PLANNING COMMISSION MEETING
September 30, 2008

Attendees:
Dan Talbot ***Harry Armbruster*** ***Madelyn Dixon*** ***Cathy Morrison***
Cole McGregor ***CharlotteShifflett/Administrative*** ***Attorney Sigler***

Excused: ***Theodore Pence***

Dan began the meeting at approximately 7:10 pm. The first order of business was to welcome a new member, Cole McGregor.

The minutes were reviewed from September 2, 2008 meetings. Harry Armbruster made a motion to accept the minutes as presented, seconded by Cathy Morrison.
Voice vote = 5-0
Motion Carried

New Business:
2008-064
Joanne Shifflett
Mrs. Shifflett will be opening a new business at 16571 E Washington Avenue and made a request for a drive thru window for restaurant service.
She was advised that all she needs is the landowner's approval. There are no codes relative to this issue but she may sign a permit for files.

Zoning Permit Applications
Dan Talbot, Chairman appointed a committee to revise the current application so more pertinent information may be included. Hopefully, the improved process will prevent some non-compliance issues in the future. Members appointed to serve are as follows:
Cole McGregor *Harry Armbruster* *Charlotte Shifflett* *Lauri Sigler*

Pathforward:
Committee members will report back to the Planning Commission during the regular December meeting. Any revisions will be reviewed, approved and recommended to Council.

Old Business:

Discussion of Proposed Amendments

Town Attorney, Lauri N Sigler presented handouts containing proposed amendments to Town codes, dated September 30, 2008.

This project originated within the Planning Commission meeting held on September 2, 2008 in response to a request made by Council for input relative to the Koogler Contract.

Proposed
Amendment to the Elkton Town Code
September 29, 2008
Amending Section 110-607

Chapter 110
LAND DEVELOPMENT
Article VI
Use Districts

Section 110-607. **High-Density Residential District R-6.**

C. [Amended 3-25-1991] Special exceptions. When after review of an application and hearing thereon, in accordance with Article VIII herein, the following uses may be permitted by special exception permit:

(12) ~~(Reserved)~~ Multiple-family dwellings of more than twelve (12) units per acre under conditions set forth in subsection H and such other conditions deemed necessary by council.

E. Lot regulations.

(1) (a) [3] Maximum density is ~~17~~ twelve (12) units per acre.

Section 110-802 **Zoning and building Permit Procedures**

H. Other regulations.

(1) When after review of an application and hearing thereon in accordance with Article VIII herein, multiple-family development special use permits may be approved for dwellings of more than twelve (12) units per acre up to seventeen (17) units per acre if the following conditions as determined by council are met:

(a) Consideration of existing or approved multiple-family development, or land planned for multiple-family development according to the Comprehensive Plan and its location to the proposed multiple-family development.

(b) The applicant has demonstrated that adequate vehicular, pedestrian and bicycle facilities:
• Currently serve the site; or
• Are planned to serve the site according to a town or state plan with reasonable expectation of construction within the timeframe of the need created by the development; or
• Will be provided by the applicant at the time of development; or
• Are not needed because of the circumstances of the proposal.

(c) The applicant has demonstrated that the proposed multiple-family development's design is compatible with adjacent existing and planned single family, duplex and townhouse development. Compatibility may be achieved through architectural design (i.e. multi-dimensional façade or other attributes that make the development appear more residential in character) , site planning, landscaping and/or other measures that ensure that views from adjacent single family, duplex and townhouse development and public streets are not dominated by large buildings, mechanical/electrical and utility equipment, service/refuse functions and parking lots or garages.

(d) The applicant has shown that the site is environmentally suitable for multiple-family development. There shall be adequate area within the site, or the development shall be designed, to accommodate buildings, roads and parking areas with minimal impact on steep slopes and floodplains.

(2) When after review of an application and hearing thereon in accordance with Article VIII herein, multiple-family development special use permits may be approved for dwellings of more than eighteen (18) units per acre up to twenty (20) units per acre if the following conditions as determined by council are met:

(a) The applicant has met all the conditions in subsection H(1) above;

and;

(b) The applicant has demonstrated that the proposed multiple-family development will be a "multiple-family senior dwelling" as defined in this Chapter such that the dwelling will contain three or more independent living units where the proposed multiple-family development's living units are occupied by at least one person fifty-five (55) years of age or older per unit; and, whereby the owner by adherence to policies and procedures demonstrates the intent to provide independent housing for persons fifty-five (55) years of age or older.

Proposed
Amendment to the Elkton Town Code
September 29, 2008
Adding new definable terms to Section 110-302

Chapter 110
LAND DEVELOPMENT
Article III
Terms Defined

DWELLING, MULTIPLE-FAMILY SENIOR – A building containing three or more independent living units where the proposed multiple-family development's living units are occupied by at least one person fifty-five (55) years of age or older per unit; and, whereby the owner by adherence to policies and procedures demonstrates the intent to provide independent housing for persons fifty-five (55) years of age or older.

PARKING UNIT, PRIVATE - A self-contained and privately maintained area accessed by a public street but allowing no through traffic routes and providing such off-street parking as may be required under this chapter for the building served. Said parking unit may be entered by a private drive from the public street; provided, that such drive offers adequate ingress and egress for emergency vehicles and otherwise complies with acceptable town standards.

Proposed
Amendment to the Elkton Town Code
September 29, 2008
Adding a new use category to Section 110-703

Chapter 110
LAND DEVELOPMENT
Article VII
Use Regulations

C. Parking space requirements for all districts except B-l Business. In all districts, there shall be provided adequate off-street motor vehicle parking spaces with vehicular access to a street or alley, and shall be equal in area to at least the minimum requirement for the specific land use set forth, including but not limited to the following: **[Amended 12-18-2000]**

Land Use	**Parking Requirements (spaces)**
Dwellings;	
One and two families	2 for each dwelling unit
Multifamily, senior	1.5 spaces for each dwelling unit, where at least 1 space per dwelling unit shall be maintained in a dustproof condition and where the additional 0.5 spaces per dwelling unit may be maintained in an alternative surface as approved by the council.
Multifamily, townhouses	2 per dwelling unit

Proposed
Amendment to the Elkton Town Code
September 29, 2008
Adding new Section 110-713

Chapter 110
LAND DEVELOPMENT
Article VII
Use Regulations

Section 110-713. Special regulations for multiple family dwellings.

A. The front façade of each principle multi-family dwelling shall face a dedicated public street or the limits of a private parking unit (as defined) and no building shall have a rear façade facing a dedicated public street and shall also contain curbs, gutters, and sidewalks. The streets including curbs, gutters, and sidewalks shall be developed according to standards found in Subdivision Street Requirements by the Virginia Department of Transportation by authority of Title 33.1 of the Code of Virginia, 1950, as amended.

B. Adequate lighting as determined by the zoning administrator and chief of police will be provided for each building and all open areas shall be maintained by the owner.

After completion of the review and discussion Dan Talbot, Chairman commented that he would like to schedule our next meeting for October 30, 2008 at 7:00 pm.

Cathy Morrison made a motion to hold a Public Hearing for proposed amendments to the Town Code dated September 30, 2008 plus 110-607, 110-802, 110-302, 110-703, and 110-713 for this definition and changes as discussed. The motion was seconded by Cole McGregor.
Voice Vote = 5-0
Motion Carried

With no further business, the meeting was adjourned. The next meeting is tentatively set for October 30, 2008 @ 7:00pm in the new Council Chambers located at 20593 Blue & Gold Dr. The regular meeting for November may be held following the Public Hearing, if time permits.

Submitted By:
Charlotte Shifflett

Dan Talbot/Chairman

Madelyn Dixon/Secretary