

Town of Lovettsville

Planning Commission Minutes of Regular Meeting September 5, 2012

Call to Order/Welcome

Chairwoman Mari Bushway called the Regular Meeting of the Lovettsville Planning Commission to order at 7:27 PM on September 5, 2012 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, Virginia.

Present at Meeting

- Chairwoman Mari Bushway
- Commissioner Lorraine Bauer
- Commissioner Jennifer Jones
- Commissioner Joe Mueller
- Commissioner Tony Quintana

Staff Present

- Zoning Administrator Melissa Hynes

Absent

- Vice Chair Deborah Summitt

Audience

- Former Mayor Elaine Walker
- Council Member James McIntyre

Public Comment

Chairwoman Bushway called for comments from the public. There were 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 – May 2, 2012

Motion: To accept the minutes of the May 2, 2012 Planning Commission Regular Meeting as presented.

By: Chairwoman Mari Bushway

Second: Commissioner Mueller

Aye: Commissioners Bauer, Bushway, Jones, and Quintana

Nay: None

Abstain: Commissioner Mueller

Absent: Commissioner Summitt

B. Planning Commission Public Hearing and Regular Meeting – May 16, 2012

Motion: To accept the minutes of the May 16, 2012 Planning Commission Public Hearing and Regular Meeting as presented.

By: Chairwoman Mari Bushway

Second: Commissioner Quintana

Aye: Commissioners Bauer, Bushway, Jones, and Quintana
Nay: None
Abstain: Commissioner Mueller
Absent: Commissioner Summitt

C. Planning Commission Regular Meeting – June 6, 2012

Motion: To accept the minutes of the June 6, 2012 Planning Commission Regular Meeting as presented.
By: Chairwoman Bushway
Second: Commissioner Quintana
Aye: Commissioners Bauer, Bushway, Jones, and Quintana
Nay: None
Abstain: Commissioner Mueller
Absent: Commissioner Summitt

Staff Reports

No staff report was presented.

Action/Discussion Items

A. Draft of Community Vision Workshop Agenda & Set Up

Zoning Administrator Hynes presented this item. She discussed the three-step process for getting public input for the Old Town District which will include a survey of property owners located within the target revitalization area, a community workshop/open house, and a community survey. The first step is to survey the property owners. Staff and the Commissioners discussed minor changes to the letter and survey, which will be mailed to property owners and tenants in the Old Town District.

Staff and the Commissioners discussed potential dates for the community workshop in October 2012. The workshop will be structured as an open house and will include six interactive stations for residents to learn more about the future of the Old Town District and to provide their input. Staff and the Commissioners discussed the format and content for the stations.

B. Draft of Community Vision Survey

Zoning Administrator Hynes reviewed the questions for the Community Vision Survey. The survey will be distributed at the community workshop and posted on the Town's website. Staff and the Commissioners discussed minor changes to the survey.

Information Items

There were no information items.

Comments from the Commissioners

Councilman McIntyre reported on the following on behalf of Mayor Zoldos:

- The Town Manager's evaluation will be completed in September.
- The Economic Development Advisory Committee will hold a vision meeting on September 17 at the Community Center. The Commissioners are encouraged to attend.
- Lovettsville native Rob Jones earned a bronze medal at the Paralympics in London.
- The flag pole will be replaced soon.
- The Montessori School is now open, the Mad Horse Brew Pub will be open in time for Oktoberfest, and the Kissmett Spa will have a ribbon cutting in the next few months.
- Mayor Zoldos will serve as the Master of Ceremony for the Lovettsville-Waterford Ruritan Club Barn Dance.
- Painting on the elevated water tank will begin in a few weeks.

Councilman McIntyre said Oktoberfest is three weeks away and he invited the Commissioners to volunteer for the event. Commissioner Mueller asked if the Town will have a booth at Oktoberfest. Commissioner McIntyre said the Town may have an open house at Town Hall instead.

Commissioner Quintana said he will be participating in the Loudoun County Sheriff Office's Police Academy for Citizens and will not be available to attend Planning Commission meetings over the next several months. Chairwoman Bushway reminded the Commissioners to let Staff know in advance if they will not be able to attend a meeting so they can determine if there is a quorum.

Former Mayor Walker said the Town will be conducting a memorial event in recognition of 9-11.

Adjournment

Motion: To adjourn the Planning Commission meeting of September 5, 2012.
By: Chairwoman Bushway
Second: Commissioner Mueller
Aye: Commissioners Bauer, Bushway, Jones, Mueller, and Quintana
Nay: None
Abstain: None
Absent: Commissioner Summitt

The meeting was adjourned at 8:49 PM.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: January 16, 2013

Attachments:
None