PLANNING COMMISSION

April 5, 2011
7 pm

Present: Margretta Isom, Goldie Helsley, Dan Talbot, Vic Corbo, Cathy Morrison, Cole McGregor
Excused: Madelyn Dixon
Staff: Attorney/Lauri Sigler, Charlotte Shifflett

The meeting began @ 7 pm with Dan Talbot leading the Pledge of Allegiance.

Vic Corbo made a motion to pass the March 1, 2011 minutes, seconded by Cole McGregor.
Voice Vote = 5-0
Margretta Isom, Goldie Helsley, Vic Corbo, Cole McGregor, Dan Talbot
Motion Carried

Home Occupation
Ed Kirby 16638 E Summit Ave
2011-011

Mr. Kirby inquired if a Home Occupation Permit is needed to operate an internet business from his residence? He would like to give his tenant permission, as required in Town Code, to operate the small business from his home, to be known as *Big Ed's 3B Pub* and will offer beef jerky for farmer's market and internet sales. Vic Corbo, lead member for Home Occupation § 110-705, noted that the requestor has already obtained an EIN Number, and is in the process of notifying the Health Dept. and the USDA for compliance procedures.

After a brief discussion it was noted that Mr. Kirby will need the following items before the Zoning Administrator may issue the permit:

- A statement from the Elkton Volunteer Fire Co. or the Rockingham County Fire Marshall stating emergency vehicle access is available at the address listed. Operation of a business would present no problem.
- Mr. Kirby needs to present a narrative statement which should include the following:
  a. obnoxious odors?
  b. Process for making jerky?
  c. mention if grease will be created during the process? If so, would it need a grease trap?
- The Zoning Administrator may approve after guidance from planning commission members has been sought.
  Comp. Apr 5, 2011

Habitat for Humanity
Discussion

In our March meeting the commission advised Johann Zimmerman they would approve a subdivision of the lot on W. Summit Ave. when an official survey is presented.

Margretta Isom, lead member for Article IX, Subdivision Regulations joined in a discussion regarding the process required thru the Zoning Administrator to subdivide a lot.

- The first requirement is to check the zoning district for the property.
- Lot size requirements and setbacks are listed for each zoning district.
- An official survey must be presented with the Zoning Application and placed on the Planning Commission Agenda.
- After review of the plat, and confident that all criteria has been met, the Planning Commission will approve and recommend to Council for final approval.
- If approved by Council the plat will be signed by the Zoning Administrator and the property owner. It is the responsibility of the owner to have the new plat recorded.

The process is more complicated for a subdivision of a larger tract or parcel of land which normally involves a developer (s). Charlotte will share some check sheets with Margretta.

Vic Corbo made a motion to recommend sub-dividing Tax Map 131B13-(5) B 7 L3 into (2) separate lots , to place a (2) family attached dwelling, as shown on a plat dated March 7, 2011 as drawn by Newman Surveying. The motion was seconded by Cole McGregor.
Voice Vote = 5-0
Dan Talbot, Margretta Isom, Goldie Helsley, Vic Corbo and Cole McGregor
Abstained = 1
Cathy Morrison *<was not present for discussion, therefore, she abstained>*
Motion Carried

Old Business
Tentative Schedule for Public Hearing

March 21, 2011	*First Reading occurred*
April 18, 2011	*Joint Public Hearing @ 6:30 pm*
April 18, 2011	*Planning Commission to vote immediately following public hearing.*
April 18, 2011	*Possible second reading by Council*

Committee:
As proposed in the February meeting each member signed up to become a Lead Member on a category he/she would like to chose from the list. They were selected as follows:

Category	Lead member
Residential 1-4, flood hazard, Yard Sales	*Madelyn Dixon*
Residential 5-6 (includes: Townhouse & Apts.) Agriculture	*Dan Talbot*
Residential 7-8, and Conservation	*Goldie Helsley*
Business, Industrial. Telecommunications	*Cathy Morrison*
Subdivisions	*Margretta Isom*
Sigs, Parking, Definitions, Streets and Alleys	*Cole McGregor*
Zoning Map, Annexation, Home Occupations, Non-conforming Uses, Fences and Exceptions	*Vic Corbo*

PLANNING COMMISSION

Charlotte was requested to get material in the packets to the correct leader for future Zoning Permit requests.

Comprehensive Plan Update

Charlotte reported that she has enough census figures to continue entering results into the existing tables, pages, etc.

- Cole volunteered to proofread some pages containing percentages etc.
- Reid needs to complete the Sewer Plans
- Revise the existing growth map dates.

Zoning Permits Issued YTD

Month	*Bus*	*Res*	*Singe Family*	*2 single family attached*
January	**2**	**3**	**0**	**0**
February	2	0	0	0
March	4	5	0	0
April	1	5	0	0
May				
June				
July				
August				
September				
October				
November				
December				

With no further business to discuss the meeting adjourned. Our next regular meeting is scheduled for ~~May 1, 2011~~ at 7 pm in the Elkton Area Community Center Council Chambers located on Blue & Gold Dr in Elkton, VA.

Dan Talbot/Chairman

Cathy Morrison/Secretary