

Town of Lovettsville

Planning Commission Minutes of Regular Meeting, January 6, 2010

Vice-Chairman Gray called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 P.M. on January 6, 2010 at the Lovettsville Town Hall.

Present at Meeting

- Mayor Elaine Walker
- Commission Vice-Chairman Rodney Gray
- Commissioners Lorraine Bauer, Jack Burden, Mari Bushway, Elaine Fischer, Aaron Kahn, Joseph Mueller
- Town Manager Keith Markel
- Zoning Administrator Steven McGregor
- Town Clerk Judy L. Kromholz

Absent

- Chairwoman Mari Bushway

Present In the Audience

Among those present in the audience were Ben Rose (Bowman Consulting), Douglas Wagner (Bowman Consulting), Councilwoman Charlotte Coleman, Bing Lam, and Tiffany Carder.

Public Comment

Vice-Chairman Gray called for public comment (Attachment I: Speaker Signup Sheet). Bing Lam handed packets to Commissioners Kahn and Mueller. The material was not distributed to the rest of the Commission or to Staff.

Additions/Deletions/Modifications to the Agenda

Vice-Chairman Gray called for changes to the agenda. There were none.

Approval of Planning Commission Minutes

A. Planning Commission Regular Meeting – September 2, 2009

Vice Chairman Gray called for comments from the Commissioners. There were none.

Motion: To approve the minutes of the September 2, 2009 Planning Commission Meeting as presented.

By: Commissioner Burden

Second: Commissioner Bauer

Aye: Commissioners Bauer, Burden, Fischer

Nay: None

Abstain: Commissioners Kahn, Mueller

Absent: Chairwoman Bushway

B. Planning Commission Public Hearing and Regular Meeting – October 7, 2009

Vice Chairman Gray called for comments from the Commissioners. There were none.

Motion: To approve the minutes of the October 7, 2009 Planning Commission Meeting as presented.

By: Commissioner Burden

Second: Commissioner Bauer

Aye: Commissioners Bauer, Burden, Fischer

Nay: None

Abstain: Commissioners Kahn, Mueller

Absent: Chairwoman Bushway

Zoning Administrator Report

Administrator McGregor presented his reports for September, October, and November 2009 noting that the Commission had not met in the interim to review these reports. All of these reports have been reviewed by Town Council.

Administrator McGregor asked the Commissioners if they had any questions and there were none.

Action Items

A. LVSA 2009-0001: Lovettsville Town Center Sections 2, 3, & 4 Preliminary/Final Subdivision Plat

Administrator McGregor presented this item and asked Manager Markel to explain the entire process for the benefit of the new Commissioners. Manager Markel explained that this is the preliminary plat which is the first step of dividing any large acreage of property – it shows utility locations, number of lots, size and shape of lots, easements, roads, etc – and how the subdivision plat will follow the already approved proffers and concept plan. The next step is the review and approval of the Construction Plans and the final plat. The final plat will be recorded at the County Court House and will officially create the lots of record.

Administrator McGregor explained that this administrative vote is to confirm whether or not the preliminary plans conform to the proffers and to the Town's subdivision requirements. He noted that the Lovettsville Volunteer Fire and Rescue Company had expressed concern with the width of the roads and the possibility of parking being allowed on both sides of the street. Administrator McGregor explained that at this point in the process, the developer does not have to show which side of the street parking will be allowed and that it is quite clear that parking will only be allowed on one side in order to allow emergency vehicle access. He has explained this to LVFR. The developer has also agreed not to bring construction trucks through existing neighborhoods such as Fox Meadow. Staff was concerned about who would be responsible for the sidewalks since they are on private lots. The developer has stated that the Home Owners Association will be responsible and the sidewalks will be located in public access easements on private property.

Administrator McGregor asked the Commissioners if they had any questions, noting that the applicants are present to answer any questions. Commissioner Mueller asked Administrator McGregor if he is aware of anything in this plan that does not meet zoning requirements and Administrator McGregor stated that both he and the Town engineer agree that all zoning requirements have been met.

Administrator McGregor noted that this submission will subdivide the remainder of the project. Commissioner Kahn asked if the developer does intend to only allow parking on one side of the street and Manager Markel said that this is the intent. As part of the construction plan approval process he explained that dollar values will be established for all of the items required and the developer will post bond in that amount with the Town so that the Town is protected if the developer walks away from the project. The developer is building with the intention of VDOT taking over the roads. Vice Chairman Gray asked about plowing and Manager Markel explained that the developer is responsible for snow removal and maintenance until VDOT takes control of the roads.

Vice Chairman Gray called for a motion.

Motion: I move that the Planning Commission approve the Lovettsville Town Center Preliminary Subdivision Plat, consisting of seven sheets, dated July 30, 2009, revised November 23, 2009 and certified by Douglas Wagner, PE, November 24, 2009

By: Commissioner Burden

Second: Commissioner Kahn

Vice Chairman Gray called for further discussion. Mayor Walker pointed out that on Page 1, Item 38 should say "Fox Meadow" subdivision rather than "Fox Mill". She also asked The Bowman representatives about Item 22b, on Page 2, asking if 'Purcellville' was the appropriate descriptor for the soil classification. Mr. Rose stated that this is the definition Loudoun County uses. There being no further discussion, Vice Chairman Gray called for the vote.

Aye: Commissioners Bauer, Burden, Fischer, Kahn, Mueller
Nay: None
Abstain: None
Absent: Chairwoman Bushway

Manager Markel said that the Vice Chairman will sign the preliminary plat this evening.

Discussion Items

There were no discussion items on the agenda.

Information Items

There were no information items on the agenda.

Comments from the Mayor and Commissioners

Vice Chairman Gray called for comments from the Commissioners. He welcomed Commissioners Kahn and Mueller to their first Planning Commission meeting.

Mayor Walker welcomed Commissioners Kahn and Mueller and thanked them for their service to the Town.


Administrator McGregor informed the Commissioners that Loudoun County Economic Development Committee personnel will attend the next CPAC meeting. The next two CPAC meetings will be on January 13th and January 20th at the Lovettsville Library.

Adjournment/Recess

Motion: To adjourn the Planning Commission meeting of January 8, 2010
By: Commissioner Mueller
Second: Commissioner Fischer
Aye: Commissioners Bauer, Burden, Fischer, Kahn, Mueller
Nay: None
Abstain: None
Absent: Chairwoman Bushway

The Meeting was adjourned at 8:06 P.M.

Respectfully submitted,


Judy L. Kromholz, Town Clerk

Date Approved: March 3, 2010

Attachments:

- I. Speaker Signup Sheet

Town of Lovettsville

Speaker Sign - Up Sheet

Planning Commission Monthly Meeting - January 6, 2010

Please Print.

| Name and Association | Address | Topic | Email Address (Optional) ¹ |
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Each speaker will be limited to no more than three (3) minutes.

¹ If you provide your email address, you will be added to the Town Council & Planning Commission Meetings Notification List.