

Town of Lovettsville

Minutes of the Planning Commission Regular Meeting July 5, 2017

Call to Order/Pledge of Allegiance

Chairman McDonough called the meeting to order at 7:30 p.m. The meeting was held at the Lovettsville Town Hall 6 E Pennsylvania Ave, Lovettsville, VA.

Present at Meeting

- Commissioner Chris Hornbaker
- Commissioner Tom Ciolkosz
- Commissioner Nate Fontaine
- Commissioner Shiva Schilling
- Commissioner Stephanie Wolf
- Chairman Frank McDonough
- Commissioner George Mayor

Staff Present

- Planning Director/Zoning Administrator Joshua Bateman

Pledge of Allegiance

Chairman McDonough led those assembled in the Pledge of Allegiance.

Public Comment

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

Election of Officers

Chairman McDonough called for nominations of the Chair. Commissioner Ciolkosz nominated Frank McDonough for Chair. Mr. McDonough accepted the nomination for Chair. Commissioner Hornbaker nominated Nate Fontaine for Chair. Mr. Fontaine declined the nomination for Chair. Chairman McDonough called for the vote electing himself as Chair for the next year:

Aye: Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Fontaine

Present: Hornbaker

Chairman McDonough called for nominations for Vice Chair. Commissioner Wolf nominated Nate Fontaine for Vice Chair. Chairman McDonough called for the vote electing Nate Fontaine as Vice Chair for the next year.

Aye: Ciolkosz, Mayor, Schilling, McDonough, Wolf, Fontaine, and Hornbaker

Additions/Deletions/Modifications to the Agenda

There were none.

Planning Commission Minutes

There were none.

Zoning Administrator Monthly Activity Report

Mr. Bateman submitted a written report and responded to a question regarding the Tree Advisory Board and maintenance of trees around the Town Green. Mr. Bateman said that the Tree Board is an advisory group and if there are specific trees that need to be replaced to let him know.

Action/Discussion Items

A. LVZA 2017-0006: Amendment to Section 42-2, Definition of Building Height, of the Zoning Ordinance. Chairman McDonough opened the public hearing at 7:38 p.m. and read the notice of public hearing.

Mr. Bateman presented this item. The Commission is being asked to conduct a public hearing on the proposed amendment to the definition of *Height of building* in Section 42-2 of the Zoning Ordinance in order to make the method for calculating building height consistent across all zoning districts. There were no comments from the public. Chairman McDonough closed the public hearing at 7:41 p.m.

Commissioner Ciolkosz made the following motion:

Motion: I move to recommend approval for the enclosed amendment to the zoning ordinance (LVZA 2017-0006) in order to make the definition of *Height of building* in Section 42-2 match the definition of *building height* in the Town Center District, Section 42-238(k)(5)(b.). I further recommend that the enclosed amendment be amended to increase the maximum permitted height of single-family dwellings in the CRA-1, R-1, R-2, R-3, and PIDD districts to 33 feet as in the T-C district.

Second: Shilling

Commissioner Fontaine questioned why it was set at 33 feet and not 35 feet. Following discussion, Commissioner Hornbaker proposed to amend the proposed motion by striking everything after CRA-1 and replacing it with: *CRA-1, R-1, R-2, R-3, T-C, and PIDD districts to 35 feet as in the R-C district.* Commissioner Ciolkosz seconded the motion to amend his original motion. Chairman McDonough called for the vote approving the amended motion.

Aye: Ciolkosz, Mayor, Schilling, McDonough, Wolf, Fontaine, and Hornbaker

Chairman McDonough called for the vote on the original motion as amended.

Aye: Ciolkosz, Mayor, Schilling, McDonough, Wolf, Fontaine, and Hornbaker

Nay: None

B. LVZA 2017-0005: Prepare Amendment to Zoning Ordinance (Article VII) Clarifying Uses in Commercial and Industrial Zoning Districts

Mr. Bateman presented this item. The Commission is being asked to continue developing the amendment to Article VII (Commercial and Industrial Zoning Districts) of the Zoning Ordinance by discussing the addition of uses and performance standards to the Town's commercial and industrial zoning districts.

Mr. Bateman referenced the illustrative concept plan for the Engle Tract depicting potential uses in the Light Industrial Zoning District (Attachment 1). He then reviewed and discussed proposed best practices for the I-1 Light Industrial District including the title of the district, purpose/intent, and uses, with the Commissioners (Attachment 2). A lengthy discussion ensued regarding various elements of the proposed best practices. The Commissioners asked Mr. Bateman to research the requirements for propane distribution facilities more thoroughly and to report back to the Planning Commission. Chairman McDonough suspended this portion of the discussion for LVZA 2017-0005 at 9:16 p.m. and said the Commissioners would continue the discussion at their next meeting.

Information Items

There were none.

Next Meeting

The next meeting was confirmed for August 2, 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 reported on the movies and concerts.
 - 4. Love Fall – There was no report.
 - 5. Love Winter – There is 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 – Mr. Hornbaker said the new website is publically available.

Comments from the Mayor and Commissioners

The Mayor reported on important issues, meetings, and events taking place and coming up. He noted that the new Town website is still under development; however, the link is publicly available. He is working with Supervisor Higgins on the three-way stop at Milltown Road, East Broad Way, and Lovettsville Road. In response to a question from Commissioner Hornbaker about the Town of Round Hill opting out of the trash contract with American Disposal, Mayor Zoldos said he would look into this. The Mayor discussed noise issues; The Reagan Years concert, which he said was a great event; modifications to the clock faces; and how to submit speeding concerns to the Loudoun County Sheriff's Office. He thanked the Commissioners for their good work on the Light Industrial Zoning District. Commissioner Wolf reported on The Regan Years concert.

Adjournment

There being no additional business to come before the Planning Commission, the meeting was adjourned at 9:36 p.m.

Respectfully submitted,



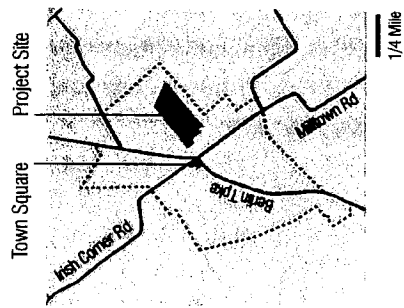
Harriet West, Town Clerk

Date Approved: October 4, 2017

Attachments

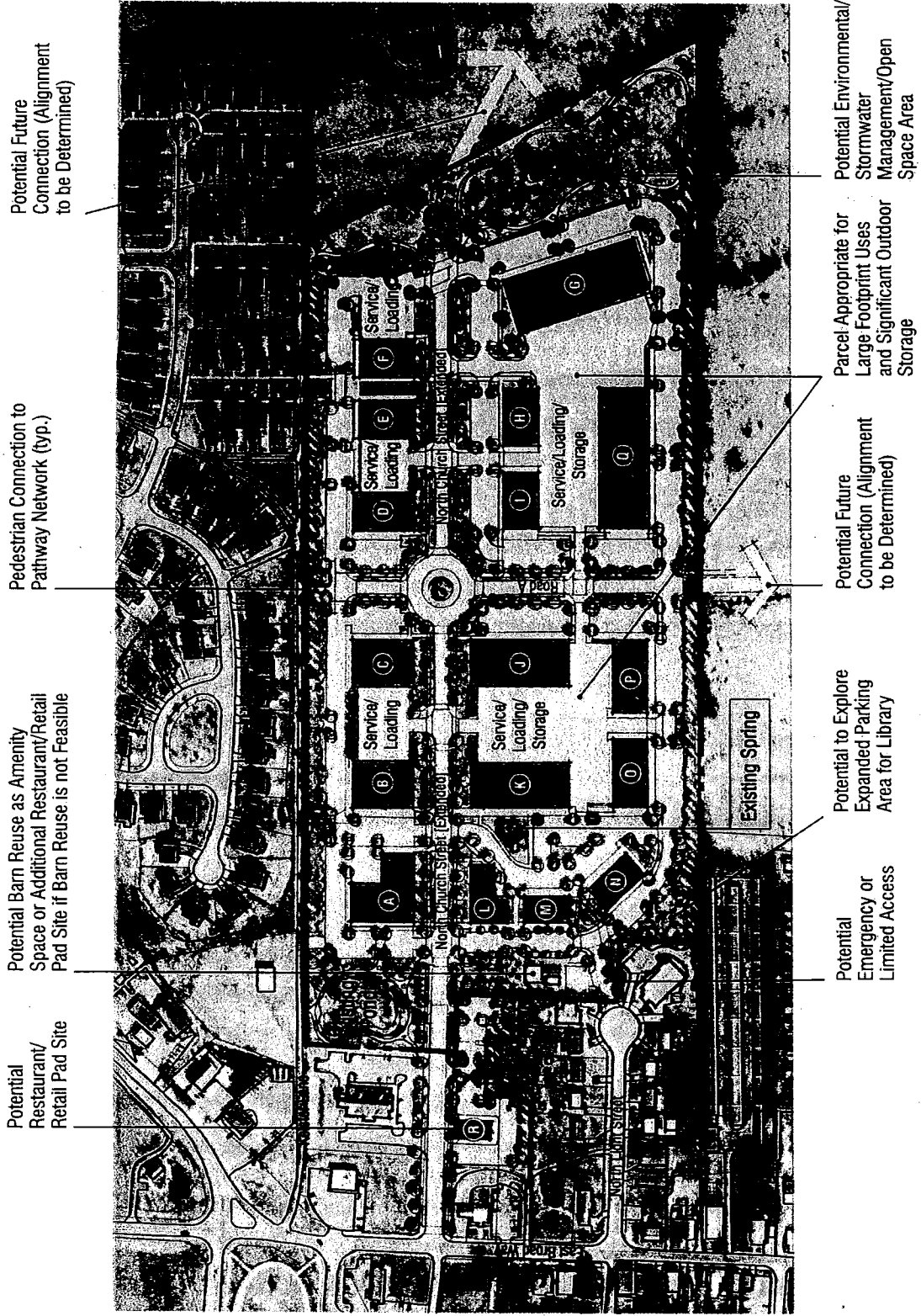
- 1. Engle Tract Development Concept – Illustrative Plan
- 2. Proposed Best Practices for I-1 Light Industrial District

Location Map



Development Potential
 330,000 - 440,000 sf
 (1-2 Story Buildings)

A Label for Building
 Reference Purposes Only



Potential Restaurant/
Retail Pad Site

Potential Barn Reuse as Amenity
Space or Additional Restaurant/Retail
Pad Site if Barn Reuse is not Feasible

Pedestrian Connection to
Pathway Network (typ.)

Potential Future
Connection (Alignment
to be Determined)

Potential to Explore
Expanded Parking
Area for Library

Potential
Emergency or
Limited Access

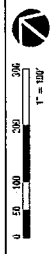
Potential Future
Connection (Alignment
to be Determined)

Parcel Appropriate for
Large Footprint Uses
and Significant Outdoor
Storage

Potential Environmental/
Stormwater
Management/Open
Space Area

MAHAN RYKIEL
 ARCHITECTS
 PLANNERS
 ENGINEERS

NOTE: This plan is for illustrative purposes only. All roads, buildings, parking areas, open spaces, and potential connections to adjacent parcels are conceptual and for the purposes of marketing the property and guiding future development.



Proposed Best Practices for I-1 Light Industrial District

TITLE:

Change title of district to something that more accurately reflect the desired character of the district upon build-out. EXAMPLE: *Commercial and Limited Industrial/Flex District (C-3)*.

PURPOSE/INTENT:

- Replace the phrase about commercial/industrial uses not detracting from the “residential desirability” of Town with a statement that says that such uses in the district will be relatively small in scale and not create adverse conditions in terms of dust, smoke, fumes, noise, including from heavy equipment and idling vehicles, and outdoor and aboveground storage that adversely affect adjacent residential neighborhoods, and that the performance standards applicable to production uses are intended to mitigate and minimize such effects to the maximum extent possible.
- Add language stating that production uses are limited to flex space which includes office and/or retail (e.g. a showroom) space, small-scale manufacturing within a fully-enclosed building, and activities that do not include the use of heavy machinery or equipment.
- Add that permitted uses and the district generally are intended to promote employment.

USES:

- Use the term *places of assembly* instead of *church, places of worship or religious uses*. Allow larger places of assembly (greater than 10,000? sq. ft.) only by CUP.
- Uses to consider adding:
 - Transportation service companies and transit agencies, including medical transport companies. Repair of fleet vehicles would be permitted under this definition, but not general automotive repair.
 - Add farm and garden stores. Include farm equipment service/repair?
 - Add propane distribution facility but require that the large storage tanks (> 100 gal.) be located underground.
 - Add warehousing/distribution uses under a certain size (less than 10,000? sq. ft.) to the list of permitted uses since these tends to have fewer impacts on surrounding

properties than production or vehicle/equipment repair uses. Include mini-warehouses (self-storage) use.

- Determine which types of automotive repair uses to include, and determine the relative intensity of the specific use as the basis of whether to permit uses like auto body repair by-right or with a CUP.
 - Under contracting services: carpet supply and installation, sign manufacture and installation, HVAC, electrical and plumbing, landscaping/tree removal, concrete/paving, etc.
 - Consider adding pet/animal daycare, grooming and shelters (boarding).
 - Add subcategories for permissible government uses such as: fire, rescue and police stations, social services agencies, maintenance buildings and facilities (VDOT, LoCo?), etc.
 - Full-service automobile washes and detailing.
 - Wholesale food and beverage processing.
 - Quilters and upholstery repair/service.
 - Information technology (IT) consulting and support businesses (not data centers) under a certain size (8,000? sq. ft.).
- Determine the maximum size of manufacturing/production uses that will be allowed and whether a CUP should be required for those over a certain square footage (10,000? sq. ft.).
 - Consider making stand-alone office buildings by-right or, if additional restrictions on stand-alone offices are desired, continue to require a CUP to limit their extent in the I-1.
 - Add a maximum size of indoor and outdoor recreation uses permitted by-right and with a CUP (10,000 sq. ft. for indoor; 20,000 sq. ft. for outdoor? as with Purcellville).

ACCESS:

- Must allow only for direct access to a road classification of Major Collector or higher without traversing through residentially-zoned property.

PERFORMANCE STANDARDS:

- **Buffering/screening:** Add a requirement that the 35-foot required "Type C" buffer between residential and industrial land uses be supplemented with a berm 7-10 feet in height relative the average grade at its base with slopes no steeper than 3:1.
- **Hazardous materials:** The use, storage and disposal of hazardous materials must comply with all local, state and federal codes.
- **Outdoor storage:** Instead of requiring that uses either not include outdoor storage or require a CUP if they do, include performance standards which require:
 - Outdoor storage areas to be located on the side or rear of the building [adjacent to non-residential uses only] and properly screened where visible to the public street right-of-way.
 - May not be located in required off-street parking areas or include storage of waste materials.
 - Lumber and building materials may not be stored within required setbacks.
 - A CUP for outdoor storage areas which comprise greater than 35/40/50% of the total lot or site area.
- **Aboveground storage tanks:** Require a CUP for all aboveground storage tanks and silos, including fuel storage, allowing an exception for small propane tanks.
- **Service/loading bays and garage doors:** Shall not face adjoining residential areas or public streets to the extent feasible.
- **Energy-efficient technologies:** Consider rules that would permit the use of rooftop solar, green roofs, and micro wind turbines by-right.
- **Building height:** Consider increasing the maximum height of buildings to 40 feet.
- **Noise/vibration:** Add requirement that tractor-trailer trucks may not be left idling prior to 7 a.m. nor later than 7 p.m. (Mon. through Fri.), or prior to 8 or 9 a.m. on Sat. and Sun.
- **Open spaces and trails:** Add a requirement for the preservation and enhancement of existing natural drainage features and wetlands as open space areas containing walking/biking trails and related amenities (e.g. seating and eating areas) for employees.