

Town of Lovettsville

Planning Commission Minutes of Regular Meeting January 2, 2013

Call to Order/Welcome

Chairwoman Summitt called the Regular Meeting of the Lovettsville Planning Commission to order at 7:28 PM on Wednesday, January 2, 2013.

Present at Meeting

- Chairwoman Deborah Summitt
- Vice Chair Joseph Mueller
- Commissioner Lorraine Bauer
- Commissioner Jennifer Jones
- Commissioner Anthony Quintana

Absent

- Commissioner Robert Gentile

Staff Present

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

Present In the Audience

- Mayor Robert Zoldos II

Public Comment

Chairwoman Summitt asked for comments from the public. There were none.

Additions/Deletions/Modifications to the Agenda

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

Approval of Planning Commission Minutes

- Planning Commission Regular Meeting – July 11, 2012
- Planning Commission Regular Meeting – August 1, 2012
- Planning Commission Public Hearing and Regular Meeting – August 22, 2012
- Planning Commission Regular Meeting – November 7, 2012

Motion: To accept the Planning Commission minutes for July 11, 2012; August 1, 2012; August 22, 2012; and November 7, 2012 as amended.

By: Commissioner Mueller

Second: Commissioner Quintana

Aye: Commissioners Bauer, Jones, Mueller, Quintana, and Summitt

Nay: None

Abstain: None

Absent: Commissioner Gentile

Staff Reports

Zoning Administrator Hynes presented her staff report for November 2012. Commissioner Mueller asked about the sign permit that was issued for Woodgrove High School. Zoning Administrator Hynes said this was a temporary sign permit for a fundraising event.

Action/Discussion Items

A. Parking Ordinance Amendments

Zoning Administrator Hynes presented this item. The Planning Commission is being asked to consider amending the Off-Street Parking Requirements within the Zoning Ordinance. She reviewed the proposed minimum off-street parking requirements.

Chairwoman Summitt asked if the Town's parking space requirement for elementary schools is sufficient. Zoning Administrator Hynes said she will compare the Town's requirements with other jurisdictions. Commissioner Bauer asked if that was a County requirement. Manager Markel said the County may have their own minimum requirements that could exceed what the Town requires.

Staff and the Commissioners discussed including maximum parking requirements as well as parking requirements for vehicles used for advertising purposes. Staff will check to see if vehicles are covered under the sign ordinance. Commissioners Mueller and Jones said they did not think it was necessary to add the maximum requirements at this time.

Commissioner Bauer asked if they should add a parking requirement for high schools. Zoning Administrator Hynes said she will include this. Commissioner Jones suggested including a requirement for junior high schools as well.

The next step will be for Staff to update the draft parking and bring back to the Planning Commission for their approval before taking this item to the Town Council for public hearing.

- Motion:** I move that the Lovettsville Planning Commission direct Staff to revise the Off-Street Parking Requirements and submit it to the Planning Commission prior to the next meeting for further review.
- By:** Chairwoman Summitt
- Second:** Commissioner Quintana
- Aye:** Commissioners Bauer, Jones, Mueller, Quintana, and Summitt
- Nay:** None
- Abstain:** None
- Absent:** Commissioner Gentile

B. Review of R-1 Open Space Requirements

Zoning Administrator Hynes presented this item. The Planning Commission is being asked to consider asking Town Council for authorization to review and recommend amendments to the R-1 Open Space Requirement within the Town's Zoning Ordinance. Staff explained the current requirement is that 35% of the site shall be provided as open space. While it is likely this requirement was intended to apply to large subdivisions, they do not include any provisions for the subdivision of smaller lots. The Commissioners and Staff discussed different scenarios for applying the open space requirements to smaller parcels and agreed this is something the Town should explore further.

- Motion:** I move that the Lovettsville Planning Commission request Town Council authorization to review the current open space requirements in the R-1 district and to prepare any amendments to the Ordinance that the Commission feels would be beneficial to the Town for final review and possible adoption by Town Council.
- By:** Commissioner Jones
- Second:** Chairwoman Summitt
- Aye:** Commissioners Bauer, Jones, Mueller, Quintana, and Summitt
- Nay:** None

Abstain: None
Absent: Commissioner Gentile

C. FEMA Flood Ordinance

Zoning Administrator Hynes presented this item. The Planning Commission is being asked to consider adopting a Lovettsville Floodplain Management Ordinance in order to meet one of the three requirements necessary in applying to become a member of the National Flood Insurance Program (NFIP). The Town's 2001 Floodplain Management Ordinance does not meet the NFIP requirements. Staff recommends replacing the 2001 Ordinance with a new 2013 Floodplain Management Ordinance that meets NFIP requirements so Lovettsville residents have the opportunity to purchase flood insurance. Town residents are not eligible to apply for insurance through NFIP unless the Town is a participating community.

Manager Markel said there is a very limited flood plain area in Town; however, this would allow residents outside the flood plain to purchase insurance through NFIP.

Commissioner Bauer asked if this would apply to damage resulting from poor engineering. Staff will check on this.

Chairwoman Summitt asked if the map that was provided is current. Zoning Administrator Hynes said this is the map FEMA (Federal Emergency Management Agency) provided the Town as of October 2012.

Motion: I move that the Lovettsville Planning Commission request direction to proceed from the Town Council on the Flood Plain Ordinance.

By: Commissioner Mueller

Second: Commissioner Quintana

Aye: Commissioners Bauer, Jones, Mueller, Quintana, and Summitt

Nay: None

Abstain: None

Absent: Commissioner Gentile

Information Items

Manager Markel discussed the upcoming training with the Commissioners.

Comments from the Mayor and Commissioners

Chairwoman Summitt called for comments from the Mayor and Commissioners.

Mayor Zoldos gave an update on recent Town events including the Christmas tree lighting, Light Up Lovettsville, and Beserkle in the Squirkle, as well as business development activities. He noted that the Town will be doing a water and sewer rate study. He wished the Commissioners a Happy New Year and thanked them for their service to the Town. He said the goal is to make Lovettsville a destination location and asked for their assistance to continue to be good ambassadors for the Town.

Commissioner Quintana asked if the water and sewer study will take into consideration all of the investments the Town has to make. Mayor Zoldos said the study will be comprehensive. Commissioner Quintana asked if the study will include staffing costs. Manager Markel said the study will include operational costs, including labor. Mayor Zoldos discussed the advantages of contracting out for these services. He encouraged the Commissioners to attend the tour of the Town's facilities if they haven't already done so.

Adjournment

Motion: To adjourn the Planning Commission meeting of January 2, 2013.
By: Commissioner Summitt
Second: Commissioner Quintana
Aye: Commissioners Bauer, Jones, Mueller, Quintana, and Summitt
Nay: None
Abstain: None
Absent: Commissioner Gentile

The meeting was adjourned at 8:35 PM.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: January 16, 2013

Attachments:
None