PLANNING COMMISSION

NOVEMBER 1, 2011
7 pm

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

Cole McGregor/Vice Chair opened the meeting by joining members to recite the Pledge of Allegiance. The minutes were reviewed from the October 4, meeting. Madelyn Dixon made a motion to accept the minutes, seconded by Margretta Isom.

Voice Vote Yes 4-0
Madelyn Dixon, Margretta Isom
Cole McGregor, Cathy Morrison
Motion Carried

Four members made a quorum for the November 1st, 2011 meeting.

Planning Commission Vacancy

A notice was placed in the Valley Banner which offered residents an opportunity to serve on either the Recreation Commission, Community Center Advisory Board Committee, or the Planning Commission. Charlotte or Denise have not received any applications for any committee at this time.

Cathy Morrison made a motion, seconded by Madelyn, to recommend that Jason Blose be approved by Council to serve as a member of the Elkton Planning Commission. If approved, Mr. Blose will be accepting the vacancy created by the resignation of Vic Corbo, expiring Feb. 23, 2013.

Voice Vote Yes 4-0
Madelyn Dixon, Margretta Isom
Cole McGregor, Cathy Morrison
Motion Carried

Summons Forms

- Lauri Sigler has been in contact with the General District Court Clerk/Bonnie Simmons to discuss the proposed form to be used as a summons.
- Proposed summons form will most likely be reviewed by Bonnie Simmons, Judge Claybrook and Attorney Sigler. It was actually originated by Henrico County staff. It has been revised by the Zoning Administrator and Town Attorney to meet the town's criteria.
- If approved, Elkton will be the first Rockingham County town to submit their own form.
- The proposed form looks easy.

Pathforward:
Charlotte will share the latest revision with Attorney Sigler.

Zoning Violations

- Charlotte presented members with a list of sign violations to begin the discussion.
- The list will be forwarded to Council for review.
- The first notification will be mailed, via certified mail, to violators.
- Banners are required to have a permit See ***§ 110-302*** Sign, Temporary
  § 110-706 Version 7.1 Signs

E The following signs require a permit
  1 Portable signs providing the following
    a Signs are not displayed for longer than seven calendar days prior to or three business days after the event advertised
    b No more than 4 portable sign permits may be issued during each calendar year for a particular lot or adjacent lots used for a common purpose

2 Temporary signs providing the following

a Signs are not displayed for longer than 30 calendar days

b Are removed by the sign owner within 5 calendar days after the event that is referenced zoning administrator will otherwise remove at the owners expense

Fee	**§ 86-9**	Portable Sign	$20.00
	§ 86-10	Temporary Sign	$20.00

- The Bible Holiness Church has not submitted a new application for a permit.
- Elkton Middle School will be receiving a letter of rejection for an illuminated sign that has been requested in a residential district.

Growth MAPS

Charlotte and Dan Talbot/Chair met with Robbie Huff of the CSVPC on October 21, 2011.

- As a result of the meeting, Charlotte and Dan received drafts of the maps via e-mail.
- The overhead projector was not functioning properly and members were unable to share the draft versions of the maps.

New Business:

1. A member noted that Joyce Crawford has been doing refurbishment on a dwelling located on E Summit. It was returned to her possession by the US Marshall's office. The concern is no approved septic system exists on the property. The Zoning Administrator is aware this is happening and will be investigating the matter further. Is this a zoning violation or a nuisance issue? Reference Town Code § 170-27 Sewer Connection Required; conditions.

2. An inquiry was made if chicken litter is allowed to be spread within town boundaries? An incident occurred where a farmer, under contract to mow and fertilize town property, spread poultry litter in a residential district.

a. You must live in an Agriculture District to be in compliance with Code; relative to spreading any poultry litter

Committee:

Lead Members:

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	*Jason Blose*

Zoning Permits Issued YTD

Month	*Bus*	*Res*	*Singe Family*	*(duplex) single family attached*
January	2	3	0	0
February	2	0	0	0
March	4	5	0	0
April	1	5	0	0
May	2	3	0	0
June	6	5	0	0
July	4	3	0	0
August	4	4	0	0
September	8	0	0	0
October	0	4	1	0
November				
December				

The next meeting is scheduled for December 6, 2011 at 7 pm in Council Chambers located in the Elkton Area Community Center at 20593 Blue & Gold Dr.

Dan Talbot/Chairman

Cathy Morrison/Secretary