

# Town of Lovettsville

## Planning Commission Minutes of Regular Meeting, August 3, 2011

Chairwoman Bushway called the Regular Monthly Meeting of the Lovettsville Planning Commission to order at 7:30 PM on August 3, 2011.

### Present at Meeting

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

### Absent

- Vice Chairman Jack Burden

### Present In the Audience

None

### Public Comment

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

### Additions/Deletions/Modifications to the Agenda

Chairwoman Bushway called for changes to the agenda. Staff added the signage grant program as an action item.

### Approval of Planning Commission Minutes

#### A. Planning Commission Public Hearing & Regular Meeting – June 6, 2011

**Motion:** To approve the minutes of the June 6, 2011 Planning Commission Meeting as presented.

**By:** Commissioner Gray

**Second:** Chairwoman Bushway

**Aye:** Commissioners Bauer, Bushway, Fischer, Gray, Kahn

**Nay:** None

**Abstain:** None

**Absent:** Commissioner Burden

### Staff Reports

Administrator McGregor presented his written report for June 2011. There were no questions from the commissioners.

### Action Items

#### A. Appointment of Planning Commission representative to the Parks Committee

Chairwoman Bushway summarized how the Council had come to form the Committee and explained that she attended the first meeting of the committee because it occurred before the Commission had a meeting at which they could appoint a representative. She explained what had occurred at the first meeting and asked for a Commissioner to volunteer to become a permanent member of the Committee. Commissioner Bauer volunteered and the Commission approved her appointment by acclamation.

**B. Signage Grant**

Manager Markel presented this item. He explained that the Council had budgeted \$3,000 for assisting local business with signage upgrades in order to encourage local businesses to bring non-conforming signs into compliance with the new Sign Ordinance. He asked the Commission if they wanted to spearhead this effort. If so, he will bring the item to Council for their authorization to move the project forward. Commissioner Kahn asked if there was a list of grandfathered and nonconforming signs and staff stated that the list has not yet been compiled.

**Motion:** Motion: I move to ask Council to direct the Planning Commission to develop a procedure for implementation of the signage improvement grant program and report back to Council with their results.

**By:** Chairwoman Bushway

**Second:** Commissioner Fischer

**Aye:** Commissioners Bauer, Bushway, Fischer, Gray, Kahn

**Nay:** None

**Abstain:** None

**Absent:** Commissioner Burden

**Discussion Items**

**A. Continuation of Comprehensive Plan Implementation Priorities Discussion**

Administrator McGregor summarized the discussion of this topic at the Commission's last work session.

Commissioner Bauer added environmental issues, groundwater, and recycling as high priority items, suggesting that an initial effort might involve preparing a circular on these topics.

Commissioner Fischer asked if the Commission could investigate the ability of the Town to purchase properties that are too dilapidated to restore and turning them into municipal parking areas.

Commissioner Gray expressed concern about storm water drainage and raising awareness in the community that pollutants can enter the ground water during a weather incident  
Commissioner Kahn suggested sending this list to the Town Council to see if they agree to the list before prioritizing.

The majority of the Planning Commission agreed that they will be available for a joint meeting with the Council on a Thursday evening. Commissioner Kahn noted that he will not be available on Thursday evenings.

**Information Items**

There were no Information Items on the agenda.

**Comments from the Commissioners**

Chairwoman Bushway called for comments from the Commissioners.

Mayor Walker reminded those present that the next Movie on the Green will be on August 12<sup>th</sup>. She thanked Commissioner Bauer for volunteering to serve on the Parks Committee.

Commissioner Gray reported that a new football league has arranged with the high schools to use their fields for \$170/hour during daylight hours. The league has spoken to the Board of Supervisors which stated that it is the School Board's decision. He stated that there may be petitions going around Town on this issue

**Adjournment**

**Motion:** To adjourn the Planning Commission meeting of August 3, 2011

**By:** Commissioner Kahn

**Second:** Commissioner Fischer

**Aye:** Commissioners Bauer, Bushway, Fischer, Gray, Kahn

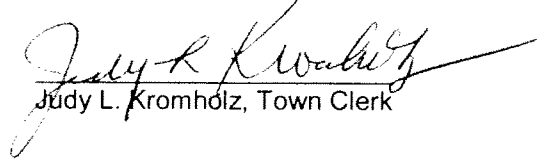
**Nay:** None

**Abstain:** None

**Absent:** Commissioner Burden

The meeting was adjourned at 8:25 PM

Respectfully submitted,



Judy L. Kromholz, Town Clerk

Date Approved: October 19, 2011

Attachments:

- I. Speaker Sign Up Sheet

Written Submissions to Commission: None



# Town of Lovettsville

## Speaker Sign - Up Sheet

### Planning Commission Regular Meeting - August 3, 2011

Please Print.

Name and Association	Address	Topic - Please Indicate Public Hearing or Other

Each speaker will be limited to no more than three (3) minutes.