PLANNING COMMISSION September 10, 2018

**** Present:**

**	Daniel Talbot / Chairman		
**	Roy Davis	**	Cole McGregor/Vice chair
**	Dorenda Flick/Secretary	**	Donna Mowbray
**	Margaretta Isom/Council Representative – excused due to attending council meeting		

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

Guest: Joey Merica

Chairman Talbot led the Pledge of Allegiance

I. Chairman Talbot then began the interview process with Mr. Joey Merica. Chairman Talbot thanked Mr. Merica for his application and interest in sitting on the Planning Commission. He then opened up to questions. Cole McGregor Mr. Merica where he was employed and what his job title and responsibilities included. Mr. Merica responded that he is employed with Merck as an Employee Qualification Expert. His responsibilities are to ensure all new employees are properly trained. Mr. McGregor said his questions were answered. Roy Davis ask if Mr. Merica was from the Elkton area. Mr. Merica said that he was from Elkton and that after high school he enlisted in the Air Force. Roy Davis asked why he was interested. Mr. Merica said he likes to do volunteer in the community. Mr. Merica said that he enjoys being an active part of the community. Donna Mowbray did not have any questions but made a statement that she has worked with Mr. Merica in the past and that he is a hard worker and will do anything asked of him. Dorenda Flick did not have any questions but said that Mr. Merica in her opinion was very dedicated and level headed. She worked with Mr. Merica on the EPIC committee for a few years and it was always a positive experience. Charlotte Shifflett said that it takes dedication to sit on the Planning Commission. Chairman Talbot asked Mr. Merica what his political aspirations are. Does he see this position as a stepping stone to the town council? Mr. Merica said that he did not have any immediate political aspirations at this time that he only wanted to concentrate on things in the community and he thinks he can be more effective in the community by sitting on the Planning Commission vs. the Town Council at this point. Chairman Talbot asked his Mr. Merica had any questions. Mr. Merica stated that he thought the Planning Commission duties were to take public opinion on zoning and create a plan for Elkton as far as development. Chairman Talbot explained the duties of the planning commission and the details of the comprehensive plan. Charlotte Shifflett is working on the 5 year update to the comprehensive plan. The planning commission works with chapter 110. Chairman Talbot explained that the planning commission provides the Zoning Administrator and the Town Council with recommendations. The responsibilities are to create an equal playing field for all citizens. and 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 improve-ment 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 explained that the Planning Commission is not like a property owners association it is being fair to everyone in town. The ordinances are to create an equal playing field for everyone. Chairman Talbot discussed the sign ordinance that was up for discussion and how reputation for a business is more important than signage. But that businesses think they all need a bigger sign which is not the case if you have a good business and offer a good service people will find you with or without signs. Mr. Merica then asked how the planning commission gets input from the public about issues. Charlotte Shifflett said the phone rings off the hook with public input. Chairman Talbot explained that there are ordinances that tell the planning commission when a Public Hearing is required. Charlotte Shifflett then told Mr. Merica that he would receive $100 a month compensation for sitting on the commission. Chairman Talbot explained that the commission meets once a month for about 2 hours but occasionally the commission will meet more often if a public hearing is needed. Chairman Talbot expressed the importance of attendance and to attend all meetings.

Mr. Merica did not have any additional questions.

Chairman Talbot said the board would vote later in the meeting on accepting Mr. Merica has a member of the Planning Commission.

II. Chairman Talbot asked if everyone had reviewed the minutes. Everyone acknowledged that they had.

A motion was made by Cole McGregor to accept the July 31, 2018, August 20, 2018 and August 20, 2018 Special Meeting minutes.

Roy Davis seconded the motion.

Voice Vote 5-0 all yes

Daniel Talbot, Dorenda Flick, Donna Mowbray, Roy Davis and Cole McGregor

Motion Carried

III. Chairman Talbot said that commissioners serve 4 year terms. Chairman Talbot said that the terms are staggered and requested a copy of the Commissioners and the date of expiration for each person's term.

Path Forward: Delores Hammer will prepare a list.

IV. Sign Code

Barbara Polin would like to add 4 butterflies to her Solace building (she has already been approved for 4). Delores Hammer and Charlotte Shifflett notified Ms. Polin of the steps necessary for a special exception permit. It was discussed and agreed that a butterfly was a symbol and that Ms. Polin has made it very clear that the butterflies are representing her

business. Chairman Talbot and Commissioners agreed that Ms. Polin needed to follow the procedures already in place. Cole McGregor discussed the sign code and changes. Chairman Talbot asked if the definition of symbols was revised. It had. And if the # of symbols had been changed to 4 and that all signs must be 5' from the property line. All additions and changes have been made by Linda Elliott.

Chairman Talbot asked for a motion to accept the revised sign ordinance 110-302 Terms defined and Article VII (Use Regulations), 110-706 Signs.

Motion made by Cole McGregor and seconded by Roy Davis.

Voice Vote 5-0 all yes

Dorenda Flick – yes Cole McGregor - yes

Donna Mowbray - yes Roy Davis – yes

Dan Talbot – yes

Motion Carried

V. Short Term Rental

Chairman Talbot provided a brief explanation of the Short Term Rental ordinance. Chairman Talbot said he "believes the commission has done everything possible to keep properties from being a nuisance to the neighbors. But it is not fair to penalize citizens of the town to be unable to do something that has become relatively standard in our society which allows people to rent out their property for short term rentals".

Chairman Talbot asked for a motion to approve the Short Term Rental ordinance.

Motion made by Roy Davis and seconded by Cole McGregor

Voice Vote 5-0 all yes

Dorenda Flick – yes Cole McGregor - yes

Donna Mowbray - yes Roy Davis – yes

Dan Talbot – yes

Motion Carried

VI. Chairman Talbot recognized Cole McGregor for his twelve years of service on the planning commission. It was celebrated with cupcakes and a card signed by all members.

VII. Ruritan Club request for a boundary line adjustment. Requesting to divide 2.001 acres off a portion of 130- A- 121 (zoned B2). The 2.001 acres is being sold to Rockingham Redi Mix and

increases Redi Mix lot size to 5.776 acres while the residue of lot 130 A-121 is reduced to 15.356 acres.

Cole McGregor made a motion to accept the boundary line adjustment based on a plat prepared by Robert L. Shiflet on July 11, 2018.
Dorenda Flick seconded the motion.

Voice Vote 5-0 all yes

Motion Carries

VIII. The Town of Elkton has requested to subdivide Elk Run Subdivision property located on Mt. Pleasant into 15 lots.

Roy Davis made a motion to subdivide lots 1-14 in the Elk Run Subdivision zoned R4 tax map 131 A L34 by Hal Benner dated August 29, 2018, with 10' addition to Mr. Pleasant Road with 14 buildable lots and lot 15 being reserved for residual (streets, sidewalks, general. With a 50' access right of way to remaining residual lot which should be made a street. It was recommended by the planning commission that it be named Charlotte's Way.

Cole McGregor seconded the motion.

Voice Vote 5-0 all yes

Dorenda Flick – yes Cole McGregor - yes

Donna Mowbray - yes Roy Davis – yes

Dan Talbot – yes

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

IX. Chairman Talbot asked for a vote to recommend Joey Merica for the Planning Commission. Dorenda Flick made a motion to accept Joey Merica, the motion was seconded by Donna Mowbray.

Voice Vote 5 -0

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

Motion passed

New Business:

Charlotte Shifflett asked Chairman Talbot about a request from a builder to use a cinder block foundation on a lot in Elkwood Subdivision. Chairman Talbot said that the town is not responsible for enforcing the property owner's association guidelines. The builder would like to use a non-conforming foundation and would like the town to approve. Chairman Talbot said that the town does not have an inspector and that Zoning is only responsible for a permit regarding setback and a foundation report.

Chairman Talbot said that the owner's association is responsible for enforcing the guidelines not the town. The town will not send a letter approving any building materials.

Chairman Talbot asked about the Demolition permit. Charlotte Shifflett said Margretta Isom asked her today about the demo permit status. Charlotte Shifflett asked Chairman Talbot if he would like this to be presented to the Ordinance Committee. The ordinance committee is a part of council. Planning Commission is responsible for creating the information for the ordinance committee and the committee will present it.

Chairman Talbot requested that Charlotte Shifflett and Delores Hammer contact Mike Lucci regarding removing the Narita's Japanese Restaurant sign. The business is closed and the property vacated.

Path Forward

Charlotte Shifflett and Delores Hammer accepted the responsibility to contact Mike Lucci.

Chairman Talbot asked about Mike Smith and the Greenway Project. Delores Hammer relayed that Mr. Smith was not fully prepared to appear before the Planning Commission.

Cole McGregor made a motion to adjourn

Dorenda Flick seconded the motion

Voice Vote: 5-0 all in favor

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

Motion carries

Chairman Talbot adjourned the meeting

The next regular meeting is scheduled for October 2, 2018 at 7:00 pm. The meeting will be held in the new conference room located in the Police Department located at the Elkton Area Community Center on 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 _____
Dan Talbot

Secretary Dorenda Flick
Dorenda Flick

PLANNING COMMISSION September 10, 2018

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	
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	2	4			
Apr	1	6			
May	3	4			
Jun	0	5			
Jul		6			
Aug	9	2	1		
Sep					
Oct					
Nov					
Dec					
YTD					