

Town of Lovettsville

Planning Commission Minutes of Regular Meeting, August 17, 2011

Chairwoman Bushway called the Regular Monthly Meeting of the Lovettsville Planning Commission to order at 7:31 P.M. on August 17, 2011.

Present at Meeting

- Mayor Elaine Walker
- Chairwoman Mari Bushway
- Vice Chairman Jack Burden
- Commissioners Lorraine Bauer, Rodney Gray
- Town Manager Keith Markel
- Zoning Administrator Steve McGregor
- Town Clerk Judy L. Kromholz

Absent

- Commissioners Elaine Fischer, Aaron Kahn

Present In the Audience

There was no audience present.

Public Comment

Chairwoman Bushway asked for public comment. There was none.

Additions/Deletions/Modifications to the Agenda

Chairwoman Bushway called for changes to the agenda. There were none.

Approval of Planning Commission Minutes

A. Planning Commission Regular Meeting – July 6, 2011

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

By: Chairwoman Bushway

Second: Vice Chairman Burden

Aye: Commissioners Bauer, Burden, Bushway

Nay: None

Abstain: Commissioner Gray

Absent: Commissioners Fischer, Kahn

Staff Reports

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

Action Items

A. Comprehensive Plan Implementation Priorities

Administrator McGregor presented this item. He noted that the Planning Commission has discussed the matter of prioritizing Comprehensive Plan policies for implementation at the July 6, 2011 and August 3, 2011 meetings. The purpose of these discussions was to establish Planning Commission priorities on an informal basis in anticipation of meeting with the Town Council to discuss such priorities. It was understood that the policies under consideration generally are those that do not depend on the private sector entirely to implement. Staff has recommended to the Council that the Town establish a work

program based in part upon the priority assigned to Comprehensive Plan implementation issues. The Council would like to meet in a Joint Session with the Planning Commission on September 29, 2011 at 7:30 PM at Town Hall to discuss priorities and the 2011-2012 Work Program.

At the July 6, 2011 and August 3, 2011 meetings the Commission determined that the following policies should have priority in terms of implementing the Comprehensive Plan:

1. Land Use, Policy 12: *The Town should initiate, on a priority basis, an evaluation of the need for a new zoning district designed to facilitate development in the old downtown. This zoning district could modify current ordinance requirement regarding landscaped buffer yards and off-street parking, and create architectural controls in order to maintain the current character of the area.*
2. Land Use, Policy 11: *Provide for the development of mixed commercial and residential uses in the same structure in the E. Broad Way corridor west of S. Loudoun Street, along the northern end of S. Loudoun Street, and along Pennsylvania Avenue west of S. Loudoun Street.*
3. The Town Council directive to make approval of by-right development applications an administrative responsibility, not requiring Planning Commission approval.
4. Introduction to the Comprehensive Plan, The Comprehensive Plan, last paragraph: *The Town will undertake a review of the Comprehensive Plan every five years. The Town may also review and amend any portion of the Plan if the need arises. The Town also intends to develop a work program to establish priorities for undertaking various actions to implement specific Plan policies that require Town action.*
5. Land Use, Policy 30: *(As an alternative option medium density residential use (up to six dwelling units per acre) adjacent to New Town Meadows may be appropriate).* This policy would require a zoning district for attached dwellings.
6. Environment, Policy 3: *Promote the use of indigenous species of vegetation for all private and public development.*
7. Environment, Policy 6: *Protect surface and groundwater quality from stormwater runoff pollution and hazardous waste.*
8. Public Utilities, Policy 4: *Establish an ongoing public campaign to encourage recycling.*
9. Economic Development and Housing, Policy 4: *Maximize the economic development potential in the E. Broad Way and N. Light Street corridors and portions of the S. Locust and S. Loudoun Street corridors with adaptive reuse of existing structures.*
10. Economic Development and Housing, Policy 9: *Promote development policies and capital projects that provide pedestrian circulation and access facilities (sidewalk and trails) throughout the Town in order to reduce parking needs in the central portion of Town where economic development uses are concentrated.*
11. Economic Development and Housing, Policy 10: *Initiate efforts to provide or have Loudoun County provide public facilities, governmental services, amenities, and recreation facilities in order to serve the Town's economic development objectives to make the Town attractive for business.*
12. Economic Development and Housing, Policy 26: *Seek the help of the Loudoun Convention and Visitors Association (LCVA), the Loudoun County Department of Economic Development, and the Loudoun County Department of Planning to identify way and means to adjust Town policies, guidelines, and regulations in order to attract commercial, employment, institutional, educational, and light industrial development to the Town.*
13. Transportation, Policy 5: *Ensure adequate parking for existing and future residential, business and employment uses.*
14. Transportation, Policy 6: *Ensure adequate sidewalks for existing neighborhoods and new developments.*
15. Transportation, Policy 7: *Provide pedestrian linkages to connect existing and new development with major Town facilities and services.*
16. Transportation, Policy 8: *Provide pedestrian linkages among all contiguous developments where physically possible and appropriate in terms of safety considerations.*
17. Transportation, Policy 13: *Initiate contact with VDOT to undertake a cooperative effort to evaluate the various means possible to implement the Town's objective of creating a more pedestrian-oriented community, including sidewalks, traffic calming, striping, signage, and speed limits.*

18. Transportation, Policy 14: *Initiate contact with VDOT to undertake a cooperative effort to examine speed limits and other traffic calming measures to more effectively control vehicular traffic for safety reasons and to enhance the Town's objective of having a pedestrian oriented community.*

19. Transportation, Policy 15: *Initiate contact with VDOT to undertake a cooperative effort to limit large commercial truck traffic on local Town streets to only those involved in local business deliveries.*

20. Transportation, Policy 16: *Review, and if warranted, revise off-street parking requirements in the Town Ordinances to reflect actual parking demands of various uses and the practicability of providing off-street parking in the old downtown.*

21. Transportation, Policy 17: *Provide through various public and private means pedestrian access throughout the Town to recreational facilities, such as the Town Green, the Lovettsville Community Center, and the Lovettsville Community Park.*

Commissioner Burden suggested postponing the vote on this item until the remaining commissioners are present. Chairwoman Bushway noted that they were each present for at least one of the prior discussions. She also commented that this is a fairly extensive list for consideration for a first work plan. Commissioner Gray asked if they would be able to make changes before the joint meeting and Chairwoman Bushway stated that the list could be changed at any time. Manager Markel noted that this list is for discussion purposes only and the Council may have its own priorities.

Motion: I move that the Planning Commission recommend to the Town Council that the policies listed in this memo are those to which the Commission would like the Town to give priority when a work program is established to implement the Comprehensive Plan.

By: Chairwoman Bushway

Second: Commissioner Bauer

Aye: Commissioners Bauer, Burden, Bushway, Gray

Nay: None

Abstain: None

Absent: Commissioners Fischer, Kahn

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

Chairwoman Bushway called for comments from the Commissioners.

Mayor Walker reported that the Parks Committee was making significant progress on the Veterans Memorial in the Town Square and hopes it will be finished in time to dedicate the Memorial on Veterans Day.

There were no comments from the Commissioners.

Manager Markel informed the Commission that the Council had authorized them to work on the guidelines for the signage grants and that item will come before them at the next meeting.

Public Comment

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

Adjournment/Recess

Motion: To adjourn the Planning Commission meeting of August 17, 2011

By: Chairwoman Bushway

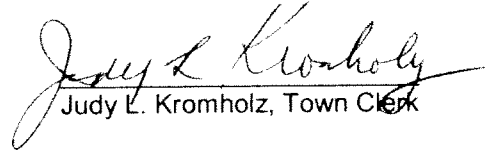
Second: Commissioner Gray

Aye: Commissioners Bauer, Burden, Bushway, Gray

Nay: None
Abstain: None
Absent: Commissioners Fischer, Kahn

The meeting was adjourned at 7:45 PM

Respectfully submitted,



Judy L. Kromholz, Town Clerk

Date Approved: December 7, 2011

Attachments:

- I. Speaker Sign Up Sheet

Written Submissions to Commission: None

Town of Southville

Speaker Sign - Up Sheet

Planning Commission Regular Meeting - August 17, 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.