PLANNING COMMISSION FEBRUARY 6, 2018

**** Present:**

**	Margaretta Isom/Council Representative	**	Roy Davis
**	Daniel Talbot/Chairman	**	Cole McGregor /Vice chair
**	Dorenda Flick/Secretary	**	Donna Mowbray

Ex: Cathy Morrison

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

Guest: Gene Kite

Chairman Talbot called the meeting to order at 7 pm. He began with the Pledge of Allegiance

Minutes:

Council Member Isom made a motion, seconded by Roy Davis, to approve the minutes for Nov. 6, 2017

Voice Vote 6-0 all yes

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

I. Gene Kite/Alley Closure Discussion

In September 2017 Mr. Kite began plans by submitting a preliminary alley closure request to the Zoning Administrator. Mr. Kite's address is 337 W Spring Ave.

a) He informed members he plans to demo the existing building sitting on his property.
b) The Elkton Volunteer Fire Co. has viewed the property and will furnish a written statement expressing it has no useful purpose to them if the alley is closed. No emergency vehicles can enter the alley and turn around anyway.
c) The Elkton Police Acting Chief/ Junior Kite has submitted a written statement the closure will not affect his department.
d) The Town Manager, or his/her designated representative, must certify the alley has no useful purpose to the town or its residents by nature of current use, zoning, cost of closing, or point of origin and/or destination.
e) Half of the 20 ft. alley must be offered to the neighbor across the street. He must sign a document declining or accepting to purchase his share. If declining to purchase, the requestor retains the right to purchase that half also.
f) Before Mr. Kite begins the process he wants to attend the Work Session on Monday, Feb. 12, 2018 and offer council a fair proposal of purchase price, including legal fees, he is willing to pay the town.

II. Comprehensive Plan Review

Chairman/Dan Talbot continued the meeting by opening a discussion of our current Comprehensive Plan, updated and approved in 2013. Code requires the plan be reviewed every five years. With several new members sitting on the commission he felt the need to take a brief overview of the manual. Some highlights pointed out were:

a. Charlotte was requested to go PG 58 and drop the column displaying 1999 figures.

b. The infrastructure maps need to be updated to support the existing system. Chairman Talbot and Charlotte have a meeting scheduled with the representative from Central Shenandoah Valley Planning District on Feb. 16, 2018 to review recent water/sewer lines being added to the system.
c. Update information relating to upgrades, recently completed, that have taken place at the Waste Water Treatment Plant.
d. Chapter 11 **GOALS.** This chapter is authored and maintained by the Elkton Planning Commission. Members went thru the chapter briefly and were given instructions to use this as a homework assignment before the next meeting. Bring in any suggestions for the March meeting.

III. Latitude Properties Inc.

Chairman Talbot emphasized the importance of the role the Planning Commission and the Comprehensive Plan play in any annexation and/or rezoning occurrences within or near town boundaries. The recent re-zoning conducted by Rockingham County, on property adjacent to the town boundary line, omitted input from the Elkton Planning Commission. This property lies within part of the area projected to be annexed into the town sometime in the future. If and when this action occurs it becomes subjected to fall into a zoning district listed within our current code. The Planning Commission should have been advised that Rockingham County was going thru a re-zoning hearing. In addition, Elkton Town Council proceeded with water/sewer line agreement without advising members.

IV. Community Center Sign

The new sign has been installed for the Community Center. Some questions arose as to the timing for changing. The Community Center Director slowed the changes down to comply with existing codes.

SIGN, ELECTRONIC MESSAGE BOARD

A sign displaying a message or information which may be changed by electric or electronic controls. Such a sign shall not create an unsafe driving situation or distraction for vehicle drivers, pedestrians or other persons. The message or information may be changed from time to time and need not be set forth in the sign permit application.

[Added 5-19-1997]

SIGN, FLASHING

Any illuminated sign on which the artificial or reflected light is not maintained stationary and constant in intensity and color at all times when in use. Any revolving illuminated sign shall be considered a flashing sign. An electronic message board sign is not a flashing sign.

[Amended 5-19-1997]

Chairman Talbot advised Charlotte/Zoning Administrator to find a copy of the original letter sent to Bible Holiness Church, located on E Spotswood Tr. , upon installation of their sign in 2013. The Elkton Planning Commission

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	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					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
YTD					

Cole McGregor made a motion to adjourn, seconded by Roy Davis. The next regular meeting is scheduled for March 6, 2018@ 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 M. Flick

Dan Talbot Dorenda Flick