

Town of Lovettsville

Planning Commission Minutes Regular Meeting September 18, 2013

Call to Order/Welcome

Chairwoman Summitt called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 p.m. on Wednesday, September 18, 2013 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Present at Meeting

- Chairwoman Deborah Summitt
- Vice Chair Joseph Mueller
- Commissioner Robert Gentile
- Commissioner Anthony Quintana

Absent

- Commissioner Lorraine Bauer
- Commissioner Jennifer Jones

Staff Present

- Town Manager Keith Markel
- Zoning Administrator Melissa Hynes

Public Comment

Chairwoman Summitt called for comments from the public. There were none.

Additions/Deletions/Modifications to the Agenda

Chairwoman Summitt called for changes to the agenda. There were none.

Approval of Planning Commission Minutes

No minutes were presented.

Staff Reports

Zoning Administrator Hynes gave updates on zoning permits issued and the Town Council Public Hearings on Open Space Requirements and Hours of Operation Requirements. She noted that the Town Council approved the Conditional Use Permit for the 7-Eleven to operate 24-hours/day.

Manager Markel gave updates on the Lovettsville Town Center, the proposed Lovettsville Cluster development, and frontage improvement requirements for 5 N. Berlin Pike.

Action/Discussion Items

A. Review of Planning Commission Work Plan

Zoning Administrator Hynes reviewed the Planning Commission's Work Program for the Comprehensive Plan Implementation (Attachment 1). Staff and the Commissioners discussed obtaining support from the Town Council to establish design guidelines/preferences for non-residential development to reinforce the small town character. The Zoning Administrator will develop a revised version of the work plan that shows which elements have been accomplished, which ones are no longer relevant, and which items still need to be worked on. Staff will present the updated version at the next Planning Commission meeting. Zoning Administrator Hynes said the main priorities for the next work program which include the Old Town

Zoning District, design guidelines, and housing options. The next step will be to schedule a joint Planning Commission and Town Council meeting later this year.

Information Items

Zoning Administrator Hynes said that, beginning in November, the Planning Commission will meet on the first Wednesday month and that meetings will be scheduled on the third Wednesday of the month as needed.

Comments from the Mayor and Commissioners

Manager Markel gave an update on the recent meeting with the property owners regarding the easements and right-of-ways for the East Broad Way Streetscapes project. Each property owner will receive an offer packet for financial compensation based on the impact to their property. Manager Markel also gave updates on Oktoberfest and the Quarter Branch Park Facility.

Chairwoman Summitt stated that she recently started a new position with Loudoun County Government.

Adjournment

Motion: To adjourn the Planning Commission meeting of September 18, 2013.
By: Chairwoman Summitt
Second: Commissioner Quintana
Aye: Commissioners Gentile, Mueller, Quintana, and Summitt
Nay: None
Abstain: None
Absent: Commissioners Bauer and Jones

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: November 6, 2013

Attachments:

1. Comprehensive Plan Implementation, Planning Commission Work Program

Town of Lovettsville

COMPREHENSIVE PLAN IMPLEMENTATION PLANNING COMMISSION WORK PROGRAM *(ADOPTED BY TOWN COUNCIL ON OCTOBER 27, 2011)*

GENERAL CATEGORY 1: Update regulations and policies for the old downtown WORK ELEMENTS:

- Design a zoning district with uses allowed to be used in parts of the old downtown that would make it easier to establish businesses and create a mix of residential, commercial and office use.
- Evaluate and modify parking, landscaping, buffering and screening regulations and entrance improvement standards.
- Remove commercial uses permitted conditionally in residential zoning districts.

RESOURCES: Staff, citizen/business task force, Public Information Session

TIMELINE: 11/1/2011-02/1/2013

GENERAL CATEGORY 2: Promote implementation of economic development policies

WORK ELEMENTS:

- Establish a coordinated work effort with Loudoun County Convention and Visitors Assn, Dept of Economic Development and Dept of Planning to create specific incentives for attracting business
- Create ongoing specific plans to persuade Loudoun County to implement the Lovettsville Community Park master plan and plan a site for a combined Middle and High School complex near the Town
- Create a more specific transportation plan that includes public/private improvements to enhance pedestrian circulation and intraparcels vehicular and pedestrian access
- Expand planning and implementation of the public streetscaping plan
- Establish design guidelines for non-residential development to reinforce the small town character
- Contact GSA about creating a telecommuting facility
- Establish an outreach program to enlist citizen involvement in planning and zoning related to business
- Evaluate new land use policies to help create a more comprehensive mix of housing

RESOURCES: Staff, Economic Development Committee, County and State agencies

TIMELINE: 12/1/2011-07/1/2012

GENERAL CATEGORY 3: Develop a more comprehensive and detailed transportation plan.

WORK ELEMENTS:

- Design pedestrian circulation system that includes crosswalks and sidewalks stubbed to adjacent properties.
- Create a more specific plan to include public/private improvements to enhance pedestrian circulation and intraparcels vehicular and pedestrian access
- Expand planning and implementation of the public streetscaping plan
- Engage VDOT in plans to create traffic controls improvements as shown on the Transportation Plan; e.g. at the intersection of S. Loudoun Street and Berlin Pike.
- Engage VDOT in plans to create a uniform speed limit in the Town and install signage preventing through truck traffic from using all streets except arterials, such as Berlin Pike and E. Broad Way.
- Engage the State in developing measures to provide limited public transportation (Purcellville and Brunswick MARC)

RESOURCES: Staff, Economic Development Committee, VDOT, Loudoun County Office of Transportation Services

TIMELINE: 12/1/2011-12/1/2012

GENERAL CATEGORY 4: Promote Environmental Protection and Recycling

WORK ELEMENTS:

- Provide information via mail about environmental protection that includes disposal of hazardous materials; prevention of pollutants into the water supply; tree management recycle
- Evaluate the benefit of establishing a Town volunteer effort to speak to present the reasons for environmental protection and recycling to school children
- Evaluate the benefit of establishing a Town environmental protection and recycling awareness day
- Evaluate Town ordinances in terms of their strength in saving trees and protecting stream valleys when development occurs

RESOURCES: Staff, Loudoun Water, Loudoun County Department of Planning

TIMELINE: 1/1/2012-10/01/2012