



- 20 Town Center Drive deck.
- Based on the shape of his property he was hoping for a 10' setback from the back, not 15'.
- 2 Eunice Fox  
14 Potterfield Drive
- Stated that the shape of her property is triangular and she is concerned about positioning her deck in conflict with the gas tank. She asked where she would calculate the setback from given the shape of her property.
- John Kruck  
Town Center Drive
- Agreed with John Pec concerning deck and pool setbacks.

### **Closing Comments**

Mayor Walker asked if there were any more speakers and there were none.

### **Declaration to close the Public Hearing**

Mayor Walker stated that this issue would be open for comments for an additional ten days and declared this Public Hearing closed at 8:36 PM. She called for a short recess.

### **REGULAR MEETING**

Mayor Elaine Walker called the regular meeting of the Lovettsville Town Council to order at 8:46 PM on Thursday, October 14, 2010.

### **Present at Meeting**

- Mayor Elaine Walker
- Council Members Tiffany Carder, Charlotte Coleman, Scott Dockum, Michael Senate, Shaun Staley
- Town Manager Keith Markel
- Town Attorney Elizabeth Whiting
- Zoning Administrator Steve McGregor
- Town Clerk Judy L. Kromholz

### **Absent**

- Vice Mayor Robert Zoldos II

### **Audience**

No change.

### **Call to Order/Welcome/Pledge of Allegiance/Invocation**

Mayor Walker gave her quote of the evening and then led the assembled in the Pledge of Allegiance.

### **Comments from the Public**

None

### **Community Presentations**

#### **A. Lovettsville Business Association**

Vice President John Broman stated that the LBA is trying to make an effort to attend the Town Council meetings in order to better share information. He reported that their board elections are coming up and they are seeking nominations. He is looking forward to working with the Town Council Economic Development Committee.

#### **B. Planning Commission**

Vice Chairman Jack Burden presented a report on Planning Commission activities.

### **Additions/Deletions/Modifications to the Agenda**

None

### **Presentations**

No presentations were scheduled.

**Approval of Town Council Minutes**

A. Town Council Meeting – July 22, 2010

**Motion:** To approve the minutes of the July 22, 2010 Town Council Meeting as amended.  
**By:** Council Member Staley  
**Second:** Council Member Coleman  
**Aye:** Council Members Carder, Coleman, Dockum, Senate, Staley  
**Nay:** None  
**Abstain:** None  
**Absent:** Vice Mayor Zoldos

B. Town Council Meeting – August 12, 2010

**Motion:** To approve the minutes of the August 12, 2010 Town Council Meeting as amended.  
**By:** Council Member Senate  
**Second:** Council Member Staley  
**Aye:** Council Members Carder, Dockum, Senate, Staley  
**Nay:** None  
**Abstain:** Councilmember Coleman  
**Absent:** Vice Mayor Zoldos

**Report from the Treasurer**

There was no report presented.

**Staff Reports**

A. Report from the Zoning Administrator

Administrator McGregor presented his written report for September 2010. There were no questions from Council.

B. Report from the Town Attorney

The Town Attorney had no formal report. She informed Council she will be attending two out-of-town conferences in the next two weeks.

C. Report from the Town Manager

Manager Markel confirmed that the majority of the Council will be attending water rates meeting at Town Hall with a representative from the Virginia Rural Water Association meeting next week.

**Consent Agenda**

There were no items on the consent agenda.

**Action/Discussion Items**

A. LVZA 2010-0003: Outdoor Residential Swimming Pools

Administrator McGregor presented this item. Councilwoman Carder asked for an explanation of the wording in paragraph (b), stating that she found it confusing. Councilmen Dockum and Staley agreed with Councilwoman Carder that they found this wording confusing. Administrator McGregor explained the setback differences between a hot tub located on a deck verses another location. After some discussion, Attorney Whiting suggested redrafting this section for the next Council meeting. Councilman Dockum asked if this would require a new public hearing and Attorney Whiting explained that the Council's suggestions were less restrictive than what was advertised and therefore will not require an additional public hearing.

A straw poll of the Council concluded that if a hot tub is on a deck, it follows the deck setback and if it is on the ground it should have the same setback requirement as a pool. This item will be brought back before Council on October 28<sup>th</sup>.

B. LVZA 2010-0005: Deck Regulations

Administrator McGregor suggested that the rear setback for a deck be reduced from 15' to 5', noting that the Planning Commission had already reduced it from 25'.

Councilman Senate expressed concern about the setbacks allowed for a side deck, asking what the County allows. He expressed concern about the appearance of a side deck from the street and about potential fire hazards from smoking and cooking on a side deck in close proximity to another house.

Councilman Staley asked if the side deck could impinge on the front yard and Administrator McGregor explained that the front yard begins at the front of the house and, by definition, a side deck could not extend into a front yard. Administrator McGregor did agree that a side deck could change the architectural appearance of a street.

Councilman Dockum asked where the stairs from the ground would be allowed. Councilman Senate stated that stairs would have to go inside the envelope. Councilman Staley asked about the difference between a deck and a porch. Manager Markel explained that a porch is covered and decks are not. Attorney Whiting stated that this entire section of the ordinance should be reviewed and that problems might arise later when someone wants to enclose part of a deck. She also stated that stairs should be specifically addressed. Administrator McGregor noted that the existing ordinance does not address stairs at all. Manager Markel stated that if the ordinance is silent on stairs the Zoning Administrator would assume they should be within the envelope of allowable deck construction.

The Council expressed consensus that the rear deck setback can be reduced to 5' but have not reached consensus on the other issues discussed tonight. Manager Markel pointed out that currently decks are allowed in the side yard. Councilman Dockum stated that he is uncomfortable removing the ability to construct a side deck; he feels that it is something that many homeowners would want. He emphasized that the ordinance must consider the needs of the entire Town. "The existing porch regulations require only a 3' setback, as opposed to the 5' setback recommended for decks.

Attorney Whiting reminded Council that the Town does not want to get into design considerations, but should be concerned with safety. She recommended referring this ordinance back to the Planning Commission.

Mayor Walker recognized Mrs. Fox in the audience, who noted that some residents want a wrap-around deck because of the shape of their house and shape of their lot. She also reported that she had gotten all her neighbors to sign off on the deck before the HOA would approve it.

Councilman Dockum recommended asking the Planning Commission to expand their scope, especially addressing the difference between porch and deck requirements. Manager Markel noted that this came forward as a partial rewrite because of the situation in Town Center, where there are residents requesting decks approved by their HOA that are waiting for the Town to amend this ordinance. Councilman Dockum noted that this ordinance affects the entire Town and due consideration is required.

Councilman Senate withdrew his concern about the side yard deck, but is still concerned about the safety issues. He still feels the ordinance should go back before the Planning Commission to deal with the differences between deck and porch requirements. Attorney Whiting stated that the 3' setback for porches that currently exists would probably not be able to qualify for a building permit from the County. She also stated that if the Council is comfortable with the 5' setback this modification may suffice.

**Motion:** I move that the Town Council pass the draft ordinance as presented amending the Zoning Ordinance as shown in Item LZVA 2010-0005 deck regulations, dated October 14, 2010 as amended at this meeting to change the rear setback to 5'.

**By:** Council Member Dockum

**Second:** Council Member Carder

**Aye:** Council Members Carder, Coleman, Dockum, Senate, Staley

**Nay:** None

**Abstain:** None

**Absent:** Vice Mayor Zoldos

*{Administrator McGregor left at 10:20 PM}*

C. Economic Development Committee

Councilwoman Carder presented this item. Along with Councilman Staley, she is asking the Council to consider creating an Economic Development Committee (Attachment V). Councilman Staley stated that

they are asking if the Council is interested before they expend more time on the project. They would like to form a committee to develop a procedure. Mayor Walker noted that this committee had been established by Council in the past. John Broman briefly explained the history of the joint committee that was formed with the Lovettsville Business Association. Mayor Walker explained that there was also a committee in the 1980's that was very active for a while. Councilman Dockum stated that he is fully supportive of this effort. He emphasized that whatever group is developed must be willing to retain ownership of what they are doing. He suggested contacting Purcellville and finding out how they have done this successfully. He asked Attorney Whiting if it would be necessary to modify the Town Charter and she stated that there is general authority that allows the Council to create and appoint advisory boards although Council cannot delegate its own authority to the committee. The Mayor and Council members cannot be voting members of the committee although they may serve in an advisory capacity.

Councilman Staley stated that it is not their intent to replace any work the LBA does. Councilman Dockum noted that their memo mentioned commercial zoning and reminded them that zoning is a Planning Commission function. Councilman Senate stated that the previous group wanted to "do things", not advise things and never developed a methodology of how to carry out their ideas. Mr. Broman suggested that this committee might be more like CPAC than the Planning Commission. Councilman Staley said that working on the economic chapters of CPAC was one of the things that gave him this idea. Councilwoman Carder stated that this is a way to get ideas from the citizenry in front of the Council. Councilman Dockum stated that they will need to have a formal structure that brings issues to the Council in a timely manner. Mayor Walker suggested they also look at how Middleburg has structured this function. Councilman Dockum also recommended that they develop a plan to manage the political agendas that will arise. Councilman Senate suggested that the committee must keep Council involvement to stay on track with what is doable and allowable. Councilman Dockum asked for their timeline to produce a formal request and to ask the Council to appoint membership.

The Council agreed by consensus that Council members Staley and Carder should continue developing this idea.

**D. Mayor and Town Council Rules of Procedure**

This item was tabled due to the lateness of the hour.

**Information Items**

No information items were presented.

**Comments from the Mayor and Town Council**

Councilwoman Coleman asked about Veterans Day plans and reported that flags and poppies have already been ordered. She suggested that Council issue a proclamation for Memorial Day. Mayor Walker will work with her on the program and proclamation.

Councilman Senate reported that the Lovettsville Fire and Rescue Company Open House went really well and was attended by 200-300 people. The hayrides were a big success.

Councilwoman Carder reported that the coop grocery gained 100 names for its mailing list at its Oktoberfest booth.

Councilman Staley reported that he has heard a lot of good comments about Oktoberfest.

Mayor Walker reported on the following:

1. Loudoun County School Board minutes are available in Town Hall.
2. She received a letter from Lovettsville resident concerning the Young Marines, an organization dedicated to strengthening American youth. She would like the Town to pass a resolution honoring this organization and its efforts to promote drug awareness. They have established the last week in October as Red Ribbon week and other local Towns are supporting this effort. Council agreed that the Mayor should prepare a resolution for the next Council meeting.
3. She is planning to begin holding Mayor's night at the Town Office again and will be consulting with Council members to arrange dates.

4. Along with Manager Markel, she attended the Virginia Municipal League conference. She has handouts and wants to discuss some of the ideas at the next council retreat.
5. Along with Manager Markel and Council members Coleman and Senate she attended the ribbon cutting at the new Market Table Bistro restaurant that has opened where the Talk of the Town restaurant used to be located.
6. She thanked Ed Spannaus for gathering the Historic District information and getting that project started. She reported that the survey work will start in December and should be finished before next spring.
7. She thanked Councilman Dockum for stepping in to Chair the Oktoberfest Committee this year. It was biggest and best the Town ever had, due in large part to Councilman Dockum's professional leadership. She also thanked Cheryl Miller for all her hard work on Oktoberfest.
8. She announced that the Inova Loudoun mobile medical unit will be coming to Lovettsville to administer flu shots.

Councilwoman Coleman reminded all those present that the Community Center will be hosting its annual Trunk or Treat event on October 31<sup>st</sup>.

Manager Markel reminded those present that the November 14<sup>th</sup> Town Council meeting has been cancelled.

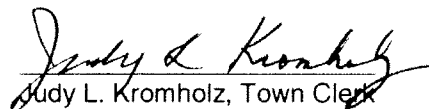
**Comments from the Public**

There were no comments from the public at this time.

**Adjournment**

Mayor Walker announced that the meeting stands adjourned at 11:20 PM.

Respectfully submitted,

  
Judy L. Kromholz, Town Clerk

Date Approved: January 13, 2011

**Attachments:**

- I. *Purcellville Gazette* Announcement of Public Hearings
- II. Staff Report: LVZA 2010-0003: Outdoor Residential Swimming Pools
- III. Signup sheet
- IV. Staff Report: LVZA 2010-0005: Deck Regulations
- V. EDC memo from Council members Carder and Staley dated October 14, 2010

## Public Hearing/Legal Notices

### Notice of Public Hearing Town of Lovettsville Planning Commission

The Lovettsville Planning Commission will hold public hearings on the following item at their meeting on October 6, 2010 at 7:30pm at the Lovettsville Town Hall, 6 East Pennsylvania Avenue.

**LVZCU 2010-0002:** Consider a request by Wheeler & Wheeler Inc. with owner's representative Alan Dykstra for a Conditional Use Permit per Section 3-12(c-viii) of the Zoning Ordinance to operate a lawn care, light excavation and snow removal facility with outdoor storage on the property located at 19 East Broad Way East Broad Way and identified as Loudoun County PIN 333154704 & 333155813.

The application being considered is available for review at the Town Hall between the hours of 9AM and 3PM weekdays or by special appointment, holidays excepted. Call 540-822-5788 for more information or visit [www.lovettsvilleva.gov](http://www.lovettsvilleva.gov).

September 24 & October 1, 2010

### Notice of Public Hearing Town of Lovettsville

The Lovettsville Town Council will hold a public hearing at 8:00 PM Thursday, October 14, 2010, to hear comments from any person on the following:

**LVZA 2010-0003 Outdoor Residential Swimming Pools**, by the Town of Lovettsville to amend the Town of Lovettsville Zoning Ordinance to:

**Modify** Article 4, General Regulations, Section 4-8 Private Outdoor Swimming Pools to include Hot Tubs and Spas along with integrating Town Ordinances with County and State Wide Building Code regulations.

**LVZA 2010-0005** Deck Regulations, by the Town of Lovettsville to amend the Town of Lovettsville Zoning Ordinance to:

**Modify** Article 4, Section 4-7 USES AND STRUCTURES PERMITTED IN REQUIRED YARDS, (e), to modify setback requirements.

The hearing will take place at the Lovettsville Town Office, 6 E. Pennsylvania Avenue, Lovettsville, Virginia 20180. The text under consideration is available at the Town Office between the hours of 9AM and 3PM weekdays, holidays excepted. Call 540-822-5788.

**The Purcellville Gazette is an  
OFFICIAL Paper of Record for  
Loudoun County**

# A Fair to Remember

by Ben Weber

If you have forgotten, let us remind you, the Waterford Fair is this weekend, October 1-3 from 10am to 5pm. If you haven't been yet, you are missing one of the most popular events in Northern Virginia. For 67 years, Waterford has played host to this popular event, showcasing the life and times of the 18th and 19th centuries in rural Virginia.

Over 155 juried heritage craftspeople, many of whom are known nationally for their craft, will be on hand to demonstrate and sell their products. This event is clearly one that appeals to all walks. From the art lovers to the vintage tractor builders, to the foodie to the civil war buff, this is an event not to be missed.

In addition to the fair itself, many of the periods style homes and buildings will be open for tours. In fact, the entire village of Waterford becomes 100% pedestrian. The streets are filled with the past as soldiers from the Revolutionary War and the Civil War take to the streets as if walking out of a history book. Combined with music and song, the Waterford Fair is not to be missed.

All proceeds from the sale of tickets helps benefit the Waterford Foundation and its mission to preserve the historic buildings and open spaces of this National Historic Landmark District as well as increase the public's knowledge of life and work in a rural community.

As with past fairs, one item is selected to be raffled off as a means to help raise funds for the donation. This year is to be no different. An exquisite reproduction of an 18th-century Newport Writing Table in the Goodard style, donated by fine furniture maker and long-time Waterford Fair exhibitor, E. J. Masaitis of Rayburn, Massachusetts will be raffled off for \$5 per ticket or 5 tickets for \$20. According to Masaitis, he estimates the value close to \$2,800. The winner will be announced at 4pm on Sunday at the Corner Store and the winner need not be present to win.

**See you at the Fair!**

## Loudoun

*Continued from page 23*

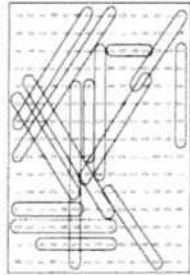
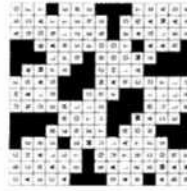
warning, the loss of a job, illness, fire, storm, death of a parent can create a very difficult situation. Food becomes something that suddenly lights with water, power, propane, gas and telephone on the priority list in the fight to keep a family going. The Tree of Life Food Pantry regularly supports 20-30 families and is hoping more families will come forward for confidential help.

The Tree of Life Pantry accepts donations year-round at the Purcellville Library, Purcellville Town Hall, and Middleburg Bank. Donations especially needed at this time of the year are cereal, bottled water, healthy snacks in single serving portions such as raisin boxes, crackers and granola bars, coffee, all purpose cleaners, Clorox, vinegar, laundry detergent, cake mixes and frosting, peanut butter, all food staples and canned tuna. Perishable food may be donated and pickup service is provided. Cash donations may be made through the Purcellville Baptist Church. For assistance, call 703-554-3595. ♦

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Out Online at:**  
[purcellvillegazette.com](http://purcellvillegazette.com)

Puzzle Answers

3	4	8	7	6	2	9	5	1
2	6	9	1	5	8	3	7	4
7	1	5	4	3	9	6	8	2
4	3	1	2	7	6	8	9	5
8	2	7	5	9	4	1	6	3
5	9	6	3	8	1	2	4	7
9	7	3	6	1	5	4	2	6
6	5	4	9	2	3	7	1	8
1	8	2	6	4	7	5	3	9



# Town of Lovettsville

## STAFF REPORT

### TOWN COUNCIL

PUBLIC HEARING	
ITEM IDENTIFICATION	LVZA 2010-0003 Outdoor Swimming Pools, Hot Tubs and Spas
TYPE OF ITEM	Zoning Ordinance Amendment
DATE OF HEARING	October 14, 2010
APPLICANT	Town of Lovettsville

**BACKGROUND:** This item was referred back to the Planning Commission on June 24 in order for the Commission to consider including hot tubs and spas in the swimming pool Zoning Ordinance regulations. The Commission discussed the issue and held a second public hearing, September 1, 2010, at which time it made a recommendation to the Town Council on this item.

**DISCUSSION:** The Planning Commission agreed with the Town Council that since hot tubs and spas already require a County building permit for safety reasons that they should be included in the Town Zoning Ordinance regulations for swimming pools as a way to inform homeowners of the building permit requirement. The Planning Commission also wanted the Town Council to know it does not think people who get permits for hot tubs and spas should have to pay a fee. This is not part of their recommendation, however, because the Council establishes the Town Fee Schedule.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission recommended the following text changes to the existing Zoning Ordinance regulations for swimming pools:

#### 4-8 ~~PRIVATE~~ OUTDOOR SWIMMING POOLS, HOT TUBS AND SPAS

A zoning permit shall be required and granted for the installation or construction of a temporary, permanent, public or private, in-ground or above ground outdoor swimming pool, hot tub or spa with a water depth of two (2) feet or more in any zoning district, subject to the following conditions:



- (a) In residential districts and the residential portions of districts that allow residential use an outdoor swimming pool, hot tub or spa shall only be located in a may be erected on the required rear yard but not in the required side or front yard. A swimming pool, hot tub or spa is permitted in a front yard on a through lot only if it is located in the front yard opposite the front entrance of the building on the lot.
- (b) An outdoor swimming pool, hot tub or spa located in a residential district or in the residential portion of districts that allow residential use shall not be set back at least located nearer than ten (10) feet to from a property boundary. If a hot tub or spa is located on a deck its setback may be the same as that allowed for the deck from any property boundary or the same as the primary building if it not located on a deck.
- (c) In commercial districts and the light industrial district a swimming pool, hot tub or spa is permitted to be located in a front, side and rear yard. Such facilities shall be set back at least fifty (50) feet from an adjacent residential district or from any district that allows residential use by right.
- ~~(d) (e) Any pool with a surface of one hundred fifty (150) square feet or more or a depth in excess of two (2) feet shall be completely surrounded by a fence or wall six (6) feet in height designed to prevent access thereto by small children and animals.~~
- ~~(d) All gates or doors opening through said fence shall be erected, maintained and provided with a self-closing, self-latching gate to prevent unauthorized use of the pool.~~
- ~~(e) All electrical wiring used in conjunction with such pool shall be installed below the ground or in a conduit to the nearest point of use. All wiring shall be waterproof. All connections shall be waterproof. All electric motors, lights, pumps, and like items shall be properly grounded.~~

**DRAFT MOTION:** "I move that the Town Council approve the proposed Zoning Ordinance revised text for Article 4, General Regulations, Section 4-8 Private Outdoor Swimming Pools."

# Town of Swettsville

## Speaker Sign - Up Sheet

### Town Council Public Hearings and Regular Meeting - October 14, 2010

Please Print.

Name and Association	Address	Topic	Email Address (Optional) <sup>1</sup>
Eunice Fox	14 Pottersfield Drive, Leesville	Deck regulations	
John Knuck	33 Town Center Dr	Deck Pool Prop.	
John Peck	20 Town Center Dr,	Decks Pool	-

Each speaker will be limited to no more than three (3) minutes at the beginning of the meeting, or no more than five (5) minutes at the end of the meeting.

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

# Town of Lovettsville

## STAFF REPORT

### TOWN COUNCIL

PUBLIC HEARING	
ITEM IDENTIFICATION	LVZA 2010-0005 Deck Regulations
TYPE OF ITEM	Zoning Ordinance Amendment
DATE OF HEARING	October 14, 2010
APPLICANT	Town of Lovettsville

**BACKGROUND:** Numerous citizen complaints have been received by the Town about the Zoning Ordinance setback requirement of fifteen (15) feet for a deck from a property boundary. Complainants believe it is not a logical regulation given the fact that some houses are permitted to be setback as little as five feet from a side property boundary. On June 24 the Town Council authorized the staff and the Planning Commission to prepare an item evaluating this issue and making recommendations for changing the setback requirements for decks.

**DISCUSSION:** The current regulation for decks (Section 4-7 Uses and Structures Permitted in Required Yards (e)) requires a setback of at least fifteen (15) feet from a rear or side property boundary regardless of the setback requirement for the primary structure). Decks are not permitted in front yards. The following table shows side yard setbacks for primary residential structures:

Residential Zoning District	Minimum side yard allowed for a dwelling (in feet)
R-1	8
R-2	8
R-3	8
Town Center (T-C)	5
Planned Infill	6

Subdivision builders in the Town are, in some instances, are constructing homes designed with double doors to the outside, specifically designed for decks, that are located such that the deck would not meet the fifteen foot setback. This has been an inconvenience and disappointment to some homeowners.

It can be surmised that the intent of the Zoning Ordinance in establishing a fifteen foot setback for decks was to keep an outdoor activity area separated from the adjacent property in order to ameliorate potential noise and visual intrusion. This is a legitimate consideration when discussing deck setback regulation modifications. What then is the proper balance between allowing a deck as close as the setback allowed for a primary structure to a property boundary as a matter of convenience for the homeowner and setting a deck back from an adjacent residential property boundary to decrease potential noise interference for the neighbor? One option would be to allow a deck setback as close as the setback allowed for a primary structure to a property boundary on the basis that deck noise would not create any more adverse impact on the neighbor than the dwelling itself. Another option is to allow a deck setback as close as the setback allowed for a primary structure to a property boundary but with a requirement that if the deck were closer than fifteen (15) feet to a property boundary then an opaque screen would be required to shield the adjacent property. This, however, presents enforcement difficulties. The applicant would have to provide drawings of a screen and the Town would have to inspect the sites where these are required.

The Planning Commission discussed the issues and various options, including the noise impact if hot tubs and spas were allowed on decks close to adjacent property boundaries. They concluded that any potential noise impact from decks being located closer than fifteen feet from a property boundary is offset by the advantage of being able to build a deck with the same setback as a primary structure. This would mean deck setbacks would vary with primary building setbacks. The Commission also agreed with the staff recommendation that decks should be allowed on through lots, which, technically they are not given that a through lot has two front yards because of having frontage on two public streets.

The Planning Commission held a public hearing, September 1, at which public comments were all to the effect that citizens want to be able to build decks as close to a property side yard as the primary building. The text recommendation was adjusted to make it clear not only what the side yard setbacks may be but what the rear yard setback may be.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission recommends the following amendment be made to Article 4 General Regulations:

**"4-7 USES AND STRUCTURES PERMITTED IN REQUIRED YARDS**

- (e) ~~Decks are permitted~~ require permits and may project into ~~any~~ a required ~~side yard other than a front yard~~ provided that the ~~structure is not less than fifteen (15) feet from the~~ deck is set back from a property boundary no less than the setback allowed for the primary building. A deck may project into a required rear yard provided that the deck is set back from a

property boundary no less than fifteen (15) feet. A deck may not project into a front yard, except on a through lot, in which case a deck may project into the front yard opposite the front entrance of the primary building on the lot no less than fifteen (15) feet. "

**DRAFT MOTION:** "I move that the Town Council approve the proposed revised text regarding deck regulations in Section 4-7 (e) of the Zoning Ordinance."

## **MEMORANDUM**

**TO:** Mayor and Town Council

**FROM:** Tiffaney Carder, Councilwoman and Shaun Staley, Councilman

**DATE:** October 14th, 2010

**SUBJECT:** Economic Development Committee

**ISSUE:** To consider creating an Economic Development Committee for the Town of Lovettsville.

### **BACKGROUND:**

In the past, there was a similar committee that worked with the Town. There appeared to be a lot of interest from people in the Town and the Lovettsville Business Association (LBA). Upon reviewing information about the past committee, there appeared to be excitement and a lot of hard work.

Despite the previous dissolution, we think there is great value in recreating an economic development committee. The following items are the objectives and functions we believe the Economic Development Committee (EDC) could incorporate into its structure.

- To help develop a better working relationship with the LBA. There used to be a representative from the LBA at every (or every other) Town Council meeting. It has dropped off recently, and the Town hasn't had any reports from the LBA for some length of time. However, the LBA has been very active in helping revise the Comprehensive Plan. If the EDC forms, it may very well provide better communication between the LBA and Town. For instance, instead of having a LBA report every (or every other) meeting there could be a summit between the Town, EDC, and the LBA. The summit between the groups could happen every 3 or 6 months, and it would provide a good forum to "workshop" some ideas. At the Comprehensive Plan meetings, the LBA had some really good ideas, which would have been perfect for a summit workshop. This workshop could assign different functions and ideas to the appropriate group(s). The EDC would provide a report every month on its activities.
- To provide a business liaison between the Town and the business community. In the past, people thought the Town wasn't friendly to business for one reason or another. This committee can act as the liaison between the businesses and the Town. It

would provide a communication avenue for business owners and residents to the Town. The committee could report on issues and suggest resolutions to Town Council as necessary. The committee could also welcome new businesses and provide a welcome packet with additional information about the Town and its residents.

- To help create marketing strategies and materials for the purpose of attracting new businesses. In the past, the Town has attended conventions to market the town. The EDC could generate information that would be needed for events like these and businesses considering Lovettsville.
- To review, suggest, and advise on commercial zoning ordinances. It would be the EDC's function to work with members of the community, LBA, and other localities to develop and modify policies that impact economic growth. The committee would bring their suggestions to the Town Council for review.

These items are only a few ideas of what the EDC could do. The intent of the EDC is not to replace or duplicate any of the functions of the LBA. The primary objective of the EDC is to stimulate the economy in Lovettsville. The EDC should have clear objectives and should work as a partnership with the LBA and other professional or civic organizations. It appears that the last committee was doing a lot of work, but it was unclear whether or not the efforts concentrated solely on economic development. The lack of structure and clear objectives may have been the reason why the past committee dissolved.

#### CONCLUSION:

We believe there is no time better than now to start an EDC. We all know that the national economy isn't faring well at this current moment. However, by starting on an EDC now the Town will be in a better position when the economy starts to recover. We want people to think of and consider Lovettsville to be the place to "set up shop" when the economy recovers. At the same time, we want to be able to protect and retain the current businesses in town. We feel the EDC is the way to accomplish both goals.

Councilwoman Carder and Councilman Staley would like a general consensus if the Town Council is interested in creating a EDC. If the Town Council is interested in pursuing this committee, Councilwoman Carder and Councilman Staley will begin developing a plan to form the committee and will bring this item forward for a future agenda as a discussion item and then later as an action item.