PLANNING COMMISSION October 2, 2018

**** Present:**

**	Daniel Talbot / Chairman	**	Donna Mowbray
**	Roy Davis - absent	**	Joey Merica
**	Dorenda Flick/Secretary	**	Margaretta Isom/Council Representative

Admin: Charlotte Shifflett / Zoning Administrator, Delores Hammer/ Zoning Administrator

Guest: Jodi Gooden, Mark Klansek, Teresa Klansek, Mike Smith, Sarah Smith

Chairman Talbot led the Pledge of Allegiance

I. Chairman Talbot asked if everyone had reviewed the minutes. Everyone responded yes.

A motion was made by Margaretta Isom to accept the September 10, 2018 meeting minutes

Donna Mowbray seconded the motion.

Voice Vote 5-0 all in favor

Daniel Talbot, Dorenda Flick, Donna Mowbray, Joey Merica, Margaretta Isom

Motion Carries

Chairman Talbot asked for a motion to accept the September 10, 2018 Public Hearing minutes

A motion was made by Margaretta Isom to accept the September 10, 2018 public hearing minutes.

Joey Merica seconded the motion

Voice Vote 5-0 all in favor

Daniel Talbot, Dorenda Flick, Donna Mowbray, Joey Merica, Margaretta Isom

Motion Carries

II. Joey Merica's term will expire on 11/30/2018 (remainder of Cathy Morrison's term). Chairman Talbot asked for a motion to recommend Joey Merica to a 4 year term to the Planning Commission.

Margaretta Isom made a motion to recommend Joey Merica to the Town Council for a 4 year term.

Dorenda Flick seconded the motion

Voice Vote 4-0 all in favor

Daniel Talbot, Dorenda Flick, Donna Mowbray, Margaretta Isom

Motion Carries

Joey Merica nomination will be sent to Council for approval on Monday, October 15.

III. Guest speaker Mark Klansek with the Elkton Greenway Project presented a Powerpoint Presentation for the proposed Elkton Greenway.

Margaretta Isom made a motion that the Planning Commission make a recommendation to Council to support the concept of the Elkton Greenway Project.

Joey Merica seconded the motion.

Voice Vote 5-0 all in favor

Joey Merica - yes Margaretta Isom - yes

Donna Mowbray - yes Daniel Talbot - yes

Dorenda Flick – yes

Motion carries

A recommendation will be sent to Council to support the concept of the Elkton Greenway Project

IV. Chairman Talbot and the Commission interviewed Ms. Jodi Gooden for the vacant seat on the Planning Commission. Chairman Talbot asked Ms. Gooden why she was interested in serving on the Planning Commission. Ms. Gooden said that she attends some of the council meetings and it has always interested her. She explained she would like to learn more and be able to give input with the development of Elkton. Ms. Gooden said "It is in my blood my Father Wake Gooden served on the planning commission." She also stated that she knew a few of the people on the board and some she did not but that she had always heard good things about the commission. She would like to help make Elkton a positive community. Chairman Talbot asked Joey Merica if he had any questions. He did not have any questions but said he was pleased that she was willing to help in the community. Donna Mowbray said that she was fairly new to the commission less than a year and that it was a lot to learn and sometimes overwhelming and that if the commission did not have a leader like Chairman Talbot she would be lost. Ms. Gooden said that she loves to learn new things. That you should always be learning. Dorenda Flick said that she did not have any questions and that it sounded like Ms. Gooden was eager to learn and that is what the position requires. Chairman Talbot asked where she worked Ms. Gooden is a Coding Specialist with Sentara. Margaretta Isom asked if she worked a set shift and if she would have any problems attending meetings or public hearings when necessary. Margaretta Isom explained the importance of attending all meetings. Margaretta Isom said that she had missed meetings in the past for one reason or another and that she found that if you miss one meeting that you miss a lot of very important information. Jodi said that she would not have any issues with attending meetings or public hearings. Margaretta Isom said that although the code book remains the same that there are constantly new issues and things to learn. Chairman Talbot explained the responsibilities of the planning commission and that the commission provides the Zoning Administrator and the Town Council with recommendations. He said that the code book is split into sections. Each person is assigned a section to learn and to lead the commission through discussions as needed. The responsibilities are to create an equal playing field for all citizens. Chairman Talbot then proceeded to read several quotes.

Zoning is a device of democratic people for mutual protection. The PROTECTION is from those who recognize no rights of others, insist upon all rights for themselves."

"ZONING is the best method so far devised for directing build-ing development for the combined purpose of securing safety from fire and accident, protection of health, morals, comfort, prosperity and general welfare, preservation of property values and improvement and beautifying of towns."

"Our right to property is the same as our right to liberty; it is subject to the greater rights of all the citizens." Roanoke Planning Commission.

Chairman Talbot said the board would vote later in the meeting on Ms. Gooden's nomination.

V. The next item on the agenda Elliott Diamonds request to rezone 131B (1) B26 L1 –L7 from M1 to R4. Charlotte Shifflett spoke on Mr. Diamonds behalf and said that she would like to point out that Gibbons across the street is zoned R4. Chairman Talbot asked if Mr. Diamond was trying to rezone so he could sub divide and build houses. Charlotte Shifflett said that he was trying to sell his properties and would need to vacate lot lines. Charlotte Shifflett said she thought he was trying to sell buildable lots. Chairman Talbot said in his opinion this was spot zoning. Margaretta Isom said she spoke to Charlotte Shifflett today and after that conversation she also thought it was spot zoning. But Charlotte Shifflett brought to her attention that across the road was R4. Charlotte Shifflett said she saw the R4 properties across the road in Mr. Diamond's favor but that she did not have a vote. Charlotte Shifflett said she was simply the messenger for Mr. Diamond. Chairman Talbot asked if Mr. Diamond had paid a fee and Delores Hammer responded that Mr. Diamond paid a $160 fee. Chairman Talbot said he recommended we give Mr. Diamond his money back. Charlotte Shifflett said that she would like to remind the commission about the property zoned R2 on East Washington. Chairman Talbot then discussed B1 and B2 properties. Chairman Talbot said that there were two houses on the street but they had been grandfathered. The houses were non-conforming and no changes can be made to the properties. The reason for the zoning was to prohibit the properties from becoming blight properties. Margretta Isom asked for everyone's opinion on the matter. Joey Merica asked how difficult it would be to change back if rezoning was approved. Chairman Talbot said that the Planning Commissions duties are not to recommend a temporary zoning to satisfy property owners but to properly zone the property correctly the first time. The Planning Commissions job is to recommend the right use for the land. And previous commission has said that M1 is the correct zoning. So the question is was the past decision correct or have things changed and should the property be rezoned?

Joey Merica made a motion to not recommend rezoning of the parcels.
Donna Mowbray seconded the motion

Voice Vote 5-0 all in favor

Joey Merica - yes

Margaretta Isom - yes

Donna Mowbray - yes

Daniel Talbot - yes

Dorenda Flick – yes

Motion to not recommend rezoning of 131B (1) B26 L1-L7 carried.

VI. Chairman Talbot asked for a motion to recommend Jodi Gooden to fill the vacant seat on the Planning Commission.

Margaretta Isom made a motion to recommend Jodi Gooden to fill the vacant seat on the Planning Commission to the Town Council

Dorenda Flick seconded the motion.

Voice Vote 5-0 all in favor

Joey Merica - yes

Margaretta Isom - yes

Donna Mowbray - yes

Daniel Talbot - yes

Dorenda Flick – yes

Motion carries

Jodi Gooden's nomination will be sent to the Council to approve on Monday, October 15.

VII. Chairman Talbot asked for a motion to add the review of Mr. Elliott Diamond's proposed subdivision to the property on Summit Avenue to the agenda.

Joey Merica made a motion to add the review of the potential subdivision of property located on Summit Avenue to the agenda.

Margaretta Isom seconded the motion

Voice Vote 5-0 all in favor

Daniel Talbot, Dorenda Flick, Donna Mowbray, Joey Merica, Margaretta Isom

Motion Carries

Chairman Talbot gave a brief explanation regarding the property and the request. Charlotte Shifflett explained Mr. Diamond's request. Chairman Talbot said that after reviewing the submitted information in his opinion the subdivision request was acceptable. He asked if Charlotte Shifflett and Delores Hammer also found the subdivision request acceptable. Both confirmed the request met all required criteria.

Chairman Talbot asked for a motion to approve requested subdivision.

Dorenda Flick made a motion to sub-divide Tax Map 131 (A) - L 43 B, containing 3.997 acres in (3) separate lots as shown on plat signed and dated October 2, 2018 by Royce B. Hylton, Jr. Lot 1 = 29,577.24 sq. ft., Lot 2 = 24,219.36 sq. ft., Lot 3 = 20,865.24 sq. ft., with a residue remaining of 2.294 acres with an existing dwelling at 16998 E. Summit Ave.

Joey Merica seconded the motion

Voice Vote 5-0 all in favor

Joey Merica - yes

Margaretta Isom - yes

Donna Mowbray - yes

Daniel Talbot - yes

Dorenda Flick – yes

Motion carries to sub-divide Tax Map 131 (A) L 43 B.

Recommendation to subdivide will be presented to Town Council on Monday, October 15 for approval.

Chairman Talbot asked if anyone had other business. Margaretta Isom asked about the status of establishing a demolition permit. Chairman Talbot said in his opinion a permit should be issued for demolition. Chairman Talbot said that information for a demolition permit should be placed in the permit section so that everyone is aware that a permit is required Chairman Talbot said that the County issues demolition permits but they will not issue a permit until the Town issues a permit. Chairman Talbot said there should be a written definition and guidelines for a Demolition permit. Charlotte Shifflett will email Linda Elliott requesting an ordinance to be added referencing the demolition permit process.

Margaretta Isom made a motion to adjourn the meeting

Joey Merica seconded the motion

Voice Vote: 5-0 all in favor

Daniel Talbot, Donna Mowbray, Dorenda Flick, Joey Merica, Margaretta Isom

Motion carries

Chairman Talbot adjourned the meeting

The next regular meeting is scheduled for November 6 at 7:00 pm. The meeting will be held in Council Chambers located at 20593 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_____
Daniel Talbot

Secretary_____
Dorenda Flick

PLANNING COMMISSION October 2, 2018

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

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

Track Permits issued for 2018

Month	Business	Residential	Single family	Duplex/Single family attached	Incomplete
Jan	2	1			
Feb			1		
Mar	2	4			
Apr	1	6			
May	3	4			
Jun	0	5			
Jul		6			
Aug	9	2	1		
Sep	5	7			
Oct	7	3			
Nov					
Dec					
YTD					