

# Town of Lovettsville

## Minutes of the Planning Commission Meeting September 6, 2017

### **Call to Order/Pledge of Allegiance**

Chairman McDonough called the meeting to order at 7:31 p.m. The meeting was held at the Lovettsville Town Hall, 6 East Pennsylvania Ave, Lovettsville, VA.

### **Present at Meeting**

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

### **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 Vice Chair**

Chairman McDonough brought up the need to elect a new Vice Chair. He explained that as many nominations as the Planning Commission wished to make would be taken, with four "aye" votes required for election. The newly elected Vice Chair will serve until the end of the term in June 2018.

Commissioner Schilling made the following motion:

- Motion:** I would like to nominate Commissioner Stephanie Wolf for Vice Chair.  
**Second:** Hornbaker  
**Aye:** Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Hornbaker  
**Nay:** None  
**Abstain:** None  
**Absent:** None

### **Additions/Deletions/Modifications to the Agenda**

Commissioner Hornbaker noted that the Planning Commission could not take action on Action/Discussion Item B since it requires two-thirds vote by the entire membership, after 30-day's notice has been provided to all members. The Commissioners agreed to keep this as a Discussion Item.

### **Approval of Planning Commission Minutes**

Chairman McDonough reported that the Town Attorney has indicated that Commissioners may vote on minutes, even if they were not in attendance at the meeting, or were not members of the Planning Commission at the time the meeting was held.

#### A. June 17, 2015 Regular Meeting

- Motion:** I move to adopt the June 17, 2015 minutes as presented.  
**By:** Hornbaker

**Second:** Wolf

Commissioner Schilling noted the following correction on Line 108: the speaker was Mr. Smith, not Mr. Buchanan. Chairman McDonough called for a motion on the amended minutes.

**Aye:** Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Hornbaker  
**Nay:** None  
**Abstain:** None

**B. July 1, 2015 Regular Meeting**

**Motion:** I move to approve the minutes from the July 1, 2015 meeting as presented.  
**By:** Wolf  
**Second:** Mayor  
**Aye:** Ciolkosz, Mayor, Schilling, McDonough, and Wolf  
**Nay:** None  
**Abstain:** Hornbaker  
**Absent:** None

**C. August 5, 2015 Public Hearing and Regular Meeting**

**Motion:** I move to approve the minutes for August 5, 2015 as presented.  
**By:** Schilling  
**Second:** Mayor  
**Aye:** Ciolkosz, Mayor, Schilling, McDonough, and Wolf  
**Nay:** None  
**Abstain:** Hornbaker  
**Absent:** None

**D. August 19, 2015 Regular Meeting**

**Motion:** I move to approve the minutes of the Planning Commission meeting for August 19, 2015 as presented.  
**By:** Mayor  
**Second:** Schilling  
**Aye:** Ciolkosz, Mayor, Schilling, McDonough, and Wolf  
**Nay:** None  
**Abstain:** Hornbaker  
**Absent:** None

**Zoning Administrator Monthly Activity Report**

There was no report.

**Action/Discussion Items**

**A. Town Square Master Plan – Staff Presentation and Public Opinion Survey on Concept Plan Alternatives**

Mr. Bateman presented this item. He discussed the background on the development of the Town Square Master Plan and how the consultant arrived at the concept alternatives. He noted the need to get buy-in from the public before moving forward with subsequent phases and suggested a community survey to get public input. He reviewed the concept plans and discussed the various layouts, proposed uses, and drive through options, such as fast food restaurants, banks, and pharmacies. A lengthy discussion ensued regarding the proposed options and questions for the survey. Various methods for structuring the survey to determine residents' opinions regarding a drive-through and Town Hall, were discussed. The Commissioners also discussed reducing the number of options. Following this discussion, Chairman McDonough directed the Planning Director to provide an updated survey, based on suggestions made this evening, at the next Planning Commission meeting.

**Motion:** I move to authorize staff to conduct a survey of residents, consistent with the draft survey amendment presented by staff, with tonight's items of discussion taken into consideration, for the purpose of obtaining public input on the Town Square Master Plan project regarding future development of Phases 2 and 3 of the Lovettsville Town Center commercial area.

**By:** Hornbaker  
**Second:** Schilling

Following discussion, Commissioner Hornbaker amended the motion as follows:

I move to authorize staff to create a survey for residents, consistent with the draft survey amendment presented by staff this evening, and taking into consideration the comments from this evening, for the purpose of obtaining public input on the Town Square Master Plan project regarding future development of Phases 2 and 3 of the Lovettsville Town Center commercial area to be presented and voted upon at the next scheduled meeting. Vice Chair Wolf seconded the motion to amend. Commissioners Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Hornbaker voted in favor of the motion to amend. Chairman McDonough called for the vote on the motion as amended.

**Aye:** Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Hornbaker  
**Nay:** None  
**Abstain:** None  
**Absent:** None

B. Amendment to By-Laws Regarding Designation of a Recording Clerk

The Commissioners discussed the designation of a recording clerk and updating the Planning Commission's Rules and Procedures. Commissioner Hornbaker noted that the item was to be taken up at the time the live-stream of the meetings occurs. Chairman McDonough further clarified that, prior to Commission debate of its new Rules and Procedures, the draft document must be provided for review 30 days in advance of the vote. Chairman McDonough then called for a motion on the issue of designation of a Recording Clerk.

**Motion:** I move that the Planning Commission defer changing the designation of the Recording Clerk until the overall Planning Commission Rules and Procedures can be reviewed comprehensively.

**By:** Ciolkosz  
**Second:** McDonough

Following discussion, Commissioner Hornbaker amended the motion to add to next month's docket to initiate the process to amend the By-Laws for 2017. Commissioner Mayor seconded the motion to amend. Chairman McDonough noted that it is unlikely the Planning Commission could meet with the Town Council to work on this matter, due to Oktoberfest activities. Therefore, Chairman McDonough suggested that the time period provided for in the amended motion be extended from one month to two months, or by the end of November. Chairman McDonough called for the vote on the amendment.

**Aye:** None  
**Nay:** Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Hornbaker  
**Abstain:** None  
**Absent:** None

Chairman McDonough then returned to the original motion, asking for a motion to amend the original motion.

**Motion:** I move to amend the original motion, for deferring the drafting of enacting Policies and Procedures related to the Planning Commission, to the first meeting in November.

**By:** Wolf  
**Second:** Hornbaker  
**Aye:** Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Hornbaker  
**Nay:** None  
**Abstain:** None  
**Absent:** None

Chairman McDonough then called for a vote on the original motion, as amended by Vice Chair Wolf.

**Aye:** Ciolkosz, Mayor, Schilling, McDonough, Wolf, and Hornbaker  
**Nay:** None  
**Abstain:** None  
**Absent:** None

**Information Items**

There were none.

**Next Meeting**

The next meeting of the Planning Commission will be held on October 4, 2017.

**Committee Reports**

Commissioner Ciolkosz reported that more volunteers are needed for Oktoberfest. Vice Chair Wolf noted that volunteers for many different types of work are needed.

Commissioner Schilling reported on the next meeting for Love Winter.

Vice Chair Wolf reported on Love Summer.

Chairman McDonough noted that he is a member of the Events Committee, for which there is some activity, but none which is actionable to report at this time.

**Comments from the Mayor and Commissioners**

There were no none.

**Adjournment**

There being no additional business to come before the Planning Commission, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: December 6, 2017

Attachments:  
None