of the park area may include such amenities as a band stand, restroom facilities, picnic tables, benches, lighting, waste receptacles; children’s play area, the relocation of an existing Lovettsville springhouse, indigenous shade trees and plantings perhaps incorporating a rain garden and/or natural education area. The drawing by Kimley-Horn and Associates, titled Town Park Concept Plan, and dated \_\_\_\_\_ is incorporated into the Comprehensive Plan.”

NOTE: The reference in the Plan text, above, should be to the Kimley-Horn concept Plan, attached.

**ATTACHMENTS:** 1) Town Center Park and Town Square Park Master Plan survey results (Previously Distributed).  
2) Kimley-Horn parks concept Plan (Town Square & Town Center Park)