

Town of Lovettsville

Minutes of the Planning Commission Regular Meeting May 6, 2015

Call to Order/Welcome

Chairman Joseph Mueller called the Regular Meeting of the Lovettsville Planning Commission to order at 7:30 p.m. on May 6, 2015 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, VA.

Present at Meeting

- Chairman Joseph Mueller
- Vice Chair Robert Gentile
- Commissioner Thomas Ciolkosz
- Commissioner Anthony Quintana (arrived at 8PM)
- Commissioner Buchanan Smith
- Commissioner Nate Fontaine

Absent

- Commissioner Frank McDonough

Staff Present

- Planner/Zoning Administrator Joshua Bateman
- Town Manager Laszlo Palko
- Town Clerk Harriet West

Public Comment

Town Council Member Tiffaney Carder introduced herself to the Commission as the Chair of the MayFest Committee. She asked for volunteers from the Commission for helping with the MayFest event and noted that MayFest was only two weeks away.

Additions/Deletions/Modifications to the Agenda

There were none.

Approval of Planning Commission Minutes

There were none.

Staff Reports

Mr. Bateman noted that there were a significant number of zoning permits for fences, decks and other improvements in April corresponding to the spring construction season. He stated that the Town Council will be considering amendments to the Tree Conservation Ordinance at the next meeting. He further reported on progress with respect to staff review of the Town Center commercial site plan by stating that all staff and agency comments on the applicant's first submission have been issued.

Action/Discussion Item

A. Comprehensive Plan Review: Kick-Off Meeting

Mr. Bateman introduced himself and the purpose of the kickoff meeting. He delivered a PowerPoint presentation covering the history of planning in Lovettsville, the reason for adopting and updating a comprehensive plan, aerial maps and census data showing the history of population growth and development in the community, including the history of annexations and the recent build-out of the Town resulting from the construction of four major subdivisions during the past 13 years. Mr. Bateman said that

the Town has and will continue to grow and change and that the purpose of the kickoff meeting is to give interested citizens a chance to influence how that happens during this update.

Mr. Bateman also explained what the state law requires with respect to local comprehensive plans and which topics local plans must consider. Mr. Bateman further discussed the Commission's desire to form topic-based advisory committees for this plan review as opposed to a single committee, and explained the Commission's established schedule for committee meetings and how the meetings will be structured and organized into separate fact-finding and action-oriented sessions. He stated that goals and policies would be separated out in terms of whether they are achievable and measurable or whether they read more like values, and will be organized into short, medium and long-term policies. He concluded by reviewing the overall process and schedule established by the Planning Commission for reviewing and amending the comprehensive plan.

Mr. Ciolkosz raised a question about whether the comprehensive planning process would address the potential for future annexations of land into the Town limits. Mr. Bateman responded that, at a minimum, the plan needs to discuss the annexation process, coordinate with the parties involved and discuss how that would be accomplished. Mr. Ciolkosz asked Elaine Walker about how annexations were handled in the past and Mrs. Walker delivered a brief summary of that history including limitations regarding the provision of water and sewer services to areas of the County outside of the Town. A discussion followed regarding the process and potential for future annexations of such areas and whether it should be covered in the Town Plan. Mr. Bateman explained that the state planning enabling law authorizes the Town to plan areas within its jurisdictional limits only, and that the Town Council will be drafting an annexation policy for discussion later in the summer. Mr. Ciolkosz reiterated his stance that the comprehensive plan needs to capture the reality of increasing traffic congestion, infrastructure and annexations in the future associated with growth in areas outside of the current limits of the Town. Chairman Mueller stated that the short-term policies need to address primarily what is going on in the Town limits whereas the medium- and long-term goals and policies can address the potential for such regional growth.

B. Comprehensive Plan Review: Committee Assignments

Chairman Mueller gave the committee chairs an opportunity to introduce themselves to those in attendance. Commissioner Mueller recessed the meeting for approximately three minutes to allow people in attendance to sign up for the committees. Upon reconvening, Chairman Mueller thanked attendees for signing up to participate in the upcoming committee meetings.

C. Letter of Support for Wellhead Protection Grant Application

Mr. Bateman explained the purpose of the letter of support for an expected grant application to update the Town's Wellhead Protection Plan. Staff is requesting that the Commission authorize the chairman to sign the letter of support. Mr. Fontaine asked a question about how this relates to the comprehensive plan update, to which Mr. Bateman responded that the Wellhead Protection Plan would be incorporated by reference in the comprehensive plan.

Motion: I move that the Planning Commission authorize the Chairman to sign the attached letter of support on the Commission's behalf and authorize the Project Manager to include it in the Wellhead Protection Implementation Grant Application Package.

By: Commissioner Fontaine

Second: Commissioner Quintana

Aye: Commissioners Ciolkosz, Gentile, Mueller, Fontaine, and Smith

Nay: None

Abstain: None

Absent: Commissioner McDonough

Information Items

There were none.

Next Meeting

The next meeting is scheduled for May 20, 2015.

Comments from the Mayor and Commissioners

Commissioner Mueller asked whether the PowerPoint presentation delivered by staff at tonight's meeting could be posted on the Town website, and Mr. Bateman agreed to do so. Mr. Ciolkosz asked for the committee meeting schedule to be posted as well, but Mr. Bateman expressed uncertainty as to whether certain topics might require more discussion than others, thereby pushing the meeting schedule back and rendering the posted schedule infeasible. Mr. Bateman discussed the process for refining specific policies as part of the comprehensive planning update and posting updated policies on the website as soon as they become available. Mr. Quintana mentioned his idea of bringing the Dulles Greenway all the way out to Lovettsville and asked for staff's help in obtaining regional transportation plans from VDOT for the transportation element of the plan.

Mr. Palko notified the Commission that the Mayor was not present to issue comments but sends his best wishes and considers the comprehensive planning process important business. Town Council member Kim Allar notified the group about the upcoming Memorial Day ceremony.

Adjournment

There being no further business before the Planning Commission the meeting was adjourned at 8:45 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: August 2, 2017

Attachments:
None