PLANNING COMMISSION MEETING
August 7, 2007

Attendance:

Talbot, Dan – Chair
Armbruster, Harry – Vice-Chair*
Dixon, Madelyn – Secretary
Morrison, Cathy – Commissioner
Ream, Jeremy* – Commissioner*

Shifflett, Charlotte – Admin Rep
Shifflett, Marty – Zoning Admin
Laurie Sigler- Town Attorney
Pence, Theodore – Council Rep*

(*) denotes absence of member

Approval of Minutes:

The minutes will be revised and show Madelyn Dixon and Cathy Morrison as present at the June meeting.

Agenda Items:

Richard Brown Property:

- Andrew Moody is Mr. Brown's Representative. Marty presented this request to Council but no vote was taken. The major concern was lack of parking spaces but this problem exists with or without passage of the request.

- Marty displayed the map on the screen to verify the lots that he and Andrew Moody have been discussing. In addition, Marty emphasized that the issue does not involve sale of the property but it's the fact Mr. Brown receives too many tax tickets.

- Laurie Sigler is reviewing the plat and it will be placed on the agenda of the next committee meeting on August 14, 2007 2 6:00pm. It shall be determined if parking requirements in a business zone meets current usage.

Street Closings Ordinance:

- This ordinance was approved by the current body in 2006.
- The necessity to pass it is twofold.
    1. Henry Street was never closed.
    2. Planning commission has never retained the authority to close a street
    3. VDOT has a form which is to be submitted when streets are closed and /or extended
    4. Public works gets paid for open streets (not closed streets).
    5. The current document needs to be sent back to Council for approval of code.
    6. Presently, only one governing body has the ability to open and/or close streets/alleys-the Elkton Improvement Co.
    7. Define the word "temporary".
    8. An Inventory Review occurs every five years for many issues.
    9. Communicate to Chief Morris who will inform EEC of temporary closings and a reason why it was granted.

Pathforward:

Marty will check with VDOT for maximum time you may have a "temporary closure". He will also obtain their definition of "permanent' and "temporary" closing and bring the data to next month's meeting. Time: **Sept 4, 2007**

Home Occupation Permits

- There are 11 Permits on file.
  a. An example was noted regarding Home Occupation Permits. Nancy Fries was required to have a Public Hearing prior to having a permit issued for her hair shop on N. Stuart Ave.
  b. Mrs. Fries neighbors were contacted via certified mail to inform them of the application and Public Hearing.
- Home Occupation Permits code states that to run a business from home you must not be able to visibly see anything from the outside.
  a. The home where the permit applies cannot exceed 25% for business purposes.
  b. The permit is null and void if the applicant moves from the address listed on the permit.
  c. Permits apply to one owner and may not be passed to the next resident who occupies the property.
- Which direction does the commission go regarding verbiage?
  Pathforward:
  The definition "Special Exception Home Occupation" needs to be defined. The concept shared by the members is that this is a council issue and they do not want to recommend verbiagechanges unless specifically requested by Council.

§ 110-713 Special Regulations for Apartment Houses (NEW)

A brief discussion was held regarding the following May minutes item:

A. No more than 17 dwelling units per acre
B. Apartment buildings shall be of [redacted] construction.
C. Apartment complexes are to contain curb, gutter, & sidewalks that service all living quarters and amenities within the complex.
D. Each dwelling unit shall be provided with two paved parking space as provided in §110-703 B1 & comply with all other aspects of 110-703.
E. All common areas shall be maintained by the apartment owners. If not maintained, maintenance can be done by the town & billed to the owners at the current town rate.
F. Adequate lighting will be provided for the entire apartment complex at the apartment house owner's expense.
G. Square footage should be a minimum of 800 sq. ft.
H. The ratio should be in compliance with the Comprehensive Plan
   1) Residential = **80%**
   2) Multi Family = **12%**
   3) Apartments = **8%**
   100%

It was recommended by the Commissioners that this issue be sent to Council for a first reading. It was noted that persons in authoritative positions need to attempt to follow the Comp Plan as closely as possible when making decisions

Signs:

Reference Pg 11090 of the Code Book
An ordinance was recommended by the Planning Commission to Council in December, 2003. It was forwarded to Council, and a first and second reading were approved.

Pathforward (s):
Charlotte and Marty will Investigate and prepare information where the revision stands with Council in an attempt to resolve the issue. **Time: Sept 4, 2007**

Laurie will review the chapter on signs and be sure new sign technology is included in the verbiage. One concern is flashing electronic signs. Several sign permits are pending until this issue is resolved. **Time: Sept 4, 2007**

Upcoming Training:

- Virginia Certified Planning Commissioners Program (Sept 27-28 – Richmond Marriot) & Dec 3-4 (Charlottesville Omni Hotel) cost - $450 per person.

Pathforward(s):
This item was not opened for discussion
Check other localities accessory building codes and bring back to next months meeting
Responsibility: Marty Shifflett **Time: Sept 4, 2007**

The meeting was adjourned by Dan Talbot/Chair. The next meeting is scheduled for Tuesday, September 4, 2007 @ 7:00pm in the Council Chambers located in the new Elkton Area Community Center on Blue & Gold Dr.

Chairman/Dan Talbot

Secretary/Madelyn Dixon