



Planning Commission Annual Report Calendar Year 2018

1. Planning:

- a. Town Square Master Plan: The Town Square Master Plan was initiated in 2017 to develop an illustrative overall concept plan and narrative for the streets, lands and properties that enclose the Town Square Park, including the undeveloped Phases 2 and 3 of the Lovettsville Town Center Commercial Area. The Planning Commission forwarded recommendations regarding the concept plan options for the commercial area and the park in January of 2018. In April, the Commission forwarded recommendations concerning an amendment to the comprehensive plan in order to implement the Town Square Master Plan. The Town Council formally accepted the master plan in early May of 2018 and adopted the amendment to comprehensive plan in this regard later that same month.
- b. Town Transportation Master Plan: The Transportation Master Plan is intended to provide recommendations for vehicular traffic, pedestrian and bicycle facility improvements needed to address deficiencies in the design and condition of the Town's transportation system, improve system performance, enhance the safety of users, and serve a growing Town and regional population. In 2018, the Planning Commission assisted staff in the preparation of a Request for Proposals (RFP), evaluating private consulting firms that submitted proposals, and with scoring and selection of the preferred firm.
- c. Capital Improvement Plan: The Planning Commission considered and reviewed the Town Manager's proposed Fiscal Year 2020-2024 Capital Improvement Plan (CIP) in December before recommending approval without modifications.
- d. Loudoun County Envision Loudoun 2040 Comprehensive Plan Amendment: At the direction of the Town Council, the Planning Commission drafted a report on the draft "Envision Loudoun 2040" plan released earlier in the year. The Planning Commission officially endorsed the report to the Town Council in August, which was delivered to the Loudoun County Planning Commission in September.

2. Zoning Ordinance Amendments:

- a. Amendment to Proffered Rezoning (LVZA 2018-0001): The Commission initiated, drafted and recommended an amendment to Section 42-34 of the Zoning Ordinance concerning proffered rezonings consistent with the 2016 Virginia Proffer Statute (SB 549) which added §15.2-2303.4 to the Code of Virginia. The amendment, enacted by the Town Council in July, prohibits the Town from accepting either off-site or cash proffers as a condition of approval of any rezoning involving a new residential use or new residential development, and requires that applicants satisfactorily demonstrate that any on-site proffers address an impact that is specifically attributable to the proposed new residential use or development.
- b. Amendment to Off-Street Parking Requirements (LVZA 2018-0002): The Commission initiated an amendment to the off-street parking requirements of the Zoning Ordinance to establish reasonable minimum off-street parking ratios for each use category. The Commission drafted and recommended an amendment enacted by the Town Council in December which also creates exceptions to required off-street parking for non-residential uses in the C-1 Commercial District, which corresponds to the Town's historic district.
- c. Amendment to Definitions (LVZA 2018-0003): The Commission initiated an amendment to the definitions in Section 42-2 of the Zoning Ordinance for clarity, consistency, and to ensure that all terms and permitted uses cited throughout the ordinance have corresponding definitions. The amendment is expected to be enacted in early 2019.

3. Zoning/Subdivision Cases:

- a. Annexation of Lovettsville Volunteer Fire and Rescue Company By Simple Boundary Line Adjustment (LVAN 2017-0001): The Planning Commission participated in a joint public hearing on the application from the Loudoun County Department of Fire and Rescue and the Lovettsville Volunteer Fire and Rescue Company to annex the latter into the corporate limits of the Town. The Commission in April unanimously recommended approval of the revised application and concept plan to the Town Council. The Council approved the annexation of the property in May, the Circuit Court signed the annexation agreement, and the property is now annexed into the Town.
- b. Conditional Use Permit (CUP) for Sprint Wireless Communication Equipment (LVCU 2018-0001): The Commission considered the CUP application from Sprint to replace and add wireless communication equipment to the site of the Town's elevated water tank (14-A Quarter Branch Road). The Planning Commission considered the application and staff recommendation before recommending approval of the CUP subject to reasonable conditions.

4. Organizational/Institutional:

- a. Former Commissioner Nate Fontaine was elected Mayor of the Town of Lovettsville and Commissioner Christopher Hornbaker was elected to the Town Council in 2018. The Commission has full membership with the addition of Planning Commissioners William Hyde and Adam Baumgartner. Commissioner Tom Ciolkosz was re-elected Chairman of the Planning Commission in July.
- b. Continued education continued to be a high priority for the Commission throughout this time period. The Commission continued training members by working to ensure that all members receive training from the Virginia Certified Planning Commissioner (CPC) Program. Commissioner Bob Custard completed certification training, and the following members started certification training, during 2018:
 - i. Commissioner Adam Baumgartner
 - ii. Commissioner Stacey Evans
 - iii. Commissioner William Hyde
- c. To further integrate the Commissioners into Town functions, each Town Council standing committee currently has a member of the Planning Commission as a member, and Planning Commissioners continue to volunteer their time during Town events, ceremonies and functions.

ADOPTED:

This annual report is hereby adopted by the Town of Lovettsville Planning Commission in accordance with §15.2-2221 of the Code of Virginia and presented to the Town Council as a report on the status of planning within the jurisdiction for the 2018 calendar year:

Approved:



Thomas Ciolkosz, Chairman

1-17-19
Date



Harriet West, Recording Clerk