

# Town of Lovettsville

## Planning Commission Minutes of Regular Meeting November 7, 2012

### Call to Order/Welcome

Chairwoman Bushway called the Regular Meeting of the Lovettsville Planning Commission to order at 7:31 PM on Wednesday, November 7, 2012 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, Virginia.

### Present at Meeting

- Chairwoman Mari Bushway
- Vice Chair Deborah Summitt
- Commissioner Lorraine Bauer
- Commissioner Robert Gentile
- Commissioner Joseph Mueller

### Absent

- Commissioner Jennifer Jones
- Commissioner Anthony Quintana

### Staff Present

- Town Manager Keith Markel
- Zoning Administrator Melissa Hynes
- Town Clerk Harriet West

### Audience

- Mayor Robert Zoldos II

### Public Comment

Chairwoman Bushway asked for comments from the public. There were none at this time.

### Additions/Deletions/Modifications to the Agenda

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

### Approval of Planning Commission Minutes

No minutes were presented.

### Staff Reports

No staff report was presented.

### Action/Discussion Items

#### A. Discuss Off-Street Parking Requirements

Zoning Administrator Hynes presented this item. The Planning Commission is being asked to review Table 4-1 of the Zoning Ordinance titled "Off-Street Parking Requirements" and to explore future off-street parking solutions. Zoning Administrator Hynes said parking is the biggest challenge for the Old Town District. She conducted a study to compare the Town's off-street parking requirements to other towns in Virginia. The findings show that the Town's parking requirements are lower than other jurisdictions and therefore may not provide for adequate off-street parking. Also, the Town does not have any public

parking lots. She reviewed the draft recommendations for off-street parking requirements and asked for feedback from the Commissioners.

Commissioner Mueller said parking is a problem in the Old Town area. Chairwoman Bushway said staff is on the right path since they are talking about revitalizing the Old Town area. Commissioner Gentile said the comparison with other jurisdictions is very helpful. In reference to the parking standard for retail, he said the Town's requirement of one space per 400 square feet does not provide much parking. The standard he has seen is one space per 200 square feet or one space per 100 square feet. He noted this would apply to other areas outside of the Old Town area, which is a special district.

Zoning Administrator Hynes asked the Commissioners to review the materials in preparation for further discussion at the next Planning Commission meeting.

**B. Community Input for Old Town District Update**

Zoning Administrator Hynes presented a summary of the comments received at the "Broad Way Bound" Open House and Workshop and tabulations of the Old Town property owner survey. There were seven completed surveys, all from owner-occupied properties. All of the survey respondents indicated they want to keep their property zoned residential.

The next steps will be to complete the "Community Vision for Lovettsville's Old Town" online survey in December 2012 and review other small-town main street zoning districts to identify best practices that can be applied to the Town. The information will be presented to the Planning Commission in January/February 2013 and then presented to the Town Council in March/April 2013.

Chairwoman Bushway said she likes the timeline presented by staff and that is it very obtainable.

Zoning Administrator Hynes said there are 30 completed community surveys and that she would like to get at least 100 responses. Commissioner Gentile suggested inviting those in the Old Town District to complete the online survey.

**C. Elect New Chair**

Chairwoman Bushway said this would be her last meeting since she will be moving out of state. She called for nominations to serve as Chair of the Planning Commission. Chairwoman Bushway then nominated Vice Chair Deborah Summitt and she accepted the nomination. Chairwoman Bushway called for other nominations and there were none.

Commissioners Bushway, Bauer, Gentile, Mueller, and Summitt voted in favor of Deborah Summitt serving as Chairwoman of the Planning Commission. There were none against and no abstentions. Commissioners Jones and Quintana were absent.

**D. Elect New Vice Chair**

Chairwoman Bushway called for nominations for the Vice Chair position. Commissioner Bauer nominated Commissioner Mueller and he accepted the nomination.

Commissioners Bushway, Bauer, Gentile, Mueller, and Summitt voted in favor of Joe Mueller serving as Vice Chair of the Planning Commission. There were none against and no abstentions. Commissioners Jones and Quintana were absent.

**Information Items**

Zoning Administrator Hynes updated the Planning Commission on other things she is working on including the Tree City USA application, the National Flood Insurance Program, and the We're In business mixer at the Mad Horse Brew Pub on November 16.

**Comments from the Mayor and Commissioners**

Chairwoman Bushway called for comments from the Mayor and Commissioners.

Mayor Zoldos reported on the following:

- The Town Council meeting next week will be held at the Lovettsville Elementary School in recognition of American Education Week.
- The two new Town Council members elected during the special election will be sworn in.
- The public input meeting on the Walker Pavilion will be held at the Community Center at 7:30 PM on November 13.
- He has no new information on the Lennar project.
- The Veterans Day Ceremony will be held on November 11 at 2:00 PM on the Town Square.
- The County will hold a community input meeting on November 29 regarding the three designs for redeveloping the Lovettsville Community Center. The meeting will be held at 7:30 PM at the Community Center.
- Oktoberfest went very well.
- The tree lighting will be held on the first Friday in December.
- Judging for Light Up Lovettsville will take place on December 15 and the winners will be recognized at the Town Council meeting in December.
- Berserkle in the Squirkle, a new 5K fun-run, will be held on January 1, 2012 on the Town Square. The event will be conducted by We're In and will include local vendors in "pit row".
- Planning for the second annual MayFest is underway.
- The Town forwarded the names of two potential tenants for the second floor of Town Center to the developer and the developer is having discussions with these two businesses.
- The Town is getting information about an electronic welcome/information sign which would be used to provide information to residents about Town-related events.
- He encouraged the Commissioners to sign up for the Friday email and Alert Loudoun. He also encouraged them to sign up for Doozer Lovettsville to receive information about volunteering for events.
- The Town is looking into partnering with George Mason University on designing some of the elements of the Quarter Branch Park.
- Work on the elevated water tank has been completed and the tank is back online.
- Inova Health Center did not meet its November 1 deadline to open the clinic in Town.
- He thanked Mari Bushway for her service on the Planning Commission and to the Town. They are checking with the Town Attorney to see if Ms. Bushway can continue to serve out her term as the Oktoberfest Queen even though she is moving out of Town.
- He presented the Planning Commission with the Proclamation for Community Planning Month, which was approved by the Town Council on September 20, 2012.
- He referenced the tour of the Town's water and sewer facilities conducted by staff earlier that day. Commissioners Gentile and Quintana attended the tour and he encouraged the other Commissioners to do so.

#### Adjournment

**Motion:** To adjourn the Planning Commission meeting of November 7, 2012.

**By:** Chairwoman Bushway

**Second:** Commissioner Summitt

**Aye:** Commissioners Bushway, Bauer, Gentile, Mueller, and Summitt

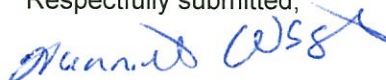
**Nay:** None

**Abstain:** None

**Absent:** Commissioners Jones and Quintana

The meeting was adjourned at 8:24 PM.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: January 2, 2013

Attachments:  
None