PLANNING COMMISSION MINUTES

February 12, 2003

Planning Commission Members Present: Thomas Weyrick, Madelyn Dixon, Wake Gooden, Bill Holt, Troy Lester and Dan Talbot

Staff Present: Donna Gooden and Todd McCoy

Call to Order

Mr. Weyrick called the meeting to order and welcomed Bill Holt to the commission.

MINUTES

D. Talbot moved, second by T. Lester to approve the minutes for November 13, 2002.

YEAS: M. Dixon, W. Gooden, B. Holt, T. Lester and D. Talbot

The motion carried 5-0

Comprehensive Plan

Todd McCoy stated that he had the disk to give to Mr. Strider. The council has allotted $8,000.00 for the comp plan. Mr. Strider will take the disk and make a rough draft and then bring back for the commission to review.

Dr. Trabosh- Subdivide Lot

Todd McCoy stated that a recommendation is needed to take to Council. Dr. Trabosh would like to subdivide the lot where his office is. At this time there are no plans to develop. At a later time Dr. Trabosh may build housing facing "A" Street. Todd McCoy stated that if housing was put on "A" Street Dr. Trabosh may be required to put in an alley.

T. Lester moved, seconded by B. Holt to recommend to council to subdivide the lot for Mr. Trabosh.

YEAS: M. Dixon, W. Gooden, B. Holt, T. Lester and D. Talbot

The motion carried 5-0

Special Use Permit-Mini Storage Units at Shen Elk Plaza

Todd McCoy stated that George McDaniel and Benny King were here tonight concerning a Special Use Permit for Mini Storage Units at Shen Elk Plaza. The Mini Storage buildings will be located on the end closest to the park. Mr. McDaniel stated that their goal was to get approval for three units but they will start out building two. The zoning for this area is M1 which is for industrial and business. In M1 setbacks for B3 are used. The question was asked what will this do to the shopping center. Mr. King stated that this is

looked at more as a Business Park than a shopping center. The units will match the center so they will not stand out. Paving will be done once all three buildings are complete.

T. Lester moved, seconded by W. Gooden to recommend to council a Special Use Permit for Mini Storage Units at Shen Elk Plaza

YEAS: M. Dixon, W. Gooden, B. Holt, T. Lester and D. Talbot

The motion carried 5-0

A Public Hearing will need to be held before the March Council meeting.

Valley Engineering- Ray Knicely

Todd McCoy stated that Mr. Knicely had a proposed addition to Elkwood which would be 36 lots. This proposal is for informational purposes only. Mr. Knicely stated that when this was bought up several years ago there were questions concerning the curbs and guttering. The planning commission wanted curbs and guttering and the developer did not want curbs and guttering. Mr. Knicely stated that they knew the water pressure was an issue. Todd McCoy stated a water model is being constructed at this time. This property is zoned R-8. Todd McCoy stated that we should ask for a master plan to show that single residential homes would be built behind single residential homes. Mr. Knicely stated that to comply with R-8 it would be better to submit a master plan for all of it. This would make it more feasible to plan for water and sewer. Tom Weyrick stated that the planning commission would look into the curb and guttering. Dan Talbot asked if it would be possible to ask the town Attorney to look at the subdivision section concerning the curbs and sidewalks. Todd McCoy stated he would do this.

Benny King-Wirt Avenue

Mr. King stated that he would like to have the sideyard setbacks amended in the Code Book. Mr. King would like to recommend for the R5 sideyard setbacks to be R4 or less. Todd McCoy stated that a Public Hearing would need to be held.

D. Talbot moved, seconded by T. Lester to change the sideyard setbacks in R5 and R6 to the setbacks in R4

YEAS: M. Dixon, W. Gooden, B. Holt, T. Lester and D. Talbot

Motion carried 5-0

Alley Closure- Rockingham Street

Todd McCoy stated that a homeowner on Rockingham Street said his survey showed that he had an alley behind his house. However the plat does not show an alley. If there is an alley he would like to close it. It was determined that there is no alley there.

Adjournment

As there was no further business, Mr. Weyrick adjourned the meeting.

Signature - Chairman

Signature - Secretary

TOWN OF ELKTON

173 WEST SPOTSWOOD AVENUE
ELKTON, VIRGINIA 22827
298-1951

Thursday, March 06, 2003

TO: Planning Commission Members

FROM: Todd McCoy
Director Public Works/Zoning Administrator

There will be no meeting held on March 12, 2002.

However, a Joint Public Hearing has been scheduled for March 17, 2003 at 6:30 pm.

RE:

A. **Side yard Setback**
Code Book Amendments

B. **Mini Storage Units**
Special Use Permit

OLD BUSINESS:

A. **Subdivision Section of Code Book**
This issue had been turned over to the town attorney who will attempt rewrite it. The topic was regarding curbing, guttering and sidewalks. More information will be presented at the April Planning Commission meeting.

B. **Comp Plan**
The comp plan has been turned over to Mr. Bill Striber, of the Shenandoah Planning District. I forwarded the floppy disk to him. If has any questions he will contact me. I will be updating the Planning Commission members in the near future regarding this plan.

Please call Todd McCoy at 540-298-1330 regarding any questions or concerns.

Cordially,

Todd McCoy
Director Public Works/Zoning Administrator

CC: Wayne Printz
Madelyn Dixon
Troy Lester

Council Representative
B Wakefield Gooden, II
Daniel Talbot

Bill Holt
Thomas Weyrick *Chair*

TOWN OF ELKTON

173 WEST SPOTSWOOD AVENUE
ELKTON, VIRGINIA 22827
298-1951

Tuesday, June 10, 2003

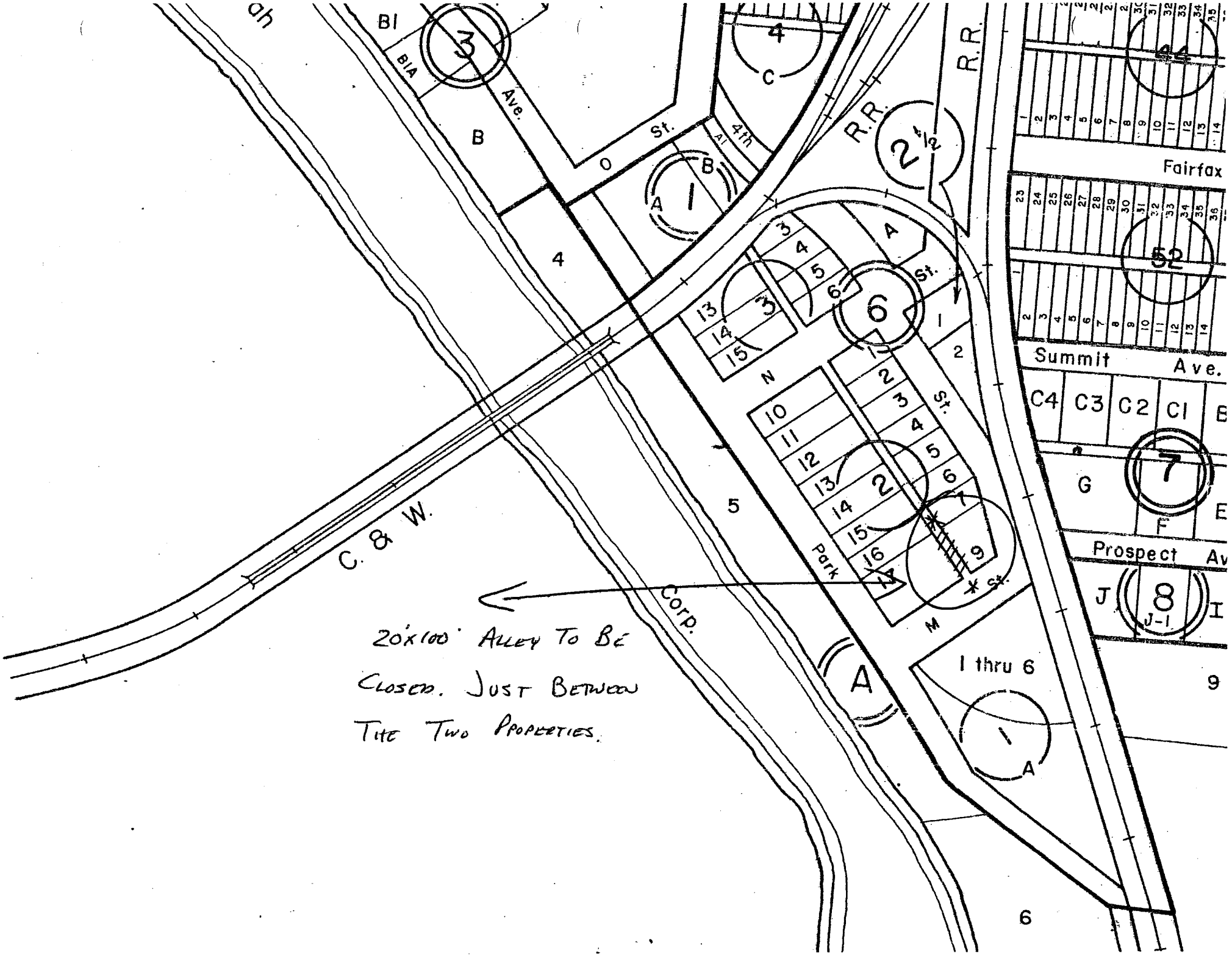
TO: Planning Commission Members

FROM: Todd McCoy
Director Public Works/Zoning Administrator

There will be no meeting held on June 11, 2003.

However, there will definitely be a meeting on July 9, 2003 to elect officers for the coming year.

Please call Todd at 540-298-1330 regarding any questions or concerns.



20'x100' ALLEY TO BE CLOSED. JUST BETWEEN THE TWO PROPERTIES.

Town of Elkton
Public Hearing

In accordance with Sections 15,1-364, Code of Virginia, 1950, as amended in Elkton Town Council will hold a public hearing on Monday August 18, 2003 at 6:45 pm in Council Chambers located in the Elkton Municipal Building to receive comment on the closure of an unopened dedicated twenty foot wide alley located Northwest of the intersection of 4th Street and M Street. Said alley adjoins those public thoroughfares and is adjacent to lands owned by Mel Kirkendall, between Lots 9 and 17 which is 20 X 100 to be closed. Tax Map 131B3-6 B2. All interested citizens should contact the Director of Public Works Office at 298-1330.

BLOCK JULY 31 2003
AUGUST 7 2003

Attention Planning Commission

Reference: Meeting

The Planning Commission Meeting has to be moved to Tuesday August 6, 2003 at 7:00, the Council moved their meeting to Wednesday. It is important that all members attend the meeting to make a recommendation for the alley closure from Mel Kirkendall to the Council. A public hearing is scheduled for August 18, 2003 at 6:45 so we have to have a recommendation for that meeting. I cannot attend the meeting I will be on vacation. Any questions please call me at 298-1330

Thanks
Todd McCoy

PLANNING COMMISSION MINUTES

April 9, 2003

Planning Commission Members Present: Thomas Weyrick, Wayne Printz, Madelyn Dixon, Wake Gooden, Bill Holt, Troy Lester and Dan Talbot

Staff Present: Donna Gooden and Todd McCoy

Call to Order

Mr. Weyrick called the meeting to order.

MINUTES

B. Holt moved, second by W. Gooden to approve the minutes for February 12, 2003.

YEAS: W. Printz, M. Dixon, W. Gooden, B. Holt, T. Lester and D. Talbot

The motion carried 6-0

Home Occupation Permit-Prospect Avenue

Todd McCoy stated that Julie Lambert of 309 Prospect Avenue would like to run a personalized tattoo and body piercing business out of her home. All of the surrounding property owners have been notified with a certified letter. An ad has been run in the Valley Banner for a joint Public Hearing to be held on April 21, 2003 at 6:45 p.m.. Wayne Printz stated that he had had two phone calls opposed to the business. Bill Holt stated his concern about the neighbors. Todd McCoy stated that Ms. Lambert had been told that council would have final say and that her $100.00 fee would not be reimbursed.

B. Holt made a motion to forward to council without recommendation, seconded by T. Lester

Subdivision Ordinance-Sidewalks, Curbs and Guttering

Todd McCoy stated that he had talked to the town attorney concerning doing away with the curb and guttering. Mr. Knicely stated that in Shenandoah County that they require curb and guttering for multi – family and town houses and they also require a sidewalk in front of the townhouses. However there is no requirement for single family homes. A walk is required on one side or the other. Todd McCoy stated there needs to be some sort of recommendation made this has been on the agenda for some time. With annexation and the developing of Elkwood some decisions need to be made. Mr. Knicely explained how a detention pond would work. It was discussed that a path other than the road was needed to walk. Todd McCoy stated that storm water does not run into the sewer system. There was a discussion on the detention pond and storm water.

D. Talbot made a motion to amend the code book as follows:

Page 11051
Eliminate - 5g
(8) Eliminate – if determined appropriate by the Town
Page 11118
(5) Eliminate – concrete curb and gutters and
Eliminate – In the case of newly platted streets… satisfactory to Town Council
(7) Add- or equivalent after sidewalks
(9) Eliminate – Curbs and gutter shall be provided for each street

W. Gooden seconded the motion.

YEAS: W. Gooden, T. Lester and D. Talbot
NAYS: B. Holt and M. Dixon

The motion carried 3-2

Adjournment

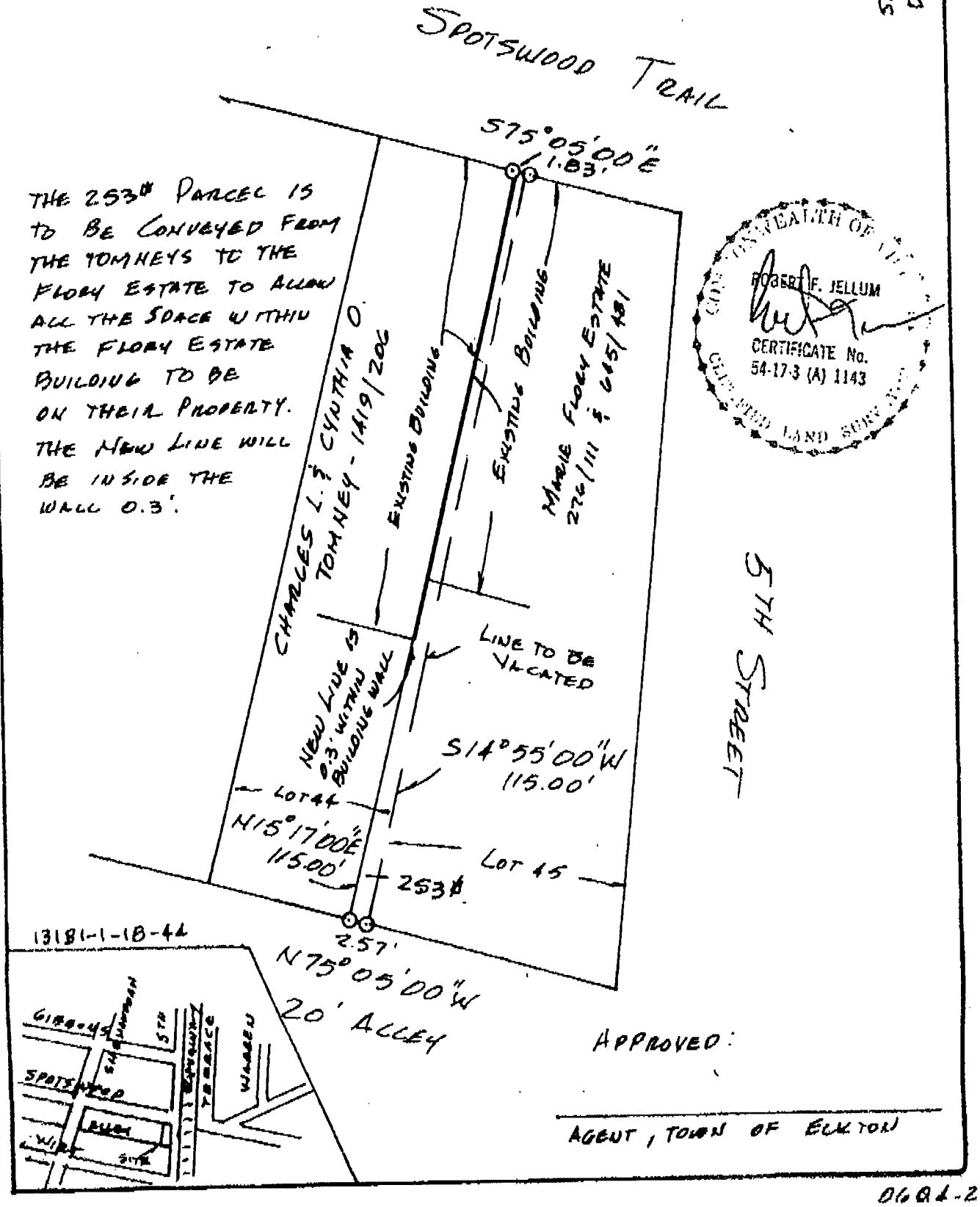
As there was no further business, Mr. Weyrick adjourned the meeting.

Signature - Chairman

Signature - Secretary

PLAT OF A 253# PARCEL
ELTON, VIRGINIA

SCALE: 1" = 20'
DATE: 20 AUG 03



APPROVED:

AGENT, TOWN OF ELKTON

06 Q 1-2A

Attention Planning Commission Members

Reference: Meeting

The Planning Commission Meeting has to be moved to Wednesday, September 3, 2003 at 7:00. The Council has committee meeting planned for Wednesday September 10th. It is important that all members attend the meeting to make a recommendation for the lot line revision to council.

Thanks,
Todd McCoy

Secretary. The position will remain open until full membership attends a meeting.

Wayne Printz moved, second by Troy Lester, and carried to accept the slate of officers as presented.

YEAS: W. Printz, T. Lester, and M. Dixon

Motion carried (3 - 0 voice vote)

Cathy Murphy inquired as to the status of the Comprehensive Plan. Chairman Weyrick replied that the Plan is with the Shenandoah Planning District. It was his hope it would be completed by fall. Chairman Weyrick explained the Plan would have to be published, two hearings would be required, and finally it would have to be approved by the Planning Commission and Town Council.

As there was no further business, Chairman Weyrick adjourned the meeting.

Signature - Chairman

Signature - Secretary

Planning Commission
August 11, 2003

The Elkton Planning Commission met in Council Chambers on August 11, 2003 with Chairman Tom Weyrick presiding. Chairman Weyrick recognized Mayor Wayne E. Printz as a voting member of the Planning Commission. Thereby, a quorum was established. The following members were present:

PRESENT	ABSENT
T. Weyrick	B. Holt
M. Dixon	W. Gooden
T. Lester	D. Talbot
W. Printz	

The Planning Commission heard a request from Mel Kirkendall, 100 "M" Street, to close an unopened dedicated twenty foot wide alley located northwest of the intersection of 4th Street and "M" Street. The alley appears on Tax Map 131B3-6B2. Mr. Kirkendall stated there were no water, sewer, or electric lines within the 100 feet requested for closure.

Adequate access to Lots 8, 9, 17, and 18 is available from 4th Street, "M" Street, and Park Avenue for emergency situations. A sewer line exists from Lot 8 to Lot 17 and Mr. Kirkendall will deed a 10' easement to the Town.

Wayne Printz moved, second by Troy Lester, to close the alley as requested.

Cathy Murphy questioned the wisdom of closing part of the alley as opposed to closing it "all the way down." Ms. Murphy continued that by closing just part of the alley, the Town would be giving an easement to a property owner, singling out one owner as the alley affects three or four. It was stated that the Kirkendalls would purchase the affected closed area.

Chairman Weyrick called for the question.

YEAS: W. Printz, M. Dixon, and T. Lester

Motion carried (3 - 0 voice vote)

The Planning Commission will forward to Council a favorable recommendation to close the alley between Lots 8 and 9 and Lots 17 and 18.

Chairman Weyrick announced he will continue to serve on the Planning Commission, but will not continue as an officer. Mr. Weyrick stated it was time to "develop depth in the Planning Commission and share the responsibilities with other people." The new Chairman will be Dan Talbot, with Troy Lester serving as Vice Chairman. There was no volunteer to serve as

Planning Commission Minutes
September 3, 2003

Planning Commission Members Present: Thomas Weyrick, Madelyn Dixon, and Wake Gooden

Staff Present: Donna Gooden and Todd McCoy

Call To Order
Tom Weyrick called the meeting to order.

Minutes
Tom Weyrick moved, second by Madelyn Dixon to approve the minutes for August 11, 2003.

The Planning Commission heard a request for a lot line revision on the Mary Flory estate. The proposed revision would relocate the lot line to the center of the existing wall on the property. After a brief discussion, Wake Gooden made a recommendation for approval of the revision, second by Madelyn Dixon. The motion was unanimously passed.

A request was made for names to be submitted at the next meeting of the Planning Commission to fill the seat vacated by B. Holt.

A replacement secretary will be elected at the next meeting.

As there was no further business the meeting was adjourned.

Signature-Chairman

Madelyn G. Dixon
Signature-Secretary

Planning Commission Minutes
November 5, 2003

Planning Commission Members Present: Thomas Weyrick, Madelyn Dixon, Wake Gooden, Troy Lester, Daniel Talbot and Wayne Printz

Staff Present: Karin Eppard and Todd McCoy

Call To Order
Daniel Talbot called the meeting to order.

Minutes
Wake Gooden moved, second by Troy Lester to approve the minutes for September 3, 2003.

Business
A discussion was held regarding the vacant Secretary's position on the Commission. Troy Lester nominated Madelyn Dixon and moved, seconded by Wake Gooden. The Commission then voted and unanimously elected Ms. Dixon.

Nominations for the vacant seat on the Commission were also presented. Troy Lester suggested Mr. Thomas Schroeder for the position. Mr. Lester moved seconded by Madelyn Dixon to recommend Mr. Schroeder to the Council for appointment.

The Planning Commission heard a request for a review of a non-conforming lot located on Wirt Avenue and First Avenue, owned by Kenny Crawford. The existing structure on the property, which was damaged more than 50% by fire and subsequently condemned, does not meet with the current set back guidelines for this zone. After a brief discussion it was decided that the setback rules could be met with a structure size of 25'x65' facing Wirt Avenue.

Todd McCoy informed the Commission that he had visited with Bill Strider and the Comp. Plan is underway. Mr. Strider also stated that the draft looked excellent.

As there was no further business the meeting was adjourned.

Signature-Chairman

Signature-Secretary

Planning Commission Minutes
December 3, 2003

Planning Commission Members Present: Thomas Weyrick, Madelyn Dixon, Wake Gooden, Daniel Talbot, Thomas Schroeder and Wayne Printz

Staff Present: Karin Eppard and Todd McCoy

Call To Order
Daniel Talbot called the meeting to order.

Minutes
Thomas Weyrick moved, second by Madelyn Dixon to approve the minutes for November 5, 2003.

Business
The Planning Commission welcomed Thomas Schroeder to the Commission.

The Commission heard a request for a Special Use Permit by Jim Crawford of Shenandoah Christian Home. A Public Hearing has been set for December 15th to allow owners of the adjoining properties to express any concerns they might have. The Town attorney advised that the previous permit is no longer in effect as there has been an ownership change in the business. Previously there were 3 partners in the business, however currently there are two partners operating the business. The Town council recommended issuance of a new permit with specific stipulations on November 28, 2001. Tom Weyrick moved, seconded by Wake Gooden to approve the issuance of a new permit with those stipulations.

The Commission then heard a request for a Special Use permit for Holtzman Oil to allow for the construction and installation of a sign at the new facility to be built on Rt. 340 and Rt. 33. Bob Runion of Eddie Edwards Signs presented the proposed sign plans to the commission, showing a sign that exceeds the current ordinances provisions. The proposed sign exceeds the height restriction by 10', and the square footage restriction by 46 sq. feet. After lengthy discussion, Tom Weyrick moved, second by Wake Gooden, to recommend, to the Town Council, amending the current sign provisions in the Town Code to allow for this type of sign (see attached Proposed Revision). Todd McCoy will contact the Town Attorney to assure compliance when advertising a notice to the public regarding these changes.

As there was no further business the meeting was adjourned.

Signature-Chairman

Madelyn S. Dixon
Signature-Secretary

3b

A Class A freestanding sign may be erected or displayed upon a lot where drive-in service or parking for more than 10 cars is provided, provided that not more than one such Class A freestanding sign shall be permitted for any one such drive-in service area, parking area, or setback. No sign other than the sign described on the sign permit application shall be attached to a Class A freestanding sign. A Class A freestanding sign shall not exceed 20 square feet in sign area. However, a Class A freestanding sign will be permitted to the extent that the sign area does not exceed 0.2 square foot of lot frontage for the lot on which it is situated, and provided further that the other conditions for freestanding signs hereinabove set out are met. Additionally, the sign area aspect ratio will not exceed 3:1 height to width. In calculating the lot frontage of any corner lot or double frontage lot, the lot frontage of the lot on any 2 adjacent streets may be included. No portion of a Class A freestanding sign shall be higher than 30 feet above the grade level of the property on which the sign is erected. The lower edge of the sign face of a Class A freestanding sign must start at 10 feet above the grade level of the base of the sign. No Class A freestanding sign shall be closer than two feet from any right-of-way line or lot line or within 25 feet from any adjacent lot located within a residential district.