Planning Commission

Meeting Minutes
July 6, 2010

Present:
Cole McGregor, Vic Corbo, Madelyn Dixon, , Goldie Helsley, Margretta Isom, Daniel Talbot
Administration: Lauri Sigler and Charlotte Shifflett
Excused:
Cathy Morrison
Guests: Gene Kite, William Shifflett and others

Dan Talbot/Chairman called the meeting to order at 7:10 pm. He began with the "Pledge of Allegiance".

Vic Corbo made a motion to accept the June minutes seconded by Cole McGregor.
Voice Vote 6-0 (yes)
Cole McGregor, Vic Corbo, Madelyn Dixon, Goldie Helsley, Margretta Isom, Daniel Talbot
Motion Carried

Gooden Property Fairfax Avenue
Tax map #131B3- (5) B 7 L 3
Vic Corbo made a motion to recommend to Council to sub-divide Lot 3, Fairfax Avenue, into (2) separate lots as displayed on a plat signed by Newman Surveying, dated June 30, 2010. The motion was seconded by Margretta Isom.
Voice Vote 6-0 (yes)
Cole McGregor, Vic Corbo, Madelyn Dixon, Goldie Helsley, Margretta Isom, Daniel Talbot
Motion Carried

Bible Holiness Church Sign
Pine Street R 2
William Shifflett attended the meeting and was the spokesperson for the Bible Holiness Church. An image of the proposed sign was projected for viewing.

- A base exists for the proposed sign.
- Reface the existing sign which is attached to the brick base.
- Replace a sign on top portion of the base.
- The sign would be used by the church for announcements.
- New signs would be designed with LED lightening.
- Were the signs grandfathered in during open annexation period?

Discussion:
The church is zoned R-2 and sits in a residential area which places some limits on the square footage. Flashing and or scrolling messages are not permitted in any district under the revised sign ordinance which was amended in November, 2007.

- An option may be a message board similar to the one sitting at the Community Center. Letters would need to be changed.
- Annexation is irrelevant to the sign issues regarding the church. The sign in the frame, which sits atop the base, has been missing for more than 2 years which makes it non-conforming.
- No Sign Ordinance is in the Code relative to a church sitting in a residential area. However, the Commissioners are open to define church, public buildings, community centers, parks, schools, nursing homes, etc. that fall into Special Exception. Members

are not opposed to improve definitions for signs but it would be at least Winter before action may be taken due to the workload.

- One member suggested most signs that draw attention are placed for destinations , not necessarily for information.
  - Information may be circulated through additional resources, namely bulletins, newsletters, e-mail, etc..
- Chairman Talbot noted that proximity to other residential lots and/or areas could be discussed. Lots of factor to address to make the sign like you want.
- 110-706

  Section "E" Signs as special exceptions. The following signs are permitted for uses pursuant to special exception permits:

  (1) Except as hereinafter provided within any residential district, signs for building and uses permitted pursuant to a special exception permit are permitted, provided that they shall not exceed 20 square feet per sign area; shall indicate nothing other than the activity engaged in the name of the owner, firm, organization, or agency, and the hours of activity, shall be limited to two signs per use; and may be indirectly illuminated at the discretion of the Council. In any business and industrial districts, signs for buildings uses permitted pursuant to a special exception permit, provided that all requirements of sign area and characteristics for permitted are met.

ORDINANCE AMENDING AND RE-ENACTING SECTION 110-706 CODE OF THE TOWN OF ELKTON, VIRGINIA

Chapter 110
LAND DEVELOPMENT
Article VII
Use Regulations

Section 110-706 D. Signs as permitted uses. The following signs are permitted uses in the following districts:

(3) Business Districts. Within any business district, the following signs are permitted:

(d) An electronic message board sign may be attached to either a Class A or Class B freestanding sign. An electronic message board sign so attached shall not exceed six feet in length or 12 square feet in sign area. Sign area of the attached electronic message board shall be included for purposes of computing sign area of the Class A or Class B freestanding sign. Any electronic message board sign must meet the requirements contained in Section 110-706 F (3) below.

Section 110-706 F. Signs prohibited in all districts. The following signs are prohibited in all districts.

(3) Any sign which displays scrolling text, flashing or intermittent lights, or other lights of changing degrees of intensity, brightness or color, except a sign indicating time or temperature, which changes alteration on not less than a five-second cycle.

BE IT ORDAINED BY THE TOWN COUNCIL OF ELKTON, AS FOLLOWS:

Section 110-706D(3)(c) and Section 7067(3) 118-2 of the Code of the Town of Elkton are hereby amended in accordance with the attached provisions.

BE IT FURTHER ORDAINED that this ordinance is enacted and shall be effective from the 7th day of November, 2007.

ADOPTED AND APPROVED this 7th day of November, 2007.

Wayne E. Printz
Mayor, Town of Elkton

COPY

This is the first request presented to the Planning Commission, for a sign, by a church located in a residential district. The Sign Ordinance shall be placed on the August Agenda for discussion:

- Define a public building

- Flashing of any kind will not be permitted.
- Size may be increased?
- Factor a church into a residential district.
- Indirect, illuminated message boards?
- Special Exception Permit?

Downey Knolls
Old Business:

- Keep Emergency Access Road per Huddle from Fire and Rescue at Rockingham County.
- Define a "Private Street" on the two lots affected by the Emergency Access Road.
- Planning Commission is leaning towards identifying residential area as R-4.
- Mr. Bonavita may need to proffer the way R-4 is presented.
- Place revision of R-8 Code on the August agenda. We need to amend by inserting a "Phasing Development" Ordinance.

Tentative Public Hearing Dates:

Regular Planning Commission Meeting	August 3, 2010
Joint Public Hearing	August 10, 2010
Council Meeting	August 16, 2010

Cole McGregor made a motion to recommend that a Joint Public Hearing be scheduled on August 10, 2010 to rezone Downey Knolls to B 2 for Business and R 4 for residential as drawn on plat by Hamrick Engineering., seconded by Madelyn Dixon.
Voice Vote 6-0 (yes)
Cole McGregor, Vic Corbo, Madelyn Dixon, Goldie Helsley, Margretta Isom, Daniel Talbot
Motion Carried

Gary Wood 2010-0028 138 North Street
Tax map # 131B2-(A)-9 A 1
Vic Corbo made a motion that the Planning Commission send a recommendation to Council to allow a sub-division of Tax Map 131B2-(A)-9A1 as drawn on a plat by Bobby Owens and dated June 30, 2010. The motion was seconded by Cole McGregor.
Voice Vote 6-0 (yes)
Cole McGregor, Vic Corbo, Madelyn Dixon, Goldie Helsley, Margretta Isom, Daniel Talbot
Motion Carried

Proffers:
Charlotte Shifflett, Zoning Administrator was requested to implement a file to record Proffers between Developers and the Town of Elkton. Furthermore, she will go back thru old files; investigate and record any past agreements that have occurred.

Traffic Impact Analysis (TIA)
VDOT requires a study before new developers begin construction. Lauri will contact VDOT and make sure all is well with the Downey Knolls Sub-Division. Place an item on the agenda to revise Codes to make sure the (TIA) is included with site plans.

RV's
Cole presented a brief slide show which displayed RV's parked in various areas of Town. He wondered if some are parked illegally. This issue will be discussed at another meeting due to time.

East Washington Street Discussion
Didi Hensley
Margretta Isom, Council Representative had information from the Council meeting which was attended and had comments presented by Mr. Hensley. Mr. Gene Kite, Councilman was also available for questions.

- Why was Didi advised by the Planning Commission to bring signatures of residents in the area of E Washington St if they had no intention of recommending the rezoning?
- Town Manager had remarked that residents affected in the recent rezoning paid no fees, E Washington street residents should not pay a fee for a request to rezone property.
- Time changes things-maybe time has forced a second look at the current zoning on East Washington Street.
- The Comprehensive Plan remains balanced by the Planning Commission.
- Mr. Kite noted he is a Councilman and sees a need for utility fees to increase the revenue collected from that area to defray the costs accumulated by running water and sewer after annexation of Pentecostal Hill.

Path forwards:
- Signs
  - Possible Revision
- Revise R-8 code
  - Phasing Development
  - Include TIA study for developers

With the conclusion of business, the meeting adjourned. The next regular meeting is scheduled for August 3, 2010 at 7:00 pm.

Chairman/Dan Talbot

Cathy Morrison
Secretary/Cathy Morrison

CRS