PLANNING COMMISSION November 6, 2017

**** Present:**

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

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

Guest: Donna Mowbray

Chairman Talbot called the meeting to order at 7 pm.

Minutes:

Council Member Isom made a motion, seconded by Cathy Morrison, to approve the minutes for October 3, 2017.

Voice Vote 4-0 all yes

Dan Talbot, Cathy Morrison, Roy Davis, Margaretta Isom

MOTION CARRIED

I. Interview for Vacancy

An Ad ran in the Valley Banner on October 6, 2017 offering an opportunity to fill the vacancy created by the resignation of Robert Morris. Only one application was received, Donna Mowbray submitted hers on Oct. 16, 2017

- Chairman Talbot "thanked" Mrs. Mowbray for attending tonight's meeting and her willingness to serve.
- The candidate noted she is no longer a member of EPIC group and therefore, she has more time to spend on other activities.
- Cathy Morrison inquired if she would be available to attend meetings and public hearings regularly as scheduled?
- Candidate Mowbray replied, "On a normal working day I do not work until 7 pm."
- The interviewed continued with Cathy Morrison queried if the candidate had any background or prior knowledge of construction?
- Although the answer to the question was "no" she emphasized she is very aware of town functions.
- Council Member Isom reiterated the need to attend meetings regularly. Even though she serves on the Planning Commission and the Elkton Town Council she occasionally has to search for references to various subjects and requests that arise. We have a table established which assigns each member a designated area. If your item is on the agenda you need to prepare in advance of meetings and lead the discussion.
- The candidate advised the group she possesses a willingness to learn.
- Roy Davis participated in the discussion by asking if she was familiar with Angler Development and their downfall in town.
- Council Member Isom emphasized the fact sometimes you will need to abstain from casting a vote; the more you attend the more you will learn when to abstain.

- Chairman Talbot offered some advice regarding approaching planning issues. People want you, as a member, to be a part of an architectural review board, and/or to interpret codes for them. Some of the sub-divisions even adhere to covenants of their homeowners association.
- The candidate is aware during meetings or at other times we do interpret codes.
- She went on to entertain the subject of Historical properties.
- Chairman Talbot observed that many vacant buildings are located downtown, but at some point that may be occupied and thrive again.
- The Zoning Administrator wondered if the candidate can say "no" and stand behind her vote.
- She admittedly assured she has voted "no" to some issues which worked out well beyond her expectations.
- Council Member Isom shared that the Planning Commission is a body that makes recommendations to council. The Elkton Town Council takes the recommendations of the board seriously and Dan Talbot can only remember one occasion where the council went against the Planning Commission recommendations.
- To sum up the discussion, Mrs. Mowbray stated she would be dedicated to her duties and keep the town's best interest at heart. She commented she is a hard worker.
- Chairman Talbot wanted to discuss the fact that Mrs. Mowbray 's sister, Dorenda Flick, currently serves on the Planning Commission and he wanted to note he has a concern it could be a conflict of interest. He only learned tonight the candidate and a board member are sisters.
- The Zoning Administrator advised Chairman Talbot she checked with Linda Elliott and has an e-mail stating there is nothing in the By-Laws that would affect this situation.
- Council Member Isom reiterated to all in attendance it sounds good! The candidate is dedicated and motivated to take on the position.

At this point, Mrs. Mowbray was dismissed and the discussion continued.

- Council Member Isom is positive she will be dedicated since she was committed to the EPIC organization for 30 years.
- Cathy Morrison expresses her opinion and believes she will be okay.
- Roy Davis still has a concern regarding the sisters situation.
- Chairman Talbot requested Charlotte provide the date the ad was run advertising the vacancy. It ran on October 6, 2017 with Mrs. Mowbray presenting her application on October 16, 2017

Margaretta Isom made a motion to recommend Donna Mowbray serve on the Planning Commission and fill the vacancy created by Robert Morris effective Oct 1, 2017. Cathy Morrison seconded the motion.

Voice Vote 4-0 all yes

Dan Talbot, Cathy Morrison, Roy Davis, Margaretta Isom

MOTION CARRIED

Where to begin review of Comprehensive Plan.

Charlotte informed Chairman Talbot, Robbie Huff is no longer employed with CSVPD {Central Shenandoah Valley Planning District}. She was successful in contacting his replacement in regards to updating our Water & Sewer Infrastructure Mapping contained in the Comprehensive Plan.

Each Council member was given the Town of Elkton Comprehensive Plan. Chairman Talbot suggests each member read Chapter 11 GOALS before review begins. He feels the Comprehensive Plan allowed us to maintain some order in town growth. He admits it is frustrating to see no more businesses locating in downtown area.

Dan Talbot suggested that Troy Shifflett, Public Works Director, review the maps for sewer and water to see if they are still accurate and up to date. With the new project under construction for water sewer lines to annexed areas.

The last review was in 2013.

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	4	3			
Oct	7	5			
Nov					
Dec					
YTD	32	50			62

Roy Davis made a motion to adjourn, seconded by Cathy Morrison. The next regular meeting is scheduled for December 5, 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 Dorenda D. Fleck