PLANNING COMMISSION

SEPTEMBER 4, 2012
7 PM

Present: Margretta Isom, Madelyn Dixon, Cole McGregor, Dan Talbot, Goldie Helsley

Excused: Jason Blose, Cathy Morrison
Staff: Charlotte Shifflett, Attorney/ Lauri Sigler

The regular meeting of the Elkton Planning Commission began at 7:00 pm. Dan Talbot/Chairperson called the meeting to order and led the group by reciting the Pledge of Allegiance.

Cole McGregor made a motion to accept the August minutes as read, seconded by Margretta Isom.
Voice Vote Yes =5-0
Margretta Isom, Madelyn Dixon, Cole McGregor, Dan Talbot, Goldie Helsley
Motion Carried

New Business:
Lots, Corner

Recently, several issues came up relative to front doors and addresses on corner lots. No definitions exist in Code for a front door description.
LOT, CORNER A lot abutting upon two or more streets at their intersection. The shortest side fronting upon a street shall be considered the front of the lot. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost point of the lot meet an interior angle of less than 135 degrees.

BZA Ruling

The BZA met on August 21, 2012 to discuss a variance for the house located at 634 Wirt Ave. Mr. Raymond Gochenour, of Country Wide Estates, was the requestor and received the following provisions.

- Corner of Wirt Ave/S. First Street. **(Tax Map 131B1- (1) B 16 Lots 1, 2)**
  1) A former mayor and council members had ruled in 2004 that the dwelling must have a front door facing Wirt Avenue.
  2) BZA members searched the Code for a definition of front door but found none.
  3) BZA members placed in the provisions that a door must be installed facing Wirt Avenue.
  4) An additional provision will require Mr. Gochenour to place a driveway and parking space for 2 vehicles on the north end of the property with an entrance from S First St. This is to address future safety issues.
  5) Side yard and front setbacks were allowed to be recorded according to surveyor's plat.
  6) Definition of "Mobile Home" will be changed to "Modular Home" before plat is filed.

- Corner of E Summit /High Street **(Tax Map 131B4-(3) B 1 Lot 14)**
  1) Print showed a door in the end of the modular home facing E Summit (short side of lot).
  2) The door is actually on the opposite end of the house facing the north end.
  3) The dwelling is designed with the front door facing High Street. It has been assigned a High Street address. This makes common sense.

- Corner of E Washington/High Street **(Tax Map 131B4-(3) B 1 Lots 12 ,13)**
  1) The owner of these vacant lots requested a lot line adjustment in April. He originally had 2 lots with 100 ft of road frontage each located in the R 2 zoning district. Once he adjusted the lot line to 109 ft on Lot 12 and left 91 ft on Lot 13 he became the owner of a non-conforming lot.
  2) The Zoning Administrator realized the mistake, which coincidently had passed the Planning Commission's recommendation to Council, who in turn approved the lot line adjustment. The lot owner was called and met with Charlotte Shifflett and Dan Talbot and was allowed to place the original line back to meet a 25 ft. setback with 100 ft. of required road frontage.
  3) The surveyor printed a new plat with the correct road frontage and setbacks and it has been signed by the town agent and recorded by the owner. We were very fortunate to be able to resolve this mistake quickly, fairly, and efficiently with the satisfaction of all involved. *Hopefully, everyone will have had a lesson on corner lots.*

- Corner of Gibbons Avenue/Shenandoah Avenue **(Tax Map 131B1- (1) B 22 Lot 22 A)**
  1) The new owner of (Tax Map 131B1- (1) B 22 Lots 22 , 23, 24) came forth with a request to place a 3000 sq. ft. metal storage building on the lots mentioned above.
  2) The first requirement was to have the lots lines vacated. The lots have been surveyed and the plat recorded to show one large lot.
  3) This building will be located in the M 1 zoning district but will follow the setbacks as recorded in B 2 business district.
  4) A brief discussion was held by Planning Commission members regarding the new lot's parking regulations. It was decided for a 3000 sq. ft. building at least 10 parking spaces would be required and be constructed in accordance with:
     Code 110-703 Off-street parking.
     B. Site Requirements
     (1) thru (5)
     C. Parking Space requirements for all districts except B-1 Business.
  5) Charlotte/Zoning Administrator will have the owner present a plan showing where the building and parking spaces will be located.

DISCUSSION

- Who decided the short side should be the front?
- The short side must contain the front setbacks as stated in the Code.
  1) Example: The lot on the corner of E Summit Ave/High St. meets front setbacks on either street frontage.
- Does it really matter which side the front of the house faces?
  1) Rockingham County issues an address with the driveway.
  2) 911 Emergency Center uses county assigned addressing maps and look for the driveway.
  3) The town has the discretion to make their own ruling.
- Rockingham County Code requires the short side contain the front setbacks but the front façade may be placed at the owner's discretion.
- Luray has a simple code to define corner lots. The owner may chose either street as the front.
- Our Code needs to capture the placement of the front door.

Pathforward:
Dan Talbot will attempt to draft a statement defining the procedure for front doors and corner lots in relationship to the Code.

Comprehensive Plan:
We are nearing completion of the Comprehensive Plan as mentioned in an earlier meeting.

- We are awaiting a narrative from the town manager which will outline future plans for sewer upgrades for the town.

- An additional item the state requires to be included this year is a report on affordable housing. Lauri Sigler/Town Attorney will accept this challenge.

Affordable Housing

- Attorney Sigler will check with Rhonda Cooper, of Rockingham County Planning, and see if they have an established format when presenting statistics for affordable housing.
- Individuals who spend 25% to 30 % of gross pay on housing fit the criteria for affordable housing.
- The recent down turn in economy makes the latest figures recorded by CSPDC in 2007 reports unrealistic.
- Data was collected and presented at a recent public hearing where a developer wanted to build affordable housing within boundaries of town. Those statistics determined that the Town of Elkton is far ahead of the comprehensive plan's recommended 12 % of duplexes, apartments, etc.
- Elkton is unique due to the fact that a large number of retirees live in town and a high percentage have their home paid for and have no mortgage payments.

Gateway Park Study

- A presentation was presented by Elizabeth McCarty of the CSPDC on August 14, 2012
- Advice was given on how to take advantage of park tourists, hikers, and visitors to the park.
- Some of this information should be noted in the Comprehensive Plan under Goals/Tourism.

Committee Lead Members:

Category	Lead member
Residential 1-4, flood hazard, Yard Sales	*Madelyn Dixon*
Residential 5-6 (includes: Townhouse & Apts.)Agriculture	*Dan Talbot*
Residential 7-8, and Conservation	*Goldie Helsley*
Business, Industrial. Telecommunications	*Cathy Morrison*
Subdivisions	*Margretta Isom*
Sigs, Parking, Definitions, Streets and Alleys	*Cole McGregor*
Zoning Map, Annexation, Home Occupations, Non-conforming Uses, Fences and Exceptions	*Jason Blose*

Please reference the above table when you receive your agenda each month. Match up your category and be prepared to lead a group discussion on your selected subject if it appears on the agenda.

2012 Zoning Permits Issued YTD

Month	*Bus*	*Res*	*Singe Family*	*) (duplex) single family attached*
January	2	3	0	0
February	5	4	0	0
March	1	3	0	0
April	8	2	0	0
May	5	0	0	1
June	4	2	1	0
July	4	2	0	0
August	4	4	2	0
September				
October				
November				
December				

Sub Divide Wendy Hensley Property

It was noted that Chris/Wendy Hensley are still interested in sub division of property located in town boundaries, on East Prospect Ave. The Planning Commission can do nothing beyond this point unless a 50 foot ROW is dedicated by property owner (s). A letter of rejection will be written by the Zoning Administrator thus releasing the owner to follow others procedures if desired.

Lauri Sigler

For the benefit of members who were not yet aware, Attorney Sigler made an announcement that her husband had accepted a position in Fairfax County Attorney's office and they would be relocating to that area in the near future. She went on to note that she enjoyed her position with the town as well as the Planning Commission and she would still be offering her services, if needed. She would like to be a part of the public hearing for the Comprehensive Plan since she has been working on it along with other members of the board.

Members congratulated her on the move, which is good for the family, but nevertheless it will be bittersweet for the town and the commission to replace her with someone who may lack her enthusiasm for what she does.

The meeting adjourned at 8:30 pm. The next meeting will be held October 2, 2012 at 7 pm in Council Chambers located at 20593 Blue & Gold Dr., Elkton Area Community Center.

Dan Talbot/Chairman

Cathy Morrison/Secretary