PLANNING COMMISSION

JUNE 5, 2012
7 PM

Present: Madelyn Dixon, , Dan Talbot
Margretta Isom, Cathy Morrison, Jason Blose

Excused: Goldie Helsley, Cole McGregor

Staff: Charlotte Shifflett Attorney/ Lauri Sigler

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

Margretta Isom made a motion to accept the May minutes as read, seconded by Cathy Morrison.
Voice Vote Yes = 5-0
Motion Carried

Old Business:
Division of Kenneth Kite Property on North Eastside Highway
Tax Map 115 (2) -2
A 1 Zoning District
Members reviewed the A I Agriculture District and determined no setbacks are listed as guidance in the A I district. They also read § 110-702 but this chapter does not apply to the Kite's request.

Margretta Isom made a motion to sub-divide Tax Map 115-(2)- L2, shown on a plat dated April 17, 2012 by Certified Surveyor Bobby Owens for 10.172 acres to be deeded to a family member. Jason Blose made a second to the motion.
Voice Vote Yes = 5-0
Motion Carried

Charlotte will send a request to Clerk of Council that this item be placed on the agenda for the next council meeting.

Margretta Isom noted that some confusion exists when referring to sub-division of land and lot line adjustment. Dan Talbot/Chairman gave some good information. He made reference to the definition of sub-division from the code. In the Land Development Chapters read:
Article IX Subdivision Regulations § 110-901 thru § 110-913 for further details.

Sign Ordinance
This is an executive issue and needs to be addressed by Council.

R 5 Residential District
Documentation was distributed revealing that a public hearing was never held regarding correction of an error in the code listing side yard setbacks in R 5 as 10 ft each side. The correction should read:
One side = 5 ft and Two sides = 15 ft.
Cathy Morrison made a motion to hold a public hearing to update R 5 Residential District Code to correct side yard setbacks to read *(One side = 5 ft and two sides =15 ft.), seconded by* Madelyn Dixon.
Voice Vote Yes = 5-0
Motion Carried

634 Wirt Avenue
Zoning Administrator Decision

The discussion began with Jason Blose reading a draft copy of a proposed letter of rejection to be mailed to the property owner, Country Estates.

- The first requirement was to vacate the lot lines and submit a plotted plan of the property signed by a certified surveyor; which you have completed.
- A front door is required facing Wirt Avenue
  Owner is planning to install a front door entrance.
- R 5 district requires a 25 ft front setback.
  The plat shows only 21 ft front setback from Wirt Avenue.
- A corner lot requires an extra 15 ft. be added to side yard.
  The plat shows only 7.5 ft side yard setback from South 1st Street
- Revise plat to certify this is a modular dwelling
  Past investigations determine this dwelling to be a modular home sitting on a permanent foundation.

Reference § 110-708 (B)

Dan Talbot continued by noting that land is intended to be developed. Originally, the Planning Commission had referred to

1) On November 5, 2003 the planning commission agreed that the property in question was suited for a home up to 25ft X 65ft in dimension with the 25ft facing Wirt Ave. and acting as the front of the house (an entrance needed to face Wirt Ave). Kenny Crawford was in attendance at this meeting and participated in the conversation.

2) On November 6, 2003 Town Superintendent Todd McCoy signed a permit for a 24ft X 60ft Modular home to be built on this site using a simple sketch oriented as described above. A modular home is a permitted use for this zoning.

3) At the September 13, 2006 meeting of the Planning Commission Town attorney Tom Miller informed the commission that the residence in question was not supported or equipped with a permanent chassis and therefore meets the definition of Modular home as set forth in the code.

An appeal of this decision must be made within thirty (30) days of the date of this letter. This determination is made pursuant to authority granted under Virginia Code Sections 15.2-2208 and 15.2-2286.A.4."

The Zoning Administrator will mail the letter immediately.

Election of Officers

As written in the By-Laws nomination of officers shall occur in the June meeting each year.

Article IV - Selection of Officers

Officers of the Commission shall consist of a chairman, vice chairman, and secretary. The chairman, vice-chairman and secretary shall be elected by membership.

Nomination of officers shall be made from the floor at the June meeting each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership should be declared elected.

Terms of office shall be for one year or until a successor takes office. Elected officers would serve no more than a two year term unless agreed upon by the member and the Commission.

Vacancies shall be filled for an unexpired term by a majority vote of the commission.

Jason Blose made a motion to keep officers in their current positions for another year, seconded by Madelyn Dixon. Dan Talbot /Chairman, Cole McGregor/Vice Chairman, and Cathy Morrison/Secretary.
Voice Vote Yes = 5-0
Motion Carried

Reappointment

Jason Blose made a motion to recommend to Council that Dan Talbot serve another 4 year term on the Elkton Planning Commission. Term will run from August 17, 2012 thru August 17, 2016. Charlotte will forward recommendation to the Clerk of Council.
Voice Vote Yes = 4-0
Motion Carried

Comprehensive Plan Update

Dan Talbot, Cole McGregor and Charlotte Shifflett met on June 1, 2012 to review the last several chapters of the plan relative to Land Use. Some items needed to finalize are the following:

1. Kevin Fauber is working on a sewer update.
2. CSVPD is still in the process of designing a Land Use Map that identifies with our Zoning Districts.
3. Attorney/ Lauri Sigler is gathering data to present on "Affordable Housing"
4. Transportation Plan may change after VDOT holds a public meeting on June 6, 2012 for the North Stuart St. project
5. A tentative date for completion is July 1, 2012. We want to be able to vote in our next meeting. Each member will receive a Draft Copy once items are received and inserted.

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*

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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				
September				
October				
November				
December				

The meeting adjourned at 8:30 pm. The July meeting has been cancelled, however; a copy of the Revised Comprehensive Plan should be forwarded to all members for review by mid-July. The next meeting will be held August 7, 2012 at 7 pm at Council Chambers located at 20593 Blue & Gold Dr., Elkton Area Community Center.

R. McGregor for
Dan Talbot/Chairman

Cathy Morrison KCS.
Cathy Morrison/Secretary