# *PLANNING COMMISSION MINUTES*

## MARCH 3, 2009

**Attendees:**

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|---|---|---|
| Dan Talbot/Chair | Cole McGregor | Madelyn Dixon |
| Cathy Morrison | Vic Corbo | Charlotte Shifflett/Secretary |
| Lauri Sigler/Attorney | Margretta Isom/Council Representative | |

**Excused:**
Harry Armbruster/Vice Chair

Dan Talbot/ Chairman called the meeting to order at 7:00 pm.

- **Koogler**
  - Attorney Sigler had nothing new to report other than the 25 foot easements for utilities have to be confirmed. The deadline for tax credits is approaching this month.
- **Code Book Updates**
  - General Code Publishers has received the list of revisions; it should not be long until copies are returned for distribution.
  - Lauri Sigler, Attorney will check into the possibility of obtaining a disc of the Code Book along with an inquiry if ***a word search*** could be provided?
- **Minutes:**
  - Cole made a motion to accept the February minutes, seconded by Madelyn Dixon.
    **Voice Vote: 5-0** (Morrison did not arrive until after voting)
    **Motion Carried**
- **New Member:**
  - Dan welcomed Vic Corbo as the newest member and thanked him for his willingness to serve. He acknowledged we have interaction during our meetings, although we do follow Roberts Rules.
- **The Virginia Freedom of information Act**
  - Each member was provided a copy for their files.
- **Zoning Permit Revisions:**
  - Cole presented the revised version of the form for review. He decided to color code the forms for accuracy. Green will define the Residential and white is designated for Commercial.
  - After implementing the suggested changes, Cole will bring the form back to members for approval.
  - Technically, once the final version is approved it will not be required to go Council.
- **Plats:**
  - Not all properties have a surveyed plat on file to present along with a request.
  - Since most surveyors receive large fees, the board needs to differentiate when the requestor needs to present the Zoning

Administrator with a survey's plat in an attempt to save money which may not be available to that person (s).

- In a scenario where an applicant wishes to place an accessory building on leased property, who would be responsible to have the property surveyed?
  - Portable buildings would not require a survey.
- A sentence on the existing form mentioned a deposit fee for administrative fees.
  - This practice was never implemented.
  - If this practice were to be implemented it was noted it would require quite a bit of extra work for the Treasurer; which would involve returning the money after issuance of the Certificate of Occupancy.
- The program installed on Charlotte's computer offers access to Town lots. The measuring tool allows an operator to find approximate lot size and can offer some options to property owners who plan to add an accessory building that meets set backs in their zoning district.

- **Elevation Drawings:**
  - With the revised form, the applicant will need to provide the Zoning Administrator an elevation drawing.
- **Inspections:**
  - An inspection should be performed by the Zoning Administrator immediately after the footers are poured to confirm that the building is being constructed in the exact location as defined on the plat.
  - A final inspection should be performed, recorded with initials and date, before the Certificate of Occupancy is issued by Rockingham County.
  - The last signature line on the form shall be signed and dated by the Zoning Administrator and a copy forwarded to the applicant after final inspection.

  **Pathforward:**
  Charlotte will contact the Community Development Center in Rockingham County and glean some information relative to inspection of footers and also surveying requirements.
- **Roads & Sidewalks**
  - This subject will be carried over to a future meeting.

With no further business to discuss, the meeting adjourned. The next meeting is scheduled for April 7, 2009 at 7:00 pm in the Council Chambers located in the Elkton Area Community Center on Blue & Gold Dr.

Submitted By:
Charlotte Shifflett

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Dan Talbot/Chair Madelyn Dixon/Secretary