

Town of Lovettsville

Minutes of the Planning Commission Meeting August 16, 2017

Call to Order/Pledge of Allegiance

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

Present at Meeting

- Commissioner Chris Hornbaker
- Commissioner George Mayor
- Vice Chair Nate Fontaine
- Commissioner Thomas Ciolkosz
- Commissioner Stephanie Wolf
- Chairman Frank McDonough

Staff Present

- Planning Director/Zoning Administrator Joshua Bateman

Pledge of Allegiance

Chairman McDonough led those present in the Pledge of Allegiance.

Commissioner Absent

- Commissioner Shiva Schilling

Public Comment

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

Election of Vice Chair

Chairman McDonough brought up the need to elect a new Vice Chair since Mr. Fontaine has been appointed to serve on the Town Council and tonight will be his last meeting. Commissioner Hornbaker raised a parliamentary inquiry since there is no current vacancy for the Chair or Vice Chair; he noted the action is premature. Following discussion, Commissioner Wolf made the following motion:

- Motion:** I would like to move to table the election of the Vice Chair until the next meeting when his position will no longer be on the Planning Commission.
- Second:** Hornbaker
- Aye:** Fontaine, Hornbaker, and Wolf
- Nay:** McDonough
- Present:** Ciolkosz and Mayor
- Absent:** Schilling

Additions/Deletions/Modifications to the Agenda

Commissioner Hornbaker asked to add an item to discuss the by-laws as it relates to the office of recording clerk. There was no objection. Commissioner Wolf asked that no action be taken on this item since there was no preparation to know what this was about.

Planning Commission Minutes

There were none.

Zoning Administrator Monthly Activity Report

Mr. Bateman presented a written report and noted that a number of new businesses were opening in Town. He responded to questions regarding Heritage Highlands, code enforcement, and the status of Lovettsville Square.

Action/Discussion Items

A. LVZA 2017-0005: Preparation of Amendment to Zoning Ordinance (Article VII) Regarding Standards for 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 potential addition of uses allowed by-right and conditionally within the Town's commercial and industrial zoning districts. The Commissioners reviewed and discussed utility, residential/accessory, and industrial uses, as well as requirements for above ground storage tanks and developing a list of prohibited uses.

B. Procedures for a Recording Clerk

Commissioner Hornbaker read the bylaws and how they relate to the recording clerk and the possibility of changing the bylaws to allow other staff members to serve in this capacity. Following discussion, Commissioner Ciolkosz made the following motion:

Motion: I move to table this discussion to the next meeting.
Second: McDonough

In response to a parliamentary point of order raised by Commissioner Hornbaker, Commissioner Wolf amended the original motion to table definitely to the next meeting. The motion to amend was seconded by Commissioner Ciolkosz. The motion passed with Ciolkosz, McDonough, Wolf, and Fontaine voting for and Hornbaker and Mayor voting against.

Information Items

Vice Chair Fontaine reported on the Envision Loudoun presentation at the Planning Commission Chairs meeting of COLT (Coalition of Loudoun Towns). He noted that the speaker stated there will be no Joint Land Management Agreements and they will leave all of the zoning decisions west of Rt. 15 alone, except for infrastructure and roads.

Next Meeting

The next meeting of the Planning Commission will be held on September 6, 2017.

Committee Reports

Commissioner Wolf reported on the final movie and concert on the Green.

Commissioner Ciolkosz reported on Oktoberfest.

Comments from the Mayor and Commissioners

Mayor Zoldos reported the following:

- Plans to outsource the Town's financial reporting through VML.
- The three-way stop at East Broad Way, Milltown Road, and Lovettsville Road.
- The Loudoun County Economic Development meeting at the Selma Plantation.
- The Reston Bike Club 100-mile event, which includes a stop at the Community Center.

Commissioner Ciolkosz asked for training on Robert's Rules.

Vice Chair Fontaine said this would be his last meeting. He noted many of the things they have accomplished over the past two-and-a-half years and he encouraged the Commissioners to continue the practice of deliberating, reviewing, and discussing the items that come before them.

Adjournment

There being no additional business to come before the Planning Commission, the meeting was adjourned at 8:59 p.m.

Respectfully submitted,



Harriet West, Town Clerk

Date Approved: December 6, 2017

Attachments:
None