

**Hamilton Planning Commission
May 13, 2009
Hamilton Town Office**

The meeting was called to order at 7:30 PM followed by the Pledge of Allegiance.

Present: Chairman Robert McCann, Vice Chairman Les Carlson, Mr. Russ Beal,
Mr. William Gallant, Mr. Tom Rollins (7:38 PM).

Absent: Ms. Melodie Baxter

Also Present: Ms. Maureen Gilmore, Attorney, Mr. David Beniamino, Zoning Administrator

Minutes

Mr. Gallant made a motion to adopt the April 8, 2009 minutes into record. Mr. Carlson made a second on the motion and the vote passed 4-0-2, (Aye: McCann, Carlson, Beal, Gallant. Nay: none. Absent: Rollins, Baxter).

Standing Committee Reports

Mr. Gallant reported that he recently toured the Loudoun Workforce Resource Center, which offers many services for employers and job seekers. It is one of the hidden gems in the County and can be accessed via <http://loudoun.gov/career>. A summary of services for employers are: job advertising, on-site recruiting opportunities, access to labor market information and information on employer tax credits. A summary of services for job seekers are: local job leads, career readiness workshops, internet access, newspapers for the northern Virginia area, telephones for calling employers, fax and copy machines, computers, resume resource materials, employment related videos and interview preparation. Also offered are courses on computer programs such as Excel, Powerpoint and Word.

Old Business

Mr. Beniamino stated that he did not receive any feedback from the Commissioners in regard to the prioritization of the Land Use Action Items. Discussion and review was held for each action item with input from Ms. Gilmore and all Commissioners. Ms. Gilmore suggested adding language to indicate a more aggressive approach to action items 2 and 3 thus changing the verbiage to read "revise" versus "review", and to reflect the proposed annexation of the Town which will help become a blueprint for a 5 year work plan. Mr. Beniamino advised that he will make the changes as discussed/agreed upon by the Planning Commissioners, and will send the revised document to all members for review. Comments can be returned to Mr. Beniamino via email.

New Business

Ms. Mann reviewed the preliminary plat subdivision request which has the same engineering as a previous request but with 1 lot removed. Mr Beniamino read the First Referral Comments as made by the County, item by item, and noted that this was reviewed as a Record Plat since there are 5 lots or less on the property.

Mr. Gallant made a motion to grant conditional approval of Preliminary Plat HAML-2006-0001 with the following conditions: Ms. Mann will submit and comply with Mr. Michael Seigfried's comments dated April 7, 2009 which were submitted to both the Town and the applicant, condition #2 to be reviewed by the Town Attorney prior to acceptance, condition #3, 4, 5, 6, 7, 11, 13, 14, 15. In addition Ms. Mann will comply with the request for condition #1 that Mr. Thomas VanPoole stated in a letter dated March 27, 2009 and with Department of Health request made in a letter dated April 1, 2009 showing the locations on the plat for the well and drainfield sites along Rt. 704. Mr. Rollins made a second on the motion and the voice vote passed 5-0-1, (Aye: McCann, Carlson, Beal, Gallant, Rollins. Nay: none. Absent: Baxter). (Attach comments as received from County B&D, VDOH and Mr. Van Poole).

The Transportation Section of the Comprehensive review Plan will be delayed until the next meeting.

Town Park - Mr. Beniamino reviewed the request that came from the Town Council on May 11, 2009 to review the Zoning Ordinance and consider all of the necessary changes and requirements needed to expand the lot from 13 to 26 spaces, reporting back to the Town Council at the June 8, 2009 Town Council meeting with information about the total time that will be needed to make the proposed changes. Mr. Beniamino stated that under the current ordinances the Park cannot be expanded and identified the issues which would need consideration for change. Mr. Beniamino asked if there were other issues of concern to the Commission and asked for a time line of completion that could be presented to the Council at the June 8, 2009 meeting.

Article 4, Section 2.4 (1) - Planning Commission Permit requirement, fee? Town charging Town?

Article 5, Section 1 (i) - Site Plan requirement, engineering, and advertising costs

Article 6, Section 1.5 (6) - parking requirements

Article 6, Section 1.3 - handicapped accessible spaces

Article 6, Section 1.5 (1) - off street parking space minimum space area, all weather surfaced area

Article 6, Section 1.5 (3) - off street requirement and entrance to be paved

Article 6, Section 1.5 (6) - drainage to prevent damage to abutting property, storm water run-off

Article 9, Section 3.3, landscaping requirement of 5% of the total square footage of the park

Article 9, Section 3.2 (4) - 5' wide landscaping strip between border and abutting properties

Article 9, Section 4.4 (4) - buffering requirements, interpreted use of Park as "Institutional"

Mr. Beniamino asked that the impact to the entire Town be considered when recommending changes to the current ordinances and warned of Spot Zoning. The Park is zoned R2, as is the majority of the Hamilton and the possible changes in the Park will impact the Comprehensive Plan both for today and for the future. Mr. Beniamino raised concern over the possible cost for the Park changes and suggested using the motivated and productive citizen base as a way of gaining support and funding from the County Board of Supervisors, since the issue is not a Hamilton issue, but rather a County issue. The Planning Commission agreed that it would take 8-12 months to complete modifications to the Zoning Ordinance issues as outlined tonight and the information will be communicated to the Town Council at the June 8, 2009 meeting.

Informational Items

Mr. Beniamino distributed a previous Hamilton Mobile Home Park Ordinance that was passed February 10, 1965, though it is not in effect today. Also distributed was the proposed 2009 MH1 district draft in which Mr. Beniamino voiced the following concerns:

- MH1 district would violate the Comprehensive Plan
- how does the Town want to look in 10-20 years
- non-conforming properties are not meant to be permanent
- how to proceed, possible mixed use Town Center (commercial, parking, affordable housing/apartments)

Mr. Beniamino asked for the Commissioners to take these ideas into consideration for future discussion.

Mr. Carlson made a motion to adjourn at 9:22 PM.



Chairman Robert McCann

Ms. Mary Tussing, Recorder