

# Town of Lovettsville

## Minutes of the Planning Commission Meeting October 4, 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 East Pennsylvania Ave, Lovettsville, VA.

### **Present at Meeting**

- Commissioner Chris Hornbaker
- Commissioner George Mayor
- Vice Chair Stephanie Wolf
- Commissioner Shiva Schilling
- Chairman Frank McDonough

### **Absent**

- Commissioner Tom Ciolkosz

### **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.

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

There were no changes to the agenda.

### **Planning Commission Minutes**

#### A. September 2, 2015 Regular Meeting

**Motion:** I move to approve the minutes from September 2, 2015.

**By:** Wolf

**Second:** Mayor

**Aye:** Mayor, Schilling, McDonough, and Wolf

**Nay:** None

**Abstain:** Hornbaker

**Absent:** Ciolkosz

#### B. September 16, 2015 Regular Meeting

**Motion:** I move to approve the minutes for the meeting on September 16, 2015.

**By:** Schilling

**Second:** Hornbaker

**Aye:** Mayor, Schilling, McDonough, Wolf, and Hornbaker

**Nay:** None

**Abstain:** None

**Absent:** Ciolkosz

#### C. October 7, 2015 Regular Meeting

**Motion:** I move to adopt the minutes of October 7, 2015 with the following amendment to lines

95-98 to add Mr. Hornbaker's suggestion that the proffered sidewalks on Broad Way be used as a streetscape project along the same three lots on S. Loudoun Street.

**By:** Hornbaker  
**Second:** Mayor

Vice-Chair Wolf noted a correction on line 100 regarding the correct spelling of Mr. Keena's name. Chairman McDonough called for the vote to accept the minutes as amended.

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

D. June 21, 2017 Regular Meeting

**Motion:** I move to adopt the minutes from June 21, 2017 as presented.  
**By:** Hornbaker  
**Second:** Schilling  
**Aye:** Mayor, Schilling, McDonough, Wolf, and Hornbaker  
**Nay:** None  
**Abstain:** None  
**Absent:** Ciolkosz

E. July 5, 2017 Regular Meeting

**Motion:** I move to adopt the minutes of July 5, 2017 as presented.  
**By:** Mayor  
**Second:** Schilling

Vice Chair Wolf noted a correction at line 99 regarding the correct spelling of "The Reagan Years." Chairman McDonough called for the vote on the minutes as corrected.

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

**Zoning Administrator Monthly Activity Report**

There was no report.

**Action/Discussion Items**

A. Town Square Master Plan – Public Opinion Survey Regarding Concept Plan Alternatives

Mr. Bateman presented the revised concept plan alternatives for the Town Square Master Plan and survey instrument, which incorporates all of the changes previously requested by the Commissioners. A discussion ensued regarding additional modifications to the survey. Mr. Bateman explained how the survey would be distributed, including a paper copy mailed to residents and an on-line survey. Following further discussion, Vice Chair Wolf made the following motion:

**Motion:** I move to authorize staff to conduct a survey of residents, consistent with the draft survey amendment as modified this evening by the Commission, for the purpose of obtaining public input on the Town Square Master Plan project.  
**Second:** Schilling

Commissioner Hornbaker moved to amend the motion to also add the working session after the results have been compiled. Vice Chair Wolf seconded the amendment to the motion. The motion to amend passed unanimously. Chairman McDonough called for the vote on the motion as amended:

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

**Information Items**

There were none.

**Next Meeting**

The next meeting of the Planning Commission will be held on October 18, 2017.

**Committee Reports**

Commissioner Schilling reported on the Love Winter Committee.

Vice Chair Wolf reported on Oktoberfest.

**Comments from the Mayor and Commissioners**

There were none.

**Adjournment**

There being no additional business to come before the Planning Commission, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: December 6, 2017

Attachments:  
None