

# Town of Lovettsville

## Planning Commission Minutes of Regular Meeting, March 4, 2009

Chairman Zachritz called the Regular Monthly Meeting of the Lovettsville Planning Commission to order at 7:30 PM on March 4, 2009.

### Present at Meeting

- Chairman Robert Zachritz
- Commissioners Jack Burden Lorraine Bauer, Mari Bushway, Rodney Gray
- Zoning Administrator Steve McGregor
- Town Clerk Judy L. Kromholz

### Absent

- Mayor Elaine Walker
- Town Manager Keith Markel

### Present In the Audience

Among those present on the audience were Heather Treadwell, Fred George, Darren Casper, Karen Wild, and Howard Williamson

### Public Comment

Chairman Zachritz asked for public comment. There was none at this time.

### Additions/Deletions/Modifications to the Agenda

Chairman Zachritz called for changes to the agenda.

### Approval of Planning Commission Minutes

No minutes were presented.

### Zoning Administrator's Report

Administrator McGregor stated that, beginning this month, his monthly report will be presented at the Commission's regularly scheduled work session. This will allow adequate time to report on prior month activity.

### Action Items

There were no Action Items on the agenda.

### Discussion Items

#### A. Comprehensive Plan Review

Administrator McGregor reported that the Town Council has authorized placing advertisements for volunteers for the Comprehensive Plan Advisory Committee (CPAC) and that he hopes to have the committee formed by March 12<sup>th</sup>. He noted that Manager Markel has a number of Plan documents from other jurisdictions and is suggesting that the Commissioners review them for format. Administrator McGregor presented preliminary draft versions of the Vision Statement and the Goals and Objective Statements for review by the Commissioners. He reminded the Commissioners that they will all be members of CPAC.

#### B. LVZA 2009-0004 Sign Ordinance Amendment

Administrator McGregor reviewed the draft dated February 11, 2009. He noted that the only changes from the prior version were formatting and cosmetic. The Commission had no objections to the changes made in this version.

Administrator McGregor then distributed a new draft of the document which shows the prior changes as accepted and includes modifications recommended by the Planning Commission during their last two work sessions.

Administrator McGregor addressed the issue of defining the distance between free standing signs in different zoning districts. He suggested that the measurement should be from the property line instead of from another sign. Commissioner Burden suggested that each business be limited to one free standing sign per street frontage, thus allowing two free standing signs on a corner lot.

Mr. Williamson noted that the numbering system of the document had changed since the original submission and stated that he is having trouble tracking the changes. Commissioner Bushway explained that the document has been through a number of iterations and sections have been added and deleted since the committee submitted its draft.

Commissioner Gray suggested limiting businesses to one free-standing sign per lot and eliminating the distance reference. Administrator McGregor and Commissioner Bauer both preferred that there be a distance established from the property line. Commissioner Bushway suggested that they eliminate the 100' designation and simply allow one sign per lot, with a required setback from the property line. She suggested that since there is already a requirement to keep signs 5' from any right of way, they also keep signs 5' from any property line. The Commissioners all agreed to this standard.

The Commission then discussed what kind of signage should be permitted under a Conditional Use Permit in residential zones. Administrator McGregor will modify the commercial regulations for use in a residential area.

The Commission proceeded to a discussion of Illuminated Open Signs. There was general agreement that one Open Sign per public street frontage should be allowed and that it may include the hours of operation if the sign remains within the allowable dimensions. They agreed that no naked lights will be allowed.

Chairman Zachritz polled the audience for comments on the proposed Sign Ordinance. Fred George thanked the Commission for serving in this capacity and for trying to improve on the existing Ordinance. Darrin Casper reminded the Commissioners to consider the hard economic times. Karen Wild asked that the Ordinance be kept simple.

#### **Information Items**

No information items were presented.

#### **Comments from the Commissioners**

Chairman Zachritz called for comments from the Commissioners. There were none at this time.

#### **Public Comment**

Chairman Zachritz called for comments from the public. Mr. Williamson reminded the Commissioners that business signs can be expensive and the Town should be aware that these are hard times.

#### **Adjournment**

**Motion:** To adjourn the Planning Commission meeting of March 4, 2009  
**By:** Commissioner Burden  
**Second:** Commissioner Bushway  
**Aye:** Commissioners Burden, Bauer, Bushway, Gray, Zachritz  
**Nay:** None  
**Abstain:** None  
**Absent:** None

The meeting was adjourned at 10:00 PM

Respectfully submitted,

  
Judy L. Kromholz, Town Clerk

Date Approved: September 2, 2009  
No Attachments