

# Town of Lovettsville

## Planning Commission

### Minutes of Regular Meeting, November 3, 2010

Chairwoman Bushway called the Regular Monthly Meeting of the Lovettsville Planning Commission to order at 7:32 PM on November 3, 2010.

#### **Present at Meeting**

- Mayor Elaine Walker
- Chairwoman Mari Bushway
- Commissioners Jack Burden, Elaine Fischer, Rodney Gray, Aaron Kahn, Joe Mueller
- Town Manager Keith Markel
- Zoning Administrator Steve McGregor
- Town Clerk Judy L. Kromholz

#### **Absent**

- Commissioner Lorraine Bauer

#### **Present In the Audience**

Among those present in the audience were Douglas Wagner (Bowman Consulting) and Howard Williamson

#### **Public Comment**

Chairwoman Bushway called for public comment. There was none at this time.

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

Because Mr. Wagner was in attendance, the Commission agreed to consider the Lovettsville Town Center item first.

#### **Approval of Planning Commission Minutes**

No minutes were presented.

#### **Staff Reports**

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

#### **Action Items**

A. Lovettsville Town Center - Section 3 Construction Drawings Variation of the Subdivision Ordinance  
Administrator McGregor presented this item. Town Center Lovettsville LC (Elm Street Development) with representative Douglas Wagner, Bowman Consulting is requesting action by the Planning Commission to grant a variation of the Subdivision Ordinance Section 4.3.3 so that a portion of Kimberly Kristen Way be permitted to exceed the maximum 5 percent slope requirement and have a 7.81 percent slope. The reason given for the request by the applicant is to provide a vertical slope of a portion of Kimberly Kristen Way that conforms more to the existing natural slope of the land. The July 2010 review by VDOT of the Section 3 Construction Drawings does not find issue with the 7.81 percent slope they evaluated for this section of the street. This slope conforms to the current VDOT standards.

Mr. Wagner explained the geometry of the grading issue and emphasized that the proposed slope is less than the VDOT requirement. This exception would affect about 120' of roadway.

**Motion:** I move that the Planning Commission grant a variation of Section 4.3.3 of the Subdivision Ordinance regarding the permitted street slope so that the portion of Kimberly Kristen Way between stations 5+00 and 6+50 may be constructed with a slope of 7.81 percent.

**By:** Commissioner Burden

**Second:** Commissioner Kahn  
**Aye:** Commissioners Burden, Bushway, Fischer, Gray, Kahn, Mueller  
**Nay:** None  
**Abstain:** None  
**Absent:** Commissioner Bauer

Chairwoman Bushway thanked Mr. Wagner. *{Mr. Wagner left at 8:46 PM}*

B. LVZA 2009-0004: Sign Ordinance

Administrator McGregor presented the remaining open items for discussion and resolution,

1. Discussion Item: Do we need standards and/or permits for standards for directional-informational signage provided by homeowners associations and/or developers within subdivisions.

Administrator McGregor explained Leesburg and Purcellville current standards. The Commission discussed types and sizes of signs and agreed to a modification of Administrator McGregor's proposal.

2. Discussion Item: For OPEN signs the choices are
  - a. List all the various types of illumination, or
  - b. Not specifying any type of internal illumination, which would allow any type, even those not yet developed.

Administrator McGregor explained that this applied to "Open" signs only; it did not apply to "Closed" signs. The Commission agreed to the language in the current draft, noting that it allows for the development of new technologies.

3. Discussion Item: Comprehensive Signage Plan - Regulating signs in multiple business developments is intended to prevent a hodge-podge of signs competing for attention. This type of sign cohesion is only envisioned for new multiple business developments. Such existing developments could change their existing individual signs in any way they chose.

The Commission endorsed Administrator McGregor's proposed changes reflecting their conversation at the public input session. He was directed to add verbiage that ensures any Comprehensive Sign Plan must follow all of the other items in the Sign Ordinance and to ensure that any requested change would trigger a review of the entire Comprehensive Sign Plan for that development.

4. Discussion Item: Include the regulation of projection, signs that would be projected onto a building using a light source.

Administrator McGregor recommended that regulating these types of signs at this time is not appropriate for a number of reasons. He reported that Leesburg is still considering this issue and that this item was raised late in the game. No study has been done and the issues have not been defined. Chairwoman Bushway noted that the draft ordinance allows illuminated signs and Administrator McGregor noted that the height of a wall sign is currently limited to 25 feet. Commissioner Mueller suggested keeping this within the definition and standards of a wall sign. The Commission agreed that Administrator McGregor should modify sections 7.4 and 7.5.8 to include this type of sign.

There being no further discussion, Chairwoman Bushway called for a motion.

**Motion:** I move to authorize Staff to schedule a Planning Commission Public Hearing on January 5, 2010 or as soon as possible on LVZA 2009-0004 Sign Ordinance (Article 7) Zoning Ordinance Amendment as revised by the Planning Commission at this meeting.

**By:** Commissioner Kahn  
**Second:** Commissioner Gray  
**Aye:** Commissioners Burden, Bushway, Fischer, Gray, Kahn, Mueller  
**Nay:** None

**Abstain:** None  
**Absent:** Commissioner Bauer

**Discussion Items**

There were no discussion Items on the agenda.

**Information Items**

There were no Information Items on the agenda.

**Comments from the Commissioners**

Mayor Walker informed the Commission of the following:

- The Veterans Day ceremony will be on November 11<sup>th</sup> at 11:00 AM at the Town flagpole in Town Square.
- The Town Council will hold their regular November 18<sup>th</sup> meeting at the Lovettsville Elementary School in honor of National Education Week. The ceremony will begin at 7:30 PM and the Commissioners are encouraged to attend.
- The Public Information Forum on the Draft Comprehensive Plan will be on November 22<sup>nd</sup>.
- The Community Thanksgiving Service will be held on November 23<sup>rd</sup>, time and place to be announced.

**Public Comment**

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

**Adjournment/Recess**

**Motion:** To adjourn the Planning Commission meeting of November 3, 2010.  
**By:** Commissioner Mueller  
**Second:** Commissioner Fischer  
**Aye:** Commissioners Burden, Bushway, Fischer, Gray, Kahn, Mueller  
**Nay:** None  
**Abstain:** None  
**Absent:** Commissioner Bauer

The Meeting was adjourned/recessed at 8:50 P.M.

Respectfully submitted,

  
Judy L. Kromholz, Town Clerk

Date Approved: January 5, 2011

Attachments:

- I. Speaker Sign Up Sheet

