

# Town of Lovettsville

## Minutes of the Planning Commission Meeting May 17, 2017

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

Chairman McDonough called the meeting of the Lovettsville Planning Commission to order at 7:30 p.m. on May 17, 2017 at the Lovettsville Town Hall, 6 East Pennsylvania Avenue, Lovettsville, Virginia.

### **Present at Meeting**

- Chairman Frank McDonough
- Commissioner Christopher Hornbaker
- Commissioner Joseph Mueller
- Commissioner Shiva Schilling
- Commissioner Stephanie Wolf
- Commissioner Thomas Ciolkosz
- Commissioner Nate Fontaine

### **Pledge of Allegiance**

Chairman McDonough led those present in the Pledge of Allegiance.

### **Staff Present**

- Town Manager Laszlo Palko
- Assistant to the Town Manager Harriet West

### **Public Comment**

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

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

There were none.

### **Planning Commission Minutes**

There were none.

### **Zoning Administrator Monthly Activity Report**

There was none.

### **Action/Discussion Items**

#### A. Wellhead Protection Support Letter

Chairman McDonough asked Mr. Mueller whether he had any information regarding this item from the Infrastructure and Environment Committee, of which he is a member. Mr. Mueller responded that all of the information is included in the staff memorandum. The Planning Commission is being asked to provide a letter of support to the Wellhead Protection Grant Application to be prepared and submitted by the Town. Chairman McDonough asked whether the Town would hire a consultant or undertake this planning effort using Town staff. Mr. Palko said the process would start at tomorrow's committee meeting and that the committee would be reviewing water and sewer capacity and the history of Town wells as well as discussing the recommendations of the Wellhead Protection Plan. He said the plan would discuss whether to shut down certain wells and that the budget for this is included in the Fiscal Year 2018 Town Budget. Chairman McDonough requested a motion.

**Motion:** I move that the Planning Commission authorize the Chair to sign a letter of support on the Commission's behalf and provide the signed letter to the Town Engineer by May

30, 2017 to include it in the Wellhead Protection Implementation Grant Application Package.

**By:** Commissioner Schilling

**Second:** Commissioner Mueller

**Discussion:** Mr. Hornbaker asked whether this was the system for cementing the mothballed wells. Mr. Palko said the Town would have the option to add that into this planning project and that the plan would inform decisions regarding whether certain wells should be closed out. Mr. Hornbaker asked what percentage of the plan would be funded using the grant. Mr. Palko replied that the plan would be entirely funded using the grant. He said the proposed Fiscal Year 2018 budget includes no expenditure of local funds and this is how the previous plan was also funded.

**Aye:** Commissioners McDonough, Mueller, Schilling, Ciolkosz, Fontaine, Wolf, and Hornbaker

**Nay:** None

**Abstain:** None

**Absent:** None

### **Information Items**

Chairman McDonough introduced a proclamation, PC 2017-0001, and noted that only Mr. Mueller does not have the proclamation. He began reading the first whereas clause of the proclamation and members of the Commission took turns reading each of the following clauses until the proclamation had been completely read.

**Motion:** I move that the Planning Commission accept Proclamation PC 2017-0001 honoring Joseph Mueller as presented and read aloud.

**By:** Commissioner Wolf

**Second:** Commissioner Hornbaker

**Discussion:** Mr. Mueller expressed appreciation for being honored in this way and stated that it has been a pleasure working for the Lovettsville Planning Commission and on all of the initiatives in which he has been involved, including the Town Plan.

**Aye:** Commissioners McDonough, Mueller, Schilling, Ciolkosz, Fontaine, Wolf, and Hornbaker

**Nay:** None

**Abstain:** None

**Absent:** None

The Commission and audience applauded. Chairman McDonough asked Mr. Mueller what he thinks the best thing is that he has been involved in as a Planning Commissioner. Mr. Mueller cited the Old Town Zoning District, the two comprehensive plans and trying to align the plan with measurable goals, the sign ordinance amendment, and amending ordinances and policies so that they are right and consistent with state law. Chairman McDonough asked whether there were any further comments.

Mr. Ciolkosz stated that Joe has the ability to provide a unique perspective when one looks at the individual skills of each member. Some Commissioners have more talents than others, but each Commissioner has something to contribute to the group. He said the Commission has a good composition and that the Council and Town Manager when looking for new additions should consider the abilities of each Commissioner, and that each member has brought something to the table. Mr. Ciolkosz said Mr. Mueller has brought a calming nature and as a fellow Chicagoan he will miss him and wishes him well.

**Next Meeting**

Chairman McDonough stated that the next meeting is scheduled for July 5<sup>th</sup> before correcting himself and announcing that it is actually scheduled for June 7<sup>th</sup>. He stated that Mrs. Schilling will be unable to attend the meeting.

**Committee Reports**

Chairman McDonough stated that MayFest still needs volunteers and asked for members to go to the website to sign up as a volunteer.

Ms. Wolf announced Love Summer activities including the organizing and planning for Movies on the Green.

Mr. Fontaine announced Love America activities and the need for volunteers for the annual Memorial Day ceremony.

Mr. Ciolkosz announced Love Fall activities and need for a new facilities manager for this year's Oktoberfest. He announced Love Winter initiatives and the desire of the Cub Scouts Troop 962 to use the Walker Pavilion to sing Christmas carols this year.

Mr. Fontaine asked who would fill in for Mr. Mueller's committees, and Chairman McDonough stated that he would be filling in for Mr. Mueller after tomorrow's committee meeting, which Mr. Mueller will attend.

**Comments from the Mayor and Commissioners**

Mayor Zoldos announced the passing of Cliff Walker and announced that the celebration of his life will be held at 2:00 p.m. at the St. James Church on Sunday, May 21<sup>st</sup>. He described Cliff Walker's life story and contributions to the Town. He also discussed activities, events and happenings taking place in the Town and coming before the Town Council.

Kim Allar, Town Councilwoman, discussed the need for volunteers for the Memorial Day ceremony. Mayor Zoldos thanked Mr. Mueller for his service on the Planning Commission and discussed all of his achievements.

**Adjournment**

There being no additional business to come before the Planning Commission, the meeting adjourned at 7:51p.m.

Respectfully submitted,



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Harriet West, Town Clerk

Date Approved: June 20, 2018

Attachments:  
None