

# Town of Lovettsville

## Minutes of the Planning Commission Meeting December 20, 2017

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

Chairman Frank McDonough called the meeting of the Lovettsville Planning Commission to order at 7:02 p.m. on December 20, 2017 at the Lovettsville Town Hall 6 E Pennsylvania Ave, Lovettsville, VA.

The regular meeting was suspended at 7:03pm in order for the Light Up Lovettsville Awards Ceremony and reconvened at 7:40pm.

### **Present at Meeting**

- Commissioner Christopher Hornbaker
- Commissioner George Mayor
- Vice-Chair Stephanie Wolf
- Commissioner Thomas Ciolkosz
- Chair Frank McDonough

### **Commissioner Absent**

- Commissioner Shiva Schilling

### **Staff Present**

- Planning Director/Zoning Administrator Joshua Bateman

### **Public Comment**

There were none.

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

LVCU 2017-0001 was not listed on the agenda as a public hearing however, was advertised as a public hearing and will be presented as a public hearing.

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

#### A. November 18, 2015 Regular Meeting

**Motion:** I move to approve the minutes from November 18, 2015 planning commission meeting.

**By:** Wolf

**Second:** Mayor

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

**Nay:** None

**Abstain:** Hornbaker

**Absent:** Schilling

#### B. December 2, 2015 Regular Meeting

**Motion:** I move to adopt the regular meeting minutes for December 2, 2015 as presented.

**By:** Hornbaker

**Second:** Wolf

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

**Nay:** None

**Abstain:** None

**Absent:** Schilling

C. December 16, 2015 Regular Meeting

**Motion:** I move to approve the minutes from December 16, 2015 as corrected.  
**By:** Wolf  
**Second:** Ciolkosz  
**Aye:** Mayor, Ciolkosz, McDonough, and Wolf  
**Nay:** None  
**Abstain:** Hornbaker  
**Absent:** Schilling

D. January 6, 2016 Regular Meeting

**Motion:** I move to approve the minutes of the planning commission regular meeting dated January 6, 2016 as corrected.  
**By:** Mayor  
**Second:** Ciolkosz  
**Aye:** Mayor, Ciolkosz, McDonough, and Wolf  
**Nay:** None  
**Abstain:** Hornbaker  
**Absent:** Schilling

E. January 20, 2016 Regular Meeting

**Motion:** I move to adopt the regular meeting minutes of the January 20, 2016 as amended.  
**By:** Hornbaker  
**Second:** Wolf  
**Aye:** Mayor, Ciolkosz, McDonough, Wolf, and Hornbaker  
**Nay:** None  
**Abstain:** None  
**Absent:** Schilling

F. February 3, 2016 Regular Meeting

**Motion:** I move to approve the minutes for February 3, 2016 as corrected.  
**By:** Ciolkosz  
**Second:** Wolf  
**Aye:** Mayor, Ciolkosz, McDonough, and Wolf  
**Nay:** None  
**Abstain:** Hornbaker  
**Absent:** Schilling

G. October 18, 2017 Regular Meeting

**Motion:** I move to adopt the planning commission regular minutes for October 18, 2017 as amended.  
**By:** Hornbaker  
**Second:** Mayor  
**Aye:** Mayor, Ciolkosz, McDonough, and Wolf  
**Nay:** None  
**Abstain:** None  
**Absent:** Schilling

H. December 6, 2017 Regular Meeting

**Motion:** I move to adopt the planning commission regular meeting minutes of December 6, 2017 as amended.  
**By:** Hornbaker  
**Second:** Wolf  
**Aye:** Mayor, Ciolkosz, McDonough, Wolf, and Hornbaker

**Nay:** None  
**Abstain:** None  
**Absent:** Schilling

**Planning/Zoning Administrator Monthly Activity Report**

Mr. Bateman presented a written report.

A discussion ensued on the activity report.

Chairman McDonough opened the public hearing for item LVZA 2017-0001 at 8:13pm. Commissioner Ciolkosz read the rules for the public hearing.

**Action/Discussion Items**

A. LVZA 2017-0001: Application for Conditional Use Permit to Install Wireless Communication Equipment on the Town's Elevated Water Tank in the R-2 Residential District.

Commissioners are being asked to conduct a public hearing on the application from AT&T Mobility for approval of a Conditional Use Permit to install additional and replacement wireless communication equipment on the Town's elevated water tank.

**Motion:** I move the Planning Commission recommend approval of the application for a conditional use permit from AT&T Mobility (Case No. LVCU 2017-0001) to install additional and replacement wireless communication equipment on the site of the Town elevated water tank located at 14-A Quarter Branch Road, subject to the ten(10) modified conditions recommended by the staff in this memorandum, which are necessary to promote the health, safety and welfare of the citizens of the Town of Lovettsville and are consistent with good zoning practices generally.

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

B. Town Square Master Plan Concept Alternatives: Public Opinion Survey Results

Mr. Bateman presented this item. Council is being asked to present the results of the public opinion survey recently conducted for the purpose of gathering public input regarding the options for development of the properties surrounding the Town Square and well as potential improvements to the Town Square Park.

**Information Items**

Chairman McDonough received a note from EBI Consulting wanting to bring fiber optic to the Town. Mr. McDonough reminded the Commissioners of the joint public hearing meeting with the Town Council third week of January to discuss Fire and Rescue Annexation.

**Next Meeting**

The next meeting of the Planning Commission will be held on January 3, 2018.

**Committee Reports**

There were no reports.

**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 9:50p.m.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: January 3, 2018

Attachments:  
None