

Town of Lovettsville

Minutes of the Planning Commission Regular Meeting June 21, 2017

Call to Order/Pledge of Allegiance

Chairman McDonough called the meeting to order at 7:29 p.m. The meeting was held at the Lovettsville Town Hall 6 E Pennsylvania Ave, Lovettsville, VA.

Chairman McDonough led those assembled in the Pledge of Allegiance

Present at Meeting

- Chairman Frank McDonough
- Commissioner George Mayor
- Commissioner Christopher Hornbaker
- Commissioner Stephanie Wolf
- Commissioner Nate Fontaine

Absent

- Commissioner Shiva Schilling
- Commissioner Thomas Ciolkosz

Staff Present

- Planning Director/Zoning Administrator Joshua Bateman
- Town Clerk Harriet West

Public Comment

Chairman McDonough called for comments from the public. There were none.

Additions/Deletions/Modifications to the Agenda

There were none.

Planning Commission Minutes

There were none; however, Mr. Bateman reported that staff will be addressing the backlog of minutes in the near future.

Zoning Administrator Monthly Activity Report

Mr. Bateman submitted a written report for May 2017.

Action/Discussion Items

A. Work Session on Commercial and Industrial Zoning Districts

Mr. Bateman presented this item. The Commissioners continued to review Article VII (Commercial and Industrial Zoning Districts) of the Zoning Ordinance in order to amend the uses permitted by-right and with a conditional use permit in the Town's commercial and industrial zoning districts and to add performance standards and definitions for specific uses, as necessary. A discussion ensued regarding the following uses in the commercial and industrial zoning districts:

- Personal Service – auto repair shops, banks and financial institutions with and without drive-through windows, child care centers, dry cleaners (transfer facility only), emergency care facility, libraries, funeral home, light vehicle repair shops, medical care facility (outpatient only), medical clinics,

medical and health services, personal services, publishing and printing establishments, and veterinary hospital.

- Retail Sales and Services, including those with outdoor storage/display.
- Institutional/Assembly – churches/places of worship (religious facilities); colleges and universities; convention and meeting facilities; corporate center; fraternal clubs, lodges, and community buildings for use by nonprofits organizations; government buildings and facilities; libraries; museum and cultural centers; public parking lot; post office; and schools (technical, trade, vocation, business).
- Recreation/Entertainment – country club/golf course, indoor recreation facilities, movie theatre, performing arts center, public park, performing arts center, and commercial recreational facilities.
- Lodging – bed and breakfast and country inns.
- Creative/Artistic – art kilns and foundries; communications and broadcast studio; dance, music and/or fitness studio (fitness center); and studio space for artists, crafters, or writers (artist galleries and studios).
- Office – administrative, business, and professional offices; medical and dental offices; professional and government offices; and technology offices.
- Utility – public utility facilities and wireless communications equipment.
- Residential/Accessory – construction and/or sales trailer and mixed-use commercial dwellings.
- Industrial – any structure greater than 10,000 square feet; blacksmith shop, welding or machine shops excluding 40-ton rated capacity and drop hammers; contractors offices without outdoor storage yards; contractor office with indoor and outdoor storage; furniture and cabinet making shops; furniture and cabinet making shops (indoor only); manufacturing and assembling under 6,000 square feet; and manufacturing, processing, and assembling of goods without outdoor storage/display; and microbrewery.

Zoning Administrator Bateman noted the changes discussed and said he would bring back a revised version of uses and definitions.

Information Items

A. Chairman Remarks

Chairman McDonough reminded everyone that the first meeting in July will include the nomination and the election of officers.

B. Town Planner Remarks

Mr. Bateman gave an update on the Town Square Master Plan and noted that he and the Planning Commission will be more involved in the process going forward.

Next Meeting

The next meeting was confirmed for July 5, 2017.

Committee Reports

A. Events Committee

1. Love America – There was no report.
2. Love Spring – There was no report.
3. Love Summer – Commissioner Wolf gave an update on upcoming concerts and movies.
4. Love Fall – Commissioner Wolf reported on Oktoberfest and the flag raising on East Broad Way for July 4.
5. Love Winter – There was no report.

B. Business & Tourism Committee – There was no report.

C. Parks & Beautification Committee – There was no report.

- D. Infrastructure, Environment & Utilities Committee – There was no report.
- E. Information Flow Committee - There was no report.

Comments from the Mayor and Commissioners

Commissioner Fontaine discussed the Town Green Master Plan presentation as it relates to the Comprehensive Plan and getting the information out the public on the Town's website.

Adjournment

There being no additional business to come before the Planning Commission, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: October 4, 2017

Attachments:
None