PLANNING COMMISSION

OCTOBER 4, 2011
7 pm

Present: Dan Talbot, Madelyn Dixon, Margretta Isom
Cole McGregor, Cathy Morrison
Excused (due to illness): Goldie Helsley
Staff: Charlotte Shifflett
Guests: Jason Blose

Dan Talbot/Chair opened the meeting by joining members to recite the Pledge of Allegiance. The minutes were reviewed from the September 6th meeting. Cole McGregor made a motion to accept the minutes, as corrected, seconded by Cathy Morrison.
Voice Vote Yes 5-0
Dan Talbot, Madelyn Dixon, Margretta Isom
Cole McGregor, Cathy Morrison
Motion Carried

Existing members made a quorum for the October 4, 2011 meeting.

Vic Corbo has resigned his position with the Planning Commission. Chairman Talbot received the notice by mail dated September 23, 2011. Mr. Corbo's term will not expire until February, 2013. An application to apply for the vacancy may be obtained in the Zoning Office or the Clerk of Council Office. The form is also located on the web site at elktonva.gov.

Planning Commission Vacancy
Mr. Jason Blose, 16743 E Spring Avenue, Elkton, Va., attended the meeting to express an interest in serving on the Planning Commission. He had submitted the appropriate paperwork last year and recently updated his form.
He thanked the commission for giving him an opportunity to attend and was more than willing to answer questions.

- Mr. Blose works a straight daylight shift and would run into no interference on meeting nights
- He replied "yes" when asked if he had sat on committees in the past?
  - Rescue squad-*Served as 1st Sergeant* , *Vice President and President* of the *organization.*
- He has no conflict of interest with the Town and his place of employment.
- When questioned as to why he wishes to serve he noted the following:
  - He has spent nearly his entire life in the Town.
  - He has mostly always served in public service positions.
  - He is willing and has a desire to serve his community.

Chairman Talbot offered the following as expectations of those who serve on the Planning Commission:

- Expected to maintain ordinances.
- Give advice as needed.
- Interpret code in language to make understanding it easier.
- Rewrite code in simple terms.
- Be respectful to Council.
- The Planning Commissioners serve as an advisory body.
- Try to base decisions on code, "not" personal feelings, emotions, and/or pressure
- Issues, at times, become very sensitive and emotionally charged.
- Explain code in a detailed explanation that everyone, especially Council understands. Council appreciates facts.

- In 2004/2005 the Planning Commission closed many loopholes that existed in the code.
- This time frame brought forth many revisions.
- The Commission tries to meet at least 2 hours/monthly. Additionally, members are requested to attend Public Hearings.
  - At times, meeting dates are subject to rearrangement to accommodate Public Hearings.
- The roll of a commissioner has changed a lot in recent years.
- Advances in technology is a factor that plays a big role.

Growth MAPS

Each member was given a copy of the growth map as shown in the last Comprehensive Plan Revision, 2004.

Charlotte has been working with Central Shenandoah Valley Planning Commission relative to updating maps to display predicted growth areas to be included in the next revised plan.

The following suggestions were made as items to be displayed on the revision map:

- Include landmarks near boundaries of the Town.
- Show the Shenandoah River
- Should include road names.
- Needs legends to indentify the anticipated and current zonings.

Pathforward:
Charlotte has been requested to schedule a meeting with Robbie Huff, of the CSVPC, to include Chairman/Dan Talbot.

Enforcement of Zoning Violations

Charlotte passed out a draft copy of a form that was discussed by her and the Town Attorney that may be used in the future as a *"Civil Summons"* or *"Civil Warrant"* to individuals who are in violation of the code. The members felt it looked very official. It still needs to include some revisions, specifically for town use.

One member felt it would be a good idea to run an article in the local paper advising the public that zoning violations are not going to be tolerated and all residents should be warned to follow the rules. One very visible violation are the signs being posted on utility poles.

When the Zoning Administrator becomes aware of a violation the following steps shall be implemented per code:

110-1101 Violations
110-1102 Zoning Administrator

- Notify the individual in writing by using the official form letter currently in use.
- Include a copy of the *section in violation along with Chapter 110 Land Development, Article XI, Administration, Enforcement and Penalties.*
- A certified letter and copies shall be mailed as a record of receipt.

110-1103 Civil Violations

- After the Zoning Administrator (or agent) has issued a notice of violation on any person committing or permitting a violation of the Zoning Ordinances enumerated in Section 110-1101 and if such violation has not ceased within such reasonable time as is specified in such notice the Zoning Administrator (or agent) shall proceed to issue the summons and follow the code.

327 W Prospect Ave

A request from Nicholas Campbell, to purchase town property adjacent to his boundary line, was forwarded to the Planning Commission for discussion. The property in question joins the sub-station which has entry off of 6th Street.

Cole McGregor, seconded by Madelyn Dixon, made a recommendation that the town should keep the land, designated as utilities, to allow for future growth.

Voice Vote: Yes 5-0
Dan Talbot, Madelyn Dixon, Margretta Isom, Cole McGregor, Cathy Morrison
Motion Carried

Chapter 143

Some discussion occurred regarding obstruction of streets. The Welcome Center Committee desires to place a bench in front of their building for visitors. The walk way should remain open at 42" walking space.

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	*Vacant*

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		
October				
November				
December				

Cole McGregor made a motion, seconded by Madelyn Dixon, to adjourn.
Voice Vote Yes 5-0
Dan Talbot, Madelyn Dixon, Cole McGregor, Cathy Morrison, Margretta Isom
Motion Carried

The next meeting is scheduled for November 1, 2011 at 7 pm in Council Chambers located in the Elkton Area Community Center at 20593 Blue & Gold Dr.

PLANNING COMMISSION

Dan Talbot/Chairman	Cathy Morrison/Secretary