

**Planning Commission Annual Report**  
Calendar Year 2020

**1. Planning:**

- a. 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 community outreach began in March with discussions with a stakeholder group and public input meeting. An important part of the outreach was a community survey that was answered by 160 people. Since that time, the Planning Commission has developed a series of Plan goals and objectives for vehicular traffic, pedestrian and bicycle facility improvements to address deficiencies in the Town's transportation system, improve system performance, enhance the safety of users, and serve a growing Town and regional population and started review of implementation proposals. Entering 2021, the Commission will be compiling a series of implementation recommendations. The Planning Commission is tentatively scheduled to conduct a public hearing in March 2021.
- b. Capital Improvement Plan: The Planning Commission considered and reviewed the Town Manager's proposed Fiscal Year FY22 – FY26 Capital Improvement Plan (CIP) in October before sending the plan to the Town Council without changes.

**2. Ordinance Amendments:**

- a. LVZA 2019-0005 Zoning Ordinance Amendment Adding Criteria for Consideration of Conditional Use Permit and Rezoning Applications: The Planning Commission conducted a public hearing and recommended an amendment to Section 42-33 (Conditional use permits) and Section 42-34 (Amendments) to add 6 criteria for the Planning Commission and Town Council to use in evaluating and acting upon conditional use permit and zoning map amendment applications. The Planning Commission recommended approval of the amendment on January 15, 2020.
- b. LVSA 2020-0001: Amend Developments Requiring Site Plan Submittal and Minimum Content Requirements for Final Subdivision Plats and Subdivision Construction Drawings: an amendment to the subdivision ordinance that amends the thresholds for developments, construction activities, and uses requiring the submission of a site development plan; and amends the minimum content requirements for subdivision construction drawings and final subdivision plats. In March, the Planning Commission recommended approval of the proposed amendment.
- c. LVZA 2020-0001: Establish a Government Services (G-S) Zoning District: An amendment to create a zoning district for government uses. The proposal was recommended for denial in March.
- d. LVZA 2020-0002, Add Limited Residential Lodging as a Permitted Use in Certain Zoning Districts: The Planning Commission drafted a zoning amendment to establish Limited Residential Lodging as a permitted use in certain residential districts. The use would permit homeowners to rent space in their homes to lodgers for up to 30 days subject to

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performance standards including but not limited to annual registration, limits on the number of guests, required safety equipment, and limits on signs and activities. The Commission recommended approval of the amendment in September.

- e. LVZA 2020-0003 Amendments to Sec. 42-290, Uses and structures permitted in required yards: The amendment would allow decks in the R-C, Retirement Community zoning district to extend to one foot from the rear and side yard property lines. The R-C district has a minimum side and rear yard setback of 8 feet. Current requirements of Section 42-290 prevent installing a deck in the side yards of a residence in the R-C district and would allow only a 3-foot deck in the rear yard. The proposed amendment would allow a 7-foot deck in either the side or rear yard if the deck was 2 feet or less above the ground. The Commission recommended approval of the amendment at its November public hearing.

### 3. Zoning/Subdivision Cases:

No zoning or subdivision applications were presented to the Planning Commission.

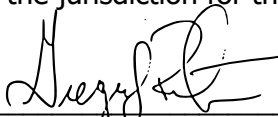
### 4. Organizational/Institutional:

- a. The Planning Commission was impacted by the Covid-19 pandemic. Meetings were cancelled in April and May and subsequent meetings were conducted remotely. As noted above, there was little development activity and little public participation in the meetings.
- b. The Commission experienced several resignations and appointments through the year and is currently serving with one vacancy.
- c. The Commission continued training members by working to ensure that all members receive Planning Commission and Board of Zoning Appeals training from the Virginia Land Use Education Program.

### 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 2020 calendar year:

Approved:

  
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Greg Ratner, Chairman

17 February 2021  
Date

  
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Candi Choi, Recording Clerk