Planning Commission Minutes
March 8, 2006

Planning Commission Members Present:

Harry Armbruster	Madelyn Dixon	Wayne Printz
Jeremy Ream	Wake Gooden	Daniel Talbot

Excused: Marty Shifflett
Staff Present: Dennis Donachy, Charlotte Shifflett

Capital Improvement Plan

- State Codes note that the Planning Commission should be informed of future projects.

Comprehensive Plan

- Written Goals – Discussion
  - Ensure development/zoning of property…
    - Develop Town standards and work with Rockingham County around compatibility issues for development outside of Town limits.
    - Rockingham County and the Town share some border property which makes it feasible for the two to develop a good relationship and pursue keeping it going.

Plan Review

- Pastor's Cove
  - Lot frontage does conform to R-2 zoning
    - After a period of discussion and review the Commissioner's decided that no issues exist with the Preliminary Plat.
    - Flow cannot be diverted to another property.
    - May Proffers be changed? **No**
    - Discussed the fact that developers need to comply with goals listed in the Comprehensive Plan. How we handle water/sewer in the future is very important issue.
  - Mr. Donachy will notify the developer.
    - Harry made a motion that the plat be moved to the next phase, seconded by Wake.
    - **Motion carried: 6-0 vote**

Private Streets

- Clearly Define what a Private Street is
  - STREET, INTERNAL – change to STREET, PRIVATE (page 11023)
    - Defined as - no more than three lots or six dwelling units and must meet VDOT standards…

- The "language" needs to be defined more clearly. This definition is in process and being implemented by Mr. Donachy.
- The procedure will be sent for the first reading "as is".

Zoning Permits

- **2006-14 C & D Investors**
  - Requested a lot line adjustment Lots (16-17) W. Spotswood Avenue
    - Wayne made a motion to allow lot line adjustment, seconded by Dan.
    - **Motion carried: 6-0 vote**

- **2006-13 Randell Snow**
  - Request to sub-divide property located @ Clover Ln
    - Wayne made a motion to allow the sub-dividing of property, seconded by Harry.
    - **Motion carried: 6-0 vote**
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- **Willow Oaks**
  - A preliminary plat was presented and was viewed by the Commissioners.
    - George McDaniel presented the following in writing to the Planning Commission for the Town of Elkton:

"In regards to the common area maintenance for the above named subdivision, we are in the process of creating the Property Owner's Association of which will be in place from the date the first lot is sold. I intend to personally head up the Association until at least 50% of the Subdivision is complete or until a designated time a responsibility committee can be designated. From the time of the implementation there will be a yearly Association fee for each lot for purpose of common area maintenance. However, it is our intent once the Subdivision is complete to turn the roads over to the Town leaving the maintenance limited to sidewalks, townhouse parking areas, mailboxes and water retention basin. Until this time we intend to maintain property as we have in the past."

  - Recommendations were made and will be sent to town council:
    - It was suggested that the front of the buildings face North Street. A buffer is requested for the back of houses which preferably should consist of trees, greenery etc. so the backyards don't run into the street This will also increase privacy for backyards.
    - The Planning Commission suggests that council may discuss the widening of North St between D and F Streets, thus allowing traffic to flow out these streets.
    - Rockingham County will require that erosion and sediment requirements are met.
    - Proffers may be solicited.

Based on ordinances/R 5 stipulations, the Plan meets Codes. Jeremy made a motion to move forward with the Plan, seconded by Harry.

- **Motion carried: 3-0 vote** with Madelyn Dixon and Wake Gooden abstaining from voting.

- **Parking B-1 Zone**
    - B 1 Zoning lists no parking requirements in the Code Book.
    - (Pg 11083) Code Book lists B 2 Zoning requirements.

- **PUBLIC HEARING**
    - A Joint Public Hearing will be held with the town council @ 6:00 pm on March 20, 2006 to discuss the closing of C Street. Members are urged to attend.

Path forward(s):

- Define "Private Street " more clearly.
    - Responsibility D. Donachy
- Notify the developer that the preliminary plan is being forwarded to the next phase.
    - Responsibility D. Donachy
- Provide an updated version of CIP budget
    - Responsibility D. Donachy
        - Moved to next month's meeting
- Schedule updating a Final Draft proposal of the Comprehensive Plan
    - Responsibility: D. Donachy
        - Moved to next month's meeting
- Make a proposal changing the meeting day from second Wednesday to second Thursday
    - Tabled for now
        - Request each member to provide an alternate night that suits their schedule.
- Solicit proffers from Willow Oaks
    - Responsibility D. Donachy
- B 1 Zoning parking Requirements
    - Responsibility D. Donachy
        - A request will be submitted to include B 2 parking requirements in B 1 Zoning.

Signature/Chair

Signature /Secretary