

September 9, 2008

**KILMARNOCK PLANNING COMMISSION
Tuesday, September 9, 2008
Lancaster Community Library
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

Chairman Booth called the regular meeting to order at 7:05 pm with the following members present:

Raymond Booth, Chair
Jane Ludwig
William Smith

Claudia Williamson- Vice Chair
Gary Anderson- Council Liaison
Steve Bonner

Members Absent:

Dave Reedy

Staff Present:

Lara N. Burleson - Town Manager
Marshall Sebra - Town Planner
Paul C. Stamm, Jr. - Town Attorney
Joan N. Kent - Assistant Clerk, Transcriber

2. Recognition of Guests:

Chairman Booth welcomed Kilmarnock residents, business owners and guests.

3. Acceptance of the Agenda

ACTION: Commission Member Smith made a motion to accept the September 9, 2008 Planning Commission Agenda as presented, seconded by Commission Member Anderson; and carried unanimously.

4. Public Forum

Chairman Booth opened the public forum by inviting members of the audience to voice their concerns or ideas in regards to planning issues. He limited each speaker to 3 minutes.

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There were no participants in the public forum.

5. Public Hearings

There were no public hearings.

6. Minutes: Approve, Correct or Amend the Minutes for the August 12, 2008 Planning Commission Meeting.

Town Planner Sebra requested that the minutes be corrected to show that the August 12, 2008 meeting took place at the Lancaster Community Library instead of the Town Hall.

ACTION: Commission Member Smith made a motion to approve the minutes for the August 12, 2008 Planning Commission Meeting with the correction that the meeting was held at the Lancaster Community Library, seconded by Commission Member Ludwig; and carried unanimously.

7. Commissioner Comments

There were no Commissioner comments made.

8. Old Business/ Unfinished Business

a. Chesapeake Bay Local Assistance Board Compliance Evaluation

Town Planner Sebra reported that on the 15th of September he would be attending a meeting with the Chesapeake Bay Local Assistance Board at which time the Board would formally acknowledge that the Town of Kilmarnock must complete five conditions for compliance. Mr. Sebra stated that during the last Planning Commission meeting, he reported that amendments needed to be made to the Town's Ordinance but then found that an ordinance had already been approved by Town Council with those particular amendments in it. Mr. Sebra said that a copy of that ordinance was included in each Commission Member's packet.

9. New Business

Chairman Booth stated that he was going to address item b under "New Business" before item a.

b. Reappointment of Commissioners Mrs. Jane Ludwig and Mr. Dave Reedy.

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Chairman Booth stated that Commission Members Reedy and Ludwig were duly reappointed to serve on the Kilmarnock Planning Commission by Town Council during their August meeting. Chairman Booth said that he appreciated their knowledge, contributions, and many years of service.

- a. Elect Chair and Vice-Chair by the majority of the Commission Members present.

ACTION: Commission Member Bonner made a motion to re-elect Mr. Raymond Booth as Chairman of the Kilmarnock Planning Commission and Mrs. Claudia Williamson as Vice-Chair, seconded by Commission Member Smith; and carried unanimously.

- c. Commission Member Smith and Town Planner Sebra to attend VA Certified Planning Commissioners' Program

Town Planner Sebra said that he wanted to make the Planning Commission Member's aware that he and Mr. Smith would be attending the program in Williamsburg, VA on September 29th and 30th.

10. Adjourn

ACTION: Commission Member Ludwig made a motion to adjourn, seconded by Vice-Chair Williamson; and carried unanimously.

Meeting adjourned at 7: 17 pm

Prepared by:

Joan N. Kent

Mr. Raymond Booth, Chairman