PLANNING COMMISSION

September 2, 2014
7:00 PM

Present: Cole McGregor, Dan Talbot, Cathy Morrison, Margretta Isom
Excused: Jim Berg
Staff: Charlotte Shifflett

Guests:
Kenny May, Josh Gooden, Wayne Printz, Shenandoah Planning Commission Member

Dan Talbot/Chairman called the regular meeting to order and led the group by reciting the Pledge of Allegiance.

Cole made a motion to accept the July 1, 2014 minutes seconded by Margretta Isom.
Voice Vote 4-0
Cole McGregor, Dan Talbot, Cathy Morrison, Margretta Isom
Motion Carried

The meeting continued with Dan Talbot reading a letter of resignation from Madelyn Dixon effective September 2, 2014. She cited personal issues as her reason for submitting the document. With her resignation the Planning Commission will consist of five active members. Ms. Dixon served as a member for a number of years and was recognized by fellow constituents as performing her duties with the well being of her hometown in mind.

Subdivision of Tax Map 115 (A) L 250
211 Virginia Avenue

Kenny May attended the meeting to discuss a recent preliminary plan he submitted that requests the subdivision of 5.48 acres of property that lies between Clover Lane and Virginia Avenue.

The plat showing the proposed subdivision was drawn by Newman Surveying and displayed 17 potential lots to be located in an R 3 zoning district. In order to move forward with the project he would be required to extend Clover Ln., which would meet the 50 ft. public street requirement to be dedicated to the town. In addition, the plat shows a proposed street running north of Clover Ln. to adjacent property located in the Elkwood Subdivision. Mr. May attended the meeting to answer questions that may arise and hopefully obtain useful information relative to the request.

- The two corner lots, as drawn on Clover Ln. and the un-named proposed street, may need to be enlarged in order to meet code specifications on side yard setbacks.
- Mr. May would like to proceed by submitting a plat before the next meeting that would allow him to subdivide (2) lots fronting on Virginia Ave. so he would be able to renovate the existing dwelling.
- Brian Nixon/ Rockingham County Sediment and Erosion Coordinator and Mr. May have met to discuss procedures established through that department.

The discussion continued with Chair Talbot offering the following:

- Have a plat drawn to subdivide the 2 lots to be located on Virginia Avenue. The commission would be able to proceed with a recommendation to council on this proposal.
- The plat needs some changes to be shown eliminating the proposed street. Any non-existing street, such as a proposed street, needs to meet a minimum of 500 ft. in length. The proposed street, as displayed, measures approximately 288 ft.
- Have Charlotte provide Kenny May a copy from Code Book:

Article IX Subdivision Regulations 110-901 thru 110-909
It is suggested he read this information thoroughly before committing to presenting an official request for subdivision of remaining property, with the exception of (2) lots on Virginia Avenue.

Subdivision of Kite House land R 8:
Tax Map 131 (A) L 35

Joshua Gooden/Economic Development Council Representative submitted a proposal to subdivide a 208 ft X 75 ft (0.347 acre) lot for placement of a Civic Organization Sign. A plat of the surveyed property was drawn by Newman Surveying.

Councilman Printz was in attendance to protest the subdivision request, noting that council had not approved the size of the lot to be surveyed. He felt that 0.347 acre was too much property to allow placement of the proposed sign.

After discussing the request, Chair/Dan Talbot and the other members felt the matter should be tabled until they had a confirmation from council members. In addition, the following issues prevented a decision:

- Code does not list a sign as a permitted use in R 8 zoning nor does it allow a Special Exception.
- The lot would need to be rezoned in order to place a sign.
- The consensus among members suggested it be rezoned to B 3 Business.
- Neighbors should be aware of what is happening with the property.
- Rezoning would require a public hearing and give neighbors an opportunity to make comments regarding the issue.
- The Planning Commission would like for council to see the plat, for the proposed subdivision, before making a recommendation.

By-Laws

The Planning Commission has been reviewing the current set of by-laws and made revisions at a previous meeting. After reviewing and discussing the revised copy some minor changes were made September 2, 2014.

Pathforward: Charlotte will distribute a new set of by-laws to each member at the next meeting.

Bed & Breakfast

- Bed & Breakfast facilities are allowed in residential districts only.
- Similar facilities located in a business district are identified as boarding houses.

Committee Lead Members:

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

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.

2014 Zoning Permits Issued YTD

Month	*Bus*	*Res*	*Singe Family*	*(duplex) single family attached*
January	3	3	1	
February	2	2	1	
March	1	5		
April	6	9	4	
May	1	4		
June	4	2		
July	3	4	1	
August	2	3		
September				
October				
November				
December				
Total YTD				

The next meeting is scheduled for October 7, 2014@ 7 pm in the Council Chambers of the Elkton Area Community Center located on Blue/Gold Dr.

Dan Talbot/Chairman

Cathy Morrison/Secretary