PLANNING COMMISSION September 5, 2017

**** Present:**

**	Margaretta Isom/Council Representative	**	Roy Davis
**	Daniel Talbot/Chairman		Robert Morris
**	Cole McGregor/Vice Chairman	**	Dorenda Flick
	Cathy Morrison/Secretary		

Admin: Charlotte Shifflett/Zoning Administrator, Mary Shifflett Zoning Administrator

Guest: Gene Kite

Chairman Talbot called the meeting to order at 7 pm. All in attendance were invited to stand for *"The Pledge of Allegiance"*

Minutes:

Council Member Isom made a motion, seconded by Cole McGregor, to approve the minutes for July 5, 2017 meeting.

Voice Vote 5-0 all yes

Dan Talbot, Cole McGregor, Roy Davis, Dorenda Flick, Margaretta Isom

Motion Carried

I. ELECTION OF OFFICERS

CHAIRMAN

Margaretta Isom/Council Member, seconded by Cole McGregor, made a motion to nominate Dan Talbot as Chairman.
Dan accepted the nomination.

Voice Vote 5-0 all yes

Dan Talbot, Cole McGregor, Roy Davis, Dorenda Flick, Margaretta Isom

Motion Carried

VICE CHAIRMAN

Dorenda Flick, seconded by Margaretta Isom, made a motion to nominate Cole McGregor to serve as Vice Chairman.
Cole accepted the nomination.

Voice Vote 5-0 all yes

Dan Talbot, Cole McGregor, Roy Davis, Dorenda Flick, Margaretta Isom

Motion Carried

SECETARY

Roy Davis, seconded by Margaretta Isom, made a motion to nominate Dorenda Flick to serve as secretary.

Voice Vote 5-0 all yes

Dan Talbot, Cole McGregor, Roy Davis, Dorenda Flick, Margaretta Isom

Motion Carried

Misc:

Chairman Talbot addressed the fact that Dorenda, or anyone else serving on the commission, may register and take a class on Zoning. Charlotte and Cathy took the class in Richmond several years ago and Dan noticed Cathy gained more confidence in her role as member of the planning commission. Charlotte was well satisfied with the results, thus being able to apply her knowledge to the everyday skills of job performance.

Chairman Talbot advised Charlotte to place Comprehensive Plan review on an upcoming agenda.

II. By Laws

Chairman Talbot reviewed the latest revision of the By-Laws with the commissioners'. No changes were made; however, Charlotte was asked to contact the Town Attorney in reference to 10.5. Due to the fact the General Assembly issued a document regarding solicitation of Proffers, Chairman Talbot would like to confirm if the statement is legal or illegal?

III. PERMANENT CLOSURE OF AN ALLEY

Gene Kite

Mr. Kite is considering submitting an application to purchase a portion of an alley that runs behind his house located at 337 W Spring Ave. In return Mr. Kite will allow the town to retain a 10 ft easement on the south side of the alley.

1) The existing alley is 20 ft wide with Mr. Kites property running approximately 110 ft (GIS measurements)
2) There are no utilities installed in this alley.
3) The alley dead ends adjacent to the RR right-of-way.
4) He would like to demolish an existing building to make room for a new building.
5) The proposed building requires extra footage, therefore; the purpose behind purchasing the alley.
6) His neighbor has no intentions of buying the abutting half and is willing to sign the document.
7) Mr. Kite has contacted the Elkton Volunteer Fire Department as part of the required criteria.
8) Charlotte has contacted the Elkton Police Department which is a part of the criteria to be met.
9) Selling an alley increases tax revenue for the town.
10) Decreases maintenance for the Town of Elkton

Mr. Kite thanked the Planning Commission and advised them he would make a decision and return with the application to the Zoning Office; if he decides to move forward.

III BLUE RIDGE HERITAGE MEMORIAL

Council Member Isom

Council Member Isom noted this project is moving along and should involve the Planning Commission. The Council has passed a resolution and voted on a concept drawing of the proposed memorial. The committee has been looking into several options for location of the memorial and decided they would like to construct the memorial on Elkton Area Community Center property, to be donated by the Town of Elkton.

1) The community center is located in a B 2 zoning district, as well as a floodplain, and will not allow a memorial to be built as a permitted use. No ordinances are in compliance with the request.
2) The Blue Ridge Heritage Committee has voted to eliminate Stonewall Park as the location for the memorial
3) Chimney will be located in a floodplain and will need to be engineered according to chap. 110-615.

4) Flood plain regulations will be followed, therefore; adding additional costs to a fund that is nearly depleted of funds.
5) Quotes are being presented by several engineering firms. An elevation certificate is a requirement.
6) *Will require a public hearing since it is use of town property, and located in a district where it is not a permitted use..*

IV. SUPREME COURT REVISIONS ON SIGNS

Council Member Isom

Elkton Town Council and Town Attorney/Nathan Miller advised Mrs. Isom to inform the Planning Commission the document issued and distributed by Nathan Miller, regarding the changes to sign ordinances should be reviewed by the Elkton Planning Commission and revisions made to bring the town into compliance.

1) Chairman Talbot has discussed this issue personally with the attorney and read the specified parts Nathan suggested be changed, and found things defined never happened here anyway.
2) Chairman Talbot advised Mrs. Isom the board had reviewed and recorded in the minutes that no issues were discovered. The documentation provided information relating more to the actual language rather than size, location, etc.
3) The Chairman is reluctant to reopen the sign code for revisions since it took two years to pass the last revision.
4) Cole emphasized if a sign code did not exist town would be overrun with too many signs.
5) Contact Nathan and have him identify the questionable subjects.
6) Charlotte will correspond with Nathan Miller and determine if it needs to be brought back for review in the near future. If so he needs to mark specific items for revisions.

V. Community Center Sign

A new sign has been discussed for several years with no action taken by staff or governing bodies.

1) Charlotte passed out a sample of the proposed message board.
2) Cole noted the sign now located at the Community Center needed to be upgraded to a message board. The letters are very heavy that attach to current sign.
3) C {16} Support structure shall not be included in sign measurements if it has no text written on it.
4) C {19} b. Located in a B 2 zoning district.
5) E {6} d. Increase to 60 sq ft using the 0.2 calculations of road frontage.
6) C {19} Electronic Message Board shall not exceed 40 percent of sign sq footage.
7) A special exception permit will be required by Elkton Town Council to submit with a diagram of request.
8) *The Planning Commission recommends a public hearing be scheduled for construction of a new sign*

As defined in 110-706

G. Special exception permits for signs:

(1) Upon proper application, and after following the process described in § **110-802C** herein, the Council may grant a special exception permit authorizing an otherwise permitted sign for a use which would normally be prohibited by this chapter. The permit may contain such conditions as the Council deems proper. Nevertheless, the Council restates it's holding that the substantive provisions of this

chapter are generally in the Town's best interests, and the Council anticipates that special use permits as authorized by this section will be appropriate only in unusual circumstances.

(a) There are no exceptions for the use of electronic message boards.

(2) In evaluating the proposed special exception, the Council shall address the concerns outlined in § 110-802 C (5) herein.

(3) Additionally, the Council shall address the following concerns that are specific to signs:

(a) Is the sign consistent with the architectural nature and character of the surrounding neighborhood?

(b) The significance of the sign for the public good vs. the good of the neighboring landowners

Please reference the above table when you receive your agenda each month

Residential 1-4, flood hazard, Yard Sales	Roy Davis
Residential 5-6 (includes: Townhouse & Apts.)Agriculture	Dan Talbot
Residential 7-8, and Conservation	Dorenda Flick
Business, Industrial. Telecommunications	Cathy Morrison
Subdivisions, including Lot Line Adjustments	Margaretta Isom
Signs, Parking, Definitions, Streets and Alleys	Cole McGregor
Zoning Map, Annexation, Home Occupations, Non-conforming Uses, Fences and Exceptions	Vacant

.Track Permits Issued for 2017

Month	Business	Residential	Single family	Duplex/Single family attached	Incomplete
Jan	1	3			
Feb	2	2			
Mar	3	8			
Apr	6	5			
May	3	8			
Jun	2	5			
Jul	2	7			
Aug	2	4			
Sep					
Oct					
Nov					

Dec					
YTD	20	42			62

The next regular meeting is scheduled for October 3, 2017@ 7 pm in Council Chambers located at the Elkton Area Community Center on 10593 Blue & Gold Dr. in Elkton, VA. If a cancellation occurs you will be notified at least 48 hours prior to the meeting as written in By-Laws, Article VII 7-3.

Chairman _____ Secretary Lorenda D. Flick