

# Town of Lovettsville

## Planning Commission Minutes Regular Meeting December 4, 2013

### Call to Order/Welcome

Chairwoman Miller called the Regular Meeting of the Lovettsville Planning Commission to order at 7:32 p.m. on December 4, 2013 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

### Present at Meeting

- Chairwoman Deborah Miller
- Vice Chair Joseph Mueller
- Commissioner Lorraine Bauer
- Commissioner Robert Gentile
- Commissioner Jennifer Jones
- Commissioner Frank McDonough
- Commissioner Anthony Quintana

### Staff Present

- Zoning Administrator Melissa Hynes
- Town Clerk Harriet West

### Present in Audience

- Mayor Robert Zoldos
- Former Mayor Elaine Walker

### Public Comment

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

### Additions/Deletions/Modifications to the Agenda

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

### Approval of Planning Commission Minutes

#### A. Planning Commission Regular Meeting – October 16, 2013

- Motion:** I move to approve the minutes of the October 6, 2013 Planning Commission Regular Meeting as presented.
- By:** Chairwoman Miller
- Second:** None
- Aye:** Commissioners Bauer, Gentile, Jones, McDonough, Mueller, and Quintana
- Nay:** None
- Abstain:** Chairwoman Miller
- Absent:** None

#### B. Planning Commission Regular Meeting – November 6, 2013

- Motion:** I move to approve the minutes of the November 6, 2013 Planning Commission Regular Meeting as presented.
- By:** Chairwoman Miller
- Second:** None

**Aye:** Commissioners Bauer, Gentile, Jones, McDonough, Miller, and Quintana  
**Nay:** None  
**Abstain:** Commissioner Mueller  
**Absent:** None

### **Staff Reports**

Zoning Administrator Hynes presented her staff report for November 2013. She gave updates on permits and applications issued, new home occupations approved, zoning projects, zoning enforcement cases, and community projects.

Commissioner Gentile asked what the resolution was to Catocin Coffee parking at Andy's Restaurant. Zoning Administrator Hynes said the owner could park in the restaurant parking lot, but not in the VDOT right-of-way in front of Andy's.

### **Action/Discussion Items**

#### **A. Fence Height Requirements**

Zoning Administrator Hynes presented this item. She reviewed the proposed changes to the fence height requirements which include a new definition for "secondary front yard," setback requirements along the public right-of-way, height requirements for commercial fences in front yards, and general standards for fence materials. Staff and the Commissioners discussed how the proposed changes would apply under different scenarios.

**Motion:** I move that the Lovettsville Planning Commission direct Staff to schedule a Public Hearing for the Amendment to Section 4-7.  
**By:** Vice Chair Mueller  
**Second:** Commissioner Quintana  
**Aye:** Commissioner Bauer, Gentile, Jones, McDonough, Miller, Mueller, and Quintana  
**Nay:** None  
**Abstain:** None  
**Absent:** None

#### **B. Zoning Presentation**

Zoning Administrator Hynes presented this item. She discussed the opportunities and benefits for having a variety of housing options in Town. She reviewed the applicable sections of the Zoning Ordinance and noted that the Town only allows construction of single-family detached homes. She noted there may be segments of the population that cannot afford a single family home in Lovettsville such as empty nesters, single professionals, and small families. The Zoning Ordinance includes definitions for various mixed-use housing options but the only type of housing permitted in all three residential zoning districts is single family homes.

The Commissioners and Staff discussed reduced lot sizes (higher density) and other housing options, including two-story and three-story townhomes. They also discussed the need for Homeowners Associations for town home developments.

Zoning Administrator Hynes presented information and photographs about "pocket communities," which incorporate smaller homes (cottages) and share open space and amenities. She noted that this could be a good alternative to typical condos or apartments.

Staff will prepare draft text for revisions to the Town's Residential Zoning Districts.

Mayor Zoldos said that providing more housing options could encourage developers to bring projects to the Town.

**Information Items**

There were none.

**Comments from the Mayor and Commissioners**

Mayor Zoldos gave updates on the following:

- He reminded everyone that when towns reach a population of 3,500 residents, they become financially responsible for providing other services, such as maintaining streets. He noted that this can become costly in many ways.
- The Town Office Expansion meeting with the architect was very useful and they have many options to consider.
- They have signed easements from nearly half of the property owners on East Broad Way.
- They are continuing discussions with NV Retail about development of the Town Center commercial space.
- Supervisor Higgins gave an update on schools at the November 2013 Town Council meeting. The School Board and the Board of Supervisors are not going to move forward with purchasing land or building a school in the Lovettsville area in the near future. Their decision is based on a new student enrollment model which does not show the need for new schools in the area. Jennifer Bergel, the Lovettsville-area school board member, is working on a new bus plan. Ms. Bergel will give an update at a future Town Council meeting.
- The Veterans Day Ceremony was well done.
- He invited and encouraged the Commissions to attend the many upcoming events over the holidays.
- The Lovettsville Fire and Rescue Company will be doing Santa rides throughout the Lovettsville area starting December 10 and they will have a Santa Breakfast at the fire house on December 14.

**Adjournment**

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: February 5, 2014

Attachments:

None