CALL TO ORDER – By Chairperson

PLEDGE OF ALLEGIANCE

ROLL CALL
DETERMINATION OF A QUORUM

APPROVAL OF MINUTES

Planning Commission Meeting Minutes March 20, 2019
Planning Commission Meeting Minutes July 17, 2019

PUBLIC COMMENT

REPORT OF OFFICERS

STANDING COMMITTEE REPORTS

SPECIAL COMMITTEE REPORTS

OLD BUSINESS

Hamilton Station Estates, Sect. 3, Lots 1A & 1B Final Plat Application Update

NEW BUSINESS

New E-mails

INFORMATION ITEMS

Martha Semmes Zoning Administrator Verbal Report

ADJOURNMENT

Next Planning Commission Meeting- November 20, 2019
CALL TO ORDER:

Chairman McCann called to order the regular meeting of the Town of Hamilton Planning Commission at 7:00 PM.

PRESENT: Robert McCann, Chairman  
Russ Beal, Vice Chairman  
Greg Wilmoth, Commissioner  
Matthew Clark, Council member  
Cathy Salter, Commissioner  
Dan Gorman, Commissioner

ABSENT: Les Carlson, Commissioner

STAFF: Maureen Gilmore, Town Attorney  
Martha Semmes, Zoning Administrator  
Jennifer Noel, Recorder - Absent

PUBLIC COMMENT:

None

MINUTES:

Council member Clark made a motion to approve the March 20, 2019 minutes as amended.

Motion: Council member Clark  
Second: Chairman McCann  
Carried: 7-0

Chairman McCann welcomed Martha Semmes to the Town of Hamilton as the new Zoning Administrator and asked that she briefly tell the Planning Commission of her background.

OLD BUSINESS:

1. **Planning Commission Training** – Chairman McCann asked that if anyone had not yet submitted their slot for the Planning Commission training to Ms. Jones that they do so by the end of the month.
NEW BUSINESS:

1. Request from Daniel Kaseman Regarding BB&T Building Zoning

Mr. Kaseman came forward to speak. Mr. Kaseman gave a history of the building and the property to the Planning Commission. He stated that the building is currently zoned is PDOP with proffers, so that means that the only thing allowed in the building right now is a bank or an office building. He stated that one of his dreams was a possible medical center, however INOVA is not really interested. At this point, there is not a lot of demand for office space and he is concerned that if something is not done the building will just sit there. Mr. Kaseman stated that Web Fabrics in Purcellville would very much like to lease the space, but he is still doing some ground work. He stated that what he would like to do is rezone it from PDOP to RC. He stated that he would agree to proffers that do not allow the property to be used as a convenience store or for residential. Mr. Kaseman handed out a concept design for the Planning Commission to view. Mr. Kaseman stated that he is open to any questions or suggestions from the Planning Commission.

The Town Attorney stated that the plans would come to the Town of Hamilton as a reviewing agent.

2. Hamilton Station Estates, Section 3, Lots 1A and 1B Final Plat Application – Request for Review Time Extension

Ms. Semmes gave a brief staff report to the Planning Commission.

Mr. Jordan Demhoff, applicant, came forward to speak. Mr. Demhoff gave a brief background regarding this request and why he is asking for a Time Extension.

The Planning Commission will discuss this item in Closed Session.

INFORMATION ITEMS:

Martha Semmes Zoning Administrator Verbal Report

CLOSED SESSION:

Commissioner Salter made a motion that the Town of Hamilton Planning Commission convene in Closed Session to discuss the following:

Consultation with legal counsel retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically legal provisions for the Planning Commission’s review of subdivision plats, as authorized by Code of Virginia of 1950, as amended, Section 2.2-3711(A)(8).
The following individuals are requested to attend the session:

All Planning Commission Members
Martha Semmes, Town Zoning Administrator
Maureen Gilmore, Town Attorney

Commissioner _____ made a motion that the Hamilton Planning Commission adjourn its closed session and reconvene its public meeting and that the minutes of the public meeting reflect that no formal action was taken in closed session.

Motion:
Second:
Carried:

Commissioner _____ made a motion that the Hamilton Planning Commission adopt Resolution 2019-07 certifying the closed session and that a copy of the resolution be included in the minutes of the Planning Commission meeting.

Motion:
Second:
Carried:

**ADJOURNMENT:**

There being no further business the meeting adjourned at 8:20 PM.

_______________________
Robert McCann, Chairman

_______________________
Jennifer L. Noel, Recorder
CALL TO ORDER:
Chairman McCann called to order the regular meeting of the Town of Hamilton Planning Commission at 7:00 PM.

PRESENT: Robert McCann, Chairman  
Russ Beal, Vice Chairman  
Les Carlson, Commissioner  
Greg Wilmoth, Commissioner  
Matthew Clark, Council member  
Cathy Salter, Commissioner  
Dan Gorman, Commissioner

STAFF: Maureen Gilmore, Town Attorney - Absent  
Martha Semmes, Zoning Administrator  
Jennifer Noel, Recorder

PUBLIC COMMENT:  
None

MINUTES:  
The Planning Commission deferred the March 20th meeting minutes to the next meeting.

OLD BUSINESS:  

1. Planning Commission Training – Training available for four people. To date Russ Beal is the only Commissioner that has signed up.

2. Hamilton Station Estates, Section 3, Lots 1A and 1B Final Plat Application Update – Ms. Semmes gave a brief update on this application to the Planning Commission. Ms. Semmes indicated that the applicant is requesting an additional extension through November 30, 2019.

   Mr. Jordan Dimhoff, representative for the applicant came forward to speak. Mr. Dimhoff stated that he has spent the last several months working with the County to verify the storm water management that will be needed at the site. He stated the surveyors just finished their work today and the construction plans should be presented the first week of August. Mr. Dimhoff stated that they would appreciate an extension so that they could continue to progress on the project.

   Commissioner Salter made a motion that the Planning Commission approve the applicants July 15, 2019 extension request through November 30, 2019.
Motion: Commissioner Salter
Second: Commissioner Carlson
Carried: 6-0-1 with Beal absent.

NEW BUSINESS:

Chairman McCann announced that this would be Commissioner Salter’s last meeting as she has been chosen to fill the vacant Town Council seat.

He also announced that Treasurer Lori Jones will be leaving the Town at the end of the month.

ADJOURNMENT:

There being no further business the meeting adjourned at 7:19 PM.

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Robert McCann, Chairman

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Jennifer L. Noel, Recorder