

# Town of Lovettsville

## Planning Commission Minutes of Regular Meeting January 16, 2013

### Call to Order/Welcome

Chairwoman Summitt called the Regular Meeting of the Lovettsville Planning Commission to order at 7:33 PM on Wednesday, January 16, 2013 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

### Present at Meeting

- Chairwoman Deborah Summitt
- Commissioner Lorraine Bauer
- Commissioner Robert Gentile
- Commissioner Jennifer Jones
- Commissioner Anthony Quintana

### Absent

- Vice Chair Joseph Mueller

### 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

- Motion:** To accept the minutes of the September 5, 2012; October 17, 2012; December 5, 2012; and January 2, 2013 Planning Commission meetings as presented.
- By:** Commissioner Summitt
- Second:** Commissioner Quintana
- Aye:** Commissioners Bauer, Gentile, Jones, Mueller, Quintana, and Summitt
- Nay:** None
- Abstain:** Chairwoman Summitt (September 5, 2012)
- Absent:** Vice Chair Mueller

### Staff Reports

There was no written report from the Zoning Administrator.

**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. Staff reviewed the proposed changes to the existing Off-Street Parking Requirements and the new General Standards section, as well proposed changes to the Parking Space Dimensions and the Joint Use of Off-Street Parking Spaces.

Chairwoman Summitt asked if they should include parking requirements for special events. Staff said this would be addressed on a case-by-case basis with the Zoning Administrator as part of special event permit process.

**Motion:** I move that the Lovettsville Planning Commission direct Staff to schedule a Public Hearing for the Amendment to Off-Street Parking Requirements.

**By:** Commissioner Jones

**Second:** Commissioner Quintana

**Aye:** Commissioners Bauer, Gentile, Jones, Quintana, and Summitt

**Nay:** None

**Abstain:** None

**Absent:** Vice Chair Mueller

B. 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). At the January 2, 2013 meeting, the Planning Commission voted to take this item to the Town Council for their authorization. On January 10, 2013, the Town Council voted to authorize the Planning Commission to move forward with the Floodplain Management Ordinance. Zoning Administrator Hynes reviewed the requirements of the NFIP and how it can benefit property owners and renters, as well as what constitutes flooding. She also discussed what damage is and is not covered under NFIP.

Commissioner Jones asked if flooding that occurred because someone's sump pump failed due to an electrical outage caused by a storm would be covered. Zoning Administrator Hynes said if the direct result came from an unforeseen occurrence, such as a storm, then it would be covered.

Commissioner Jones asked if existing businesses or homes have to make changes to meet the requirements of the Ordinance. Zoning Administrator Hynes said they would not be required to make changes but they may have to pay higher premiums.

Commissioner Jones asked if any new homes built in Town will have to comply with the Ordinance once it is passed. Manager Markel explained there are only a few parcels in Town that that this would apply to and any new structures built in these areas would have to meet the new height requirements.

Commissioner Jones asked if this would affect homeowners' insurance rates. Manager Markel said the program provides optional, additional insurance. Zoning Administrator Hynes said there is already an existing map showing which properties are in the floodplain. Participating in the NFIP does not change the floodplain area. Commissioner Quintana and Staff clarified that most of the Town is not in the floodplain.

Commissioner Gentile asked if there were any current structures in the special hazard flood zone. Staff confirmed there are no residential structures in the floodplain. Commissioner Gentile asked if the Town's sewage plant is in the floodplain and, if so, would adopting the flood insurance affect the sewage plant. Manager Markel stated the sewage plant is in the floodplain but it is located in the County, not the Town. He said they have never had any water inside the building and it would be highly unlikely that any flooding at the plant would affect the Town.

- Motion:** I move that the Lovettsville Planning Commission direct Staff to schedule a Public Hearing on the draft text of the proposed Lovettsville Floodplain Management Ordinance to receive public comment.
- By:** Commissioner Summitt
- Second:** Commissioner Gentile
- Aye:** Commissioners Bauer, Gentile, Jones, Quintana, and Summitt
- Nay:** None
- Abstain:** None
- Absent:** Vice Chair Mueller

#### **Information Items**

Zoning Administrator Hynes thanked the Commissioners for attending the Planning Commissioner Certification training. She added that the Lovettsville Cooperative Market submitted a rezoning application for the property at 5 North Berlin Pike to change the zoning from residential to commercial.

Commissioner Jones suggested that they schedule a meeting to update the Commissioners on Town projects.

Manager Markel said there will be a training session on January 30 in Leesburg on Freedom of Information Act requirements.

#### **Comments from the Mayor and Commissioners**

Chairwoman Summitt called for comments from the Mayor and Commissioners.

Mayor Zoldos thanked the Commissioners for attending the training and gave an update on following:

- He recently met with Professor Rodgers at George Mason University to discuss their assistance with the multi-generational fitness trail at the future Quarter Branch Park.
- The Board of Supervisors is moving forward with the new build option for the Community Center. He sent a letter to Supervisor Higgins about two concerns – the new building will be smaller than the current one and there will be no new programming available at the new facility. He also noted that there are no plans to renovate the pool house.
- The Town is moving forward with the water and sewer rate study to understand what will be needed to maintain the aging water and sewer system.
- The selections for this summer's Movies on the Green have been made and will be announced at a later date.
- Staff will be putting together a joint session between the Planning Commission and Town Council.

#### **Adjournment**

The meeting was adjourned at 8:37 PM.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: February 6, 2013

Attachments:  
None