



Planning Commission Annual Report Calendar Year 2019

1. Planning:

- a. 2011 Comprehensive Plan: The Planning Commission, with the assistance of staff, drafted and forwarded recommendations to the Town Council for two comprehensive plan amendments. First, the Commission recommended an amendment to the Land Use Plan (LVCP 2019-0001) for properties owned by the Lovettsville Volunteer Fire and Rescue Company which were annexed into the Town in late 2018. The Town Annexation Policy and Procedure requires that the land use plan be updated for annexed properties as a final step in the annexation process. Secondly, the Planning Commission initiated, drafted and recommended approval of an amendment to the land use plan (LVCP 2019-0002) and associated land use chapter policies involving the Lovettsville Game Protective Association located at 16 South Berlin Pike. The purpose of this amendment was to change the long-range plan for the Game Club from residential to a mixture of commercial and open space consistent with the Association's stated plans for the property.
- b. Comprehensive Plan Implementation Progress Report: At the direction of the Town Council, the Planning Commission updated the policy tables in the appendices of the plan and forwarded a summary report to the Town Council regarding implementation of the comprehensive plan since it was last updated in 2017. The report and its appendices describe the policies and planning areas where progress is on schedule and ahead of schedule and those for which implementation is falling behind schedule or otherwise lacking.
- c. Town Transportation Master Plan: Full funding and the final scope of work for this important planning project were approved by the Town Council in October of 2019. The Transportation Master Plan is intended to provide recommendations for vehicular traffic, pedestrian and bicycle facility improvements needed to address deficiencies in the design and condition of the Town's transportation system, improve system performance, enhance the safety of users, and serve a growing Town and regional population. The Planning Commission will oversee development of the plan during 2020.
- d. Capital Improvement Plan: The Planning Commission considered and reviewed the Town Manager's proposed Fiscal Year 2021-2025 Capital Improvement Plan (CIP) in December before forwarding the plan to the Town Council without changes.

2. Zoning Ordinance Amendments:

- a. Amendment to Zoning Ordinance Definitions (LVZA 2018-0003): The Commission forwarded a recommendation for approval of an overall amendment to the definitions of the zoning ordinance (Section 42-2). The purpose of this amendment was to improve clarity and consistency in the interpretation and administration of the zoning ordinance for both practical and legal purposes.
- b. Amendment to Landscaping Requirements (LVZA 2019-0001): The Planning Commission initiated and forwarded a recommendation for approval of an amendment to Article X of the Zoning Ordinance with respect to activities requiring a landscaping plan (Sec. 42-360) and provisions for approving exceptions, modifications and alternatives to landscaping standards. The purpose of this amendment was to make the requirements and process for approving landscaping and site plan exceptions consistent throughout the zoning and subdivision ordinances as well as with state enabling law.
- c. Amendment to Sign Regulations (LVZA 2019-0002): The Commission initiated and forwarded a recommendation for approval of an amendment to Article XI (Signs), Section 42-405 (Signs in commercial and light industrial districts) in order to amend the requirement for signs for individual establishments located within developments containing multiple establishments. The purpose of the amendment was to correct ambiguous language and an erroneous reference in Subsection (c) pertaining to signs for individual businesses located in developments containing multiple businesses (e.g. shopping complexes/centers).
- d. Amendment to Planning Commission Membership Requirements (LVZA 2019-0003): The Commission initiated and forwarded a recommendation for approval of an amendment to Section 42-28 (Planning Commission) deleting paragraphs (a), (b) and (c) pertaining to Planning Commission appointments, membership, terms of office, and process for removal. This was done so that updated requirements for the Planning Commission could be subsequently added back to Town Code Chapter 2 (Administration) by the Town Council.
- e. (LVZA 2019-0004) Reorganization of Various Provisions of Articles VI, VII, and VIII: The Planning Commission initiated and forwarded a recommendation for approval of an amendment reorganizing and relocating various provisions of Article VI (Residential Districts), VII (Commercial and Light Industrial Zoning Districts) and VIII (General Regulations) of the Zoning Ordinance for organizational, clarity and consistency purposes.
- f. (LVZA 2019-0005) Add Criteria for Consideration of Conditional Use Permits and Rezoning: The Planning Commission initiated and drafted a zoning amendment adding criteria for consideration of conditional use permit (CUP) and zoning map amendment (rezoning) proposals to sections 42-33 and 42-34. The purpose of the amendment was

to ensure legal and logical consistency with respect to legislative zoning (case) approvals/denials.

3. Zoning/Subdivision Cases:

- a. Zoning Map Amendment for Willows Vintage Charm (LVRZ 2019-0001): The Commission forwarded a recommendation for approval of an application for a zoning map amendment (i.e. rezoning) filed by property owners Fred and Ann George to rezone their property located at 3 South Berlin Pike from R-1 Residential District to C-1 Community Commercial District for the purpose of establishing an antique store. The amendment is consistent with the land use plan for properties lying on the east side of South Church Street and with the Town's economic development objectives generally.
- b. Conditional Use Permit (CUP) for Anytime Fitness Hours of Operation (LVCU 2019-0001): The Commission forwarded a recommendation of approval, subject to reasonable conditions, of an application for a conditional use permit filed by Lovettsville Square LLC to extend the hours of operation of a proposed fitness center proposed at 18 Town Square to allow Anytime Fitness to operate a gym twenty-four hours a day, seven days per week. The Anytime Fitness is expected to open to the public in early 2020.
- c. Conditional Use Permit (CUP) for Verizon Wireless Communication Equipment (LVCU 2019-0002): The Commission forwarded a recommendation for approval of an application for a conditional use permit filed by MasTec Network Solutions on behalf of Verizon Wireless to install new wireless communication equipment, both attached to the tank and at the ground level, on the Town of Lovettsville elevated water tank located at 14-A Quarter Branch Road within the R-2 Residential Zoning District. The new equipment will expand cellular network coverage to the Lovettsville area and is expected to be installed and operational by mid-2020.

4. Organizational/Institutional:

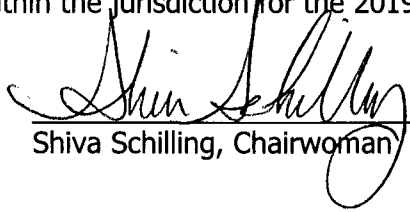
- a. The Commission amended its Bylaws and Special Rules of Procedure to change the Recording Clerk of the Planning Commission from the Town Clerk to the Planning Director/Zoning Administrator to ensure timely completion of the minutes and improve operations.
- b. Kris Consaul was appointed to fill the vacancy created when Chairman Tom Ciolkosz resigned from the Commission in June prior to moving out of town. Vice Chairwoman Shiva Schilling was subsequently elected Chairwoman and Commissioner Greg Ratner elected Vice Chairman in July.
- c. The Commission continued training members by working to ensure that all members receive training from the Virginia Certified Planning Commissioner (CPC) Program. Commissioner Greg Ratner completed certification training during 2019.

- d. Each Town Council standing committee currently has at least one Planning Commissioner as a member, and Planning Commissioners continued to volunteer their time during Town events, ceremonies and functions during 2019.

ADOPTED:

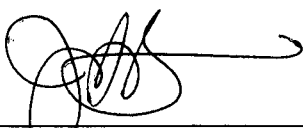
This annual report is hereby adopted by the Town of Lovettsville Planning Commission in accordance with §15.2-2221 of the Code of Virginia and presented to the Town Council as a report on the status of planning within the jurisdiction for the 2019 calendar year:

Approved:



Shiva Schilling, Chairwoman

1/15/2020
Date



Joshua Bateman, Recording Clerk