

(Minutes reflect both verbatim comments and a summary of the discussions.)

**ROUND HILL PLANNING COMMISSION
Special Meeting
February 9, 2011
5:30 p.m.**

A special meeting of the Round Hill Planning Commission took place Wednesday, February 9, 2011 at 5:30 p.m. at the Town Office, 23 Main Street, Round Hill, Virginia.

PLANNING COMMISSION MEMBERS PRESENT

Sarah Etro, Chair
Betty Wolford
Jennifer Grafton Theodore

TOWN STAFF PRESENT

Rob Kinsley, Town Planner and Zoning Administrator
Susanne Kahler, Recording Secretary

MEMBERS OF THE PUBLIC IN ATTENDANCE

Jeff Wolford, Wolford & Chen
John Milleson, John Hudson, Jim McCrary – Bank of Clarke County
One undisclosed additional member of the public.

IN RE: CALL TO ORDER

The meeting was called to order by Chairperson Sarah Etro at 5:38 p.m. With only 2 Planning Commission members in attendance, it was decided to recess the meeting pending the arrival of a third Commissioner.

The meeting was reconvened at 5:42 p.m., following the arrival of Planning Commissioner Jennifer Grafton Theodore.

IN RE: PLEDGE OF ALLEGIANCE

Commissioner Jennifer Grafton Theodore led those present in the Pledge of Allegiance.

IN RE: APPROVAL OF AGENDA

Commissioner Wolford moved that the agenda be approved as presented.
Commissioner Grafton Theodore seconded the motion.

The motion passed, 3-0-0.

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IN RE: COMMISSIONERS DISCLOSURES AND COMMENTS

Commissioner Betty Wolford stated that once again she would be recusing herself from all discussion and voting concerning the Bank of Clarke County/MAR MEG, LLC Site Plan approval.

Neither Commissioner Etro nor Commissioner Grafton Theodore had any additional comments or disclosures.

Commissioner Wolford left the table at this time.

IN RE: BANK OF CLARKE COUNTY/MAR MEG, LLC SITE PLAN

Chairperson Etro said that the Planning Commission had reviewed the site plan on December 21, 2010 and found all to be in order. She asked Rob Kinsley if the site plan before them was the same one that they had reviewed on that date.

Mr. Kinsley stated that it was the same plan they had reviewed. “The last couple things they (the Commission) asked to be added were the lighting plan, which is on a separate page, and the additional signage details.”

Chairperson Etro: “So I believe what happened was, we were awaiting...there were three things to be recorded. Of course the Commission had reviewed the boundary line adjustment, which is a good clean-up item and it takes some nonconformities off the lot, which is a good thing. And we had two other deeds to be recorded – have all of those things been done?”

Mr. Kinsley replied, “We have received all of them. They have all been recorded. There basically is a deed of ingress and egress and confirmation of some shared parking, and that was the first one. The second one was a deed of temporary construction easement and reservation for a permanent easement and that has to do with future improvements as part of the Main Street enhancement project and the third one was the actual boundary line adjustment plat and they had all been recorded which satisfies some of the conditions which were set out as part of the special exception approval.”

Chairperson Etro: “Right. And of course those conditions were set by the Town Council when they approved the Special Exception on November 18, 2010. So from the Commission’s perspective, we had to abide by those conditions to get those things recorded. I would only just make one comment – and that is I appreciate the flexibility of the Commission and the Staff because we have set up six special meetings to ensure that we were here and ready to move forward once those deeds were recorded. So I appreciate that. I think it shows a lot of goodwill on the part of the Commission to help get this thing finished up, so thank you all. And with that, I think we’ll entertain a motion on the site plan.

Commissioner Grafton Theodore: “I move that the Planning Commission approve the preliminary final site plan for site improvement at 21 Main Street dated November 5, 2010 as revised through December 15, 2010.”

Chairperson Etro: “And I will second that motion. So it has been moved and seconded to approve the site plan for improvements at 21 Main Street.”

The motion passed, 2-0-1 with Commissioner Wolford abstaining from the vote.

IN RE: ADJOURNMENT

With no further business on the agenda, Chairperson Sarah Etro adjourned the meeting at 5:47 p.m.

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Respectfully submitted,

Sarah Etro, Planning Commission Chairperson

Susanne Kahler, Recording Secretary