Regular Meeting
JULY 7, 2015
7:00 PM

The regular meeting of the Elkton Planning Commission was held at approximately 7:00 pm on July 7, 2015 in the Council Chambers at the Elkton Area Community Center with Chairman/ Dan Talbot presiding.

All present were asked to join in the Pledge of Allegiance

Present: Cole McGregor, Dan Talbot, Roy Gene Davis, Robert Morris Sr.
Excused: Cathy Morrison, Margretta Isom, Mike Sipe
Staff: Charlotte Shifflett
Guest: Paul Dovel, Linda Dovel
Chris Weaver, Bob Bloomquist, Joe Gooden, Joshua Gooden

Minutes:

Cole McGregor made a motion to accept the June 2nd, 2015 minutes, seconded by Robert "Bobby" Morris.

Voice Vote 4--0
Cole McGregor, Dan Talbot, Roy Gene Davis, Robert Morris Sr.
Motion Carried

Two new members, Bobby Morris and Roy Davis, attended their first meeting since being approved by council to serve on the planning commission.

Chairman Talbot gave a brief scenario of the reasoning behind the proposed implementation of two ordinances that are scheduled for a public hearing on July 20, 2015 at 7 pm in the Council Chambers located in Elkton Area Community Center on Blue & Gold Dr.

- In 2010 the planning commission made a change to the Town Zoning Map when they changed several areas designated as business, in fact, not much interest was shown in locating any business in those locations.
- During that period of time it became apparent that many property owners expressed a desire to be re-zoned from Business to Residential.
- Proposed changes to the code won't change the contents but will make the code friendlier.
- An owner of a dwelling located in a business district may apply, by use of a Special Exception Permit, to be used as residential until such time as they may opt to sell it to an interested business.
- If the property owner meets the criteria specified in the Special Exception Permit their building will become a house and will allow occupants to live there.
- By addressing this issue, which will allow a residential structure, the owner's may be more inclined to maintain the property.

Paul Dovel
7348 E Point Rd
Elkton, VA 22827

Paul is the owner of business property located at 409 W Spotswood Tr., in Elkton. Very recently, his vacant commercial building became an appliance store.

- Paul has submitted a request to renovate a small efficiency apartment that exists in the rear of the building on the first floor.
- The former apartment has its own back entry door, a bedroom, bathrooms, but no kitchen.
- The retail space is located in the front of the building.
- The back of the building is identified as a former office and a small apartment.
- The client will run the business and use the rear first floor apartment for living space.
- The current occupant moved his business from the Food Lion Shopping Center.
- Paul was more than happy to see someone relocate to town and occupy the store front for retail. That has been his goal.
- The second floor once had apartments but now contains storage items. His plans do not include any 2nd floor renovations for rental.
- The sketch did not reveal the exact location of a proposed kitchenette. After a brief review of the plans members want to see a drawing which displays a floor plan of the proposed apartment.
- One member wondered when the entire building received a coat of paint.
- Paul will show the building as getting a fresh coat of paint when he presents it to zoning.
- Do not forget to install a fire alarm.
- By presenting a new plan, which should display retail and the living space, it will be an advantage to the retailer.
- Reference § 110-610, C, #21
  Reference § 110-611, C, #19
- Have the plan to Charlotte by July, 13, 2015. Council member Isom will present it at council work session. The planning commission will plan to review it immediately following the public hearing on July 20th and make a recommendation so the Clerk of Council may move forward to schedule a public hearing date.
- Tentatively, the joint public hearing could be scheduled for Monday, August 10, 2015 prior to the council work session meeting.

Elkton United Methodist Church
Warren Ave.
Elkton, VA 22827

Chris Weaver/Engineer of Lantz Construction and Robert Bloomquist /UMC Building Committee Representative were in attendance and had with them preliminary plans for the church social hall addition.

This project has been in the making for close to a year but this is the first presentation of preliminary plans that have been viewed by the zoning administrator or other town officials. Some time was spent discussing which entry is the front of the church?

- Planning Commission members believe the church is conforming to the R 5 codes for that district.
- Chairman Talbot pointed out the R 5 setbacks are to be followed for construction of the proposed addition.
- Some discussion has been held by town management regarding dedication of unimproved Warren Ave. to the church. In 1907 the church dedicated property for Warren Ave. to be opened so this is really an effort to transfer property back to the church.
- Is the dedication of unimproved Warren Ave. crucial to the building plans presented?
- Once the plans go back to the drawing board and are presented to the zoning administrator for approval, the church will be able to proceed with construction.
- In a worst case scenario, if the plans do not meet R 5 criteria, as written in the code, the zoning administrator has a right to reject the plans and offer the church building committee an opportunity to request a variance from the Board of Zoning Appeals (BZA).

Chairman Talbot gave a brief description of the table displayed below, for the benefit of the two new members. Each member is assigned an item and becomes the lead member of the code relative to their specific category. If a member's category appears on a regular meeting agenda, he and/or she should review the code and be prepared to lead a group discussion. The intent of this procedure is to have members become more involved and familiar with code instead of having the chairman doing the majority of the talking. This has worked well in the past since other members support the leader and appear eager to join in the discussions.

Category	Lead member
Residential 1-4, flood hazard, Yard Sales	*Roy Davis*
Residential 5-6 (includes: Townhouse & Apts.)Agriculture	*Dan Talbot*
Residential 7-8, and Conservation	*Michael Sipe*
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	*Robert Morris*

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.

2015 Zoning Permits Issued YTD

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

Cole made a motion to adjourn, seconded by Roy Davis. The next meeting, a joint public hearing, is scheduled for July 20, 2015 @ 7 pm in Council Chambers located at the Elkton Area Community Center on 10593 Blue & Gold Dr. in Elkton, VA.

The regular meeting is scheduled for August 4, 2015 @ 7 pm in Council Chambers located at the Elkton Area Community Center on 10593 Blue & Gold Dr. in Elkton, VA.

If a cancellation occurs you will be notified at least 48 hours prior to the meeting as written in By-Laws, Article VII 7-3.

Dan Talbot/Chairman

Cathy Morrison

Cathy Morrison/Secretary