

March 9, 2010

**KILMARNOCK PLANNING COMMISSION/TOWN COUNCIL**  
**Tuesday March 9, 2010**  
**Town Hall**  
**Kilmarnock, VA**

**Joint Meeting Minutes**

**Members Present:**

**Planning Commission**

Raymond Booth, Chair  
William Smith  
Jane Ludwig

Claudia Williamson, Vice-Chair  
Steve Bonner  
Rebecca Nunn, Council Liaison

**Absent:**

Dave Reedy

**Town Council**

Dr. Curtis H. Smith, Mayor  
Barbara Robertson  
Rebecca Nunn

Howard Straughan  
Randy Moubray

**Absent:**

Paul Jones, Vice-Mayor  
John A. Smith

**Town Staff**

Tom Saunders, Town Manager  
Paul C. Stamm, Jr., Town Attorney  
Susan Cockrell, Comm. Dev. Strategist  
Pat Chenoweth, Chief Operator of WWTP  
James Seagle, Field Services Supervisor  
Joan N. Kent, Transcriber

**Planning Commission**

**1. Call to Order**

Chairman Booth called the Planning Commission to order at 7:10 pm with the following members present:

Raymond Booth, Chair  
William Smith  
Jane Ludwig

Claudia Williamson, Vice-Chair  
Steve Bonner  
Rebecca Nunn, Council Liaison

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Members Absent:  
Dave Reedy

## **2. Recognition of Guests:**

Chairman Booth welcomed Kilmarnock residents, business owners and guests. Chairman Booth also welcomed the members of Council who were present for the joint session. Chairman Booth led the Pledge of Allegiance.

## **3. Accept Agenda for Planning Commission Portion of Joint Meeting.**

**ACTION: Vice-Chair Williamson made a motion to accept the March 9, 2010 Planning Commission Agenda as presented, seconded by Commission Member Smith; 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. Each speaker was limited to 3 minutes.

There were no participants in the public forum.

## **5. Minutes: Approve, Correct or Amend the Minutes for the January 12, 2010 Planning Commission Meeting.**

**ACTION: Commission Member/Council Liaison Nunn made a motion to approve the minutes for the January 12, 2010 Planning Commission meeting as presented, seconded by Commission Member Ludwig; and carried unanimously.**

## **6. Joint Public Hearing:**

First reading of an ordinance to adopt and enact a new, complete Town Code of Ordinances, Chapters 1 through 54, including a fee schedule. Re-codification and publishing performed by Municipal Code Corporation to bring existing Town code into compliance with state law, remove inconsistencies and obsolete provisions, and to include ordinances enacted since previous codification of 1997.

A. Description of proposed ordinance and codification

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Town Manager Saunders advised that each Commission Member and Town Councilmember had received the updated version of the Town Code.

Town Manager Saunders read the Town of Kilmarnock 2009 Codification Ordinance that was included in each Commission Member and Councilmember's packet. (See Attachment)

B. Chairman Booth opened the public hearing.

C. Chairman Booth asked for public comments.

There were no public comments made.

D. Chairman Booth asked for staff comments.

Town Manager Saunders advised that a great deal of work went into the re-codification process and wanted to recognize Town Clerk Blencowe, Town Attorney Stamm, Assistant Town Manager/Planning Director Sebra, as well as Planning Commission Members and Town Councilmembers for their efforts.

Town Attorney Stamm added that most of the changes made to the Town Code had been required by state law.

E. Chairman Booth closed the public hearing.

F. Chairman Booth asked for Commission Member's discussion and/or action.

**ACTION: Commission Member/Council Liaison Nunn made a motion to recommend to Town Council that they adopt and enact the new, completed version of the Town Code of Ordinances, Chapters 1 through 54, and the new fee schedule, in order to bring the existing Town Code into compliance with state law by removing inconsistencies, obsolete provisions and including ordinances enacted since the last codification in 1997, seconded by Vice-Chair Williamson; and carried unanimously.**

#### **7. Commissioner Comments:**

There were no Commissioner comments made.

#### **8. Old/Unfinished Business:**

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There was no discussion under old or unfinished business.

**9. New Business:**

A. Zoning Log Report

A copy of the zoning log report was included in each Commission Member's packet.

**10. Adjournment:**

**ACTION: Commission Member Ludwig made a motion to adjourn, seconded by Commission Member Smith; and carried unanimously.**

Planning Commission meeting adjourned at 7:25 pm.

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**Town Council**

**1. Call to Order:**

Mayor Smith called the Town Council to order at 7:26 pm with the following Councilmembers present:

Dr. Curtis H. Smith, Mayor	Barbara Robertson
Rebecca Nunn	Randy Moubray
Howard Straughan	

Members Absent:

Paul Jones, Vice-Mayor  
John A. Smith

**2. Joint Public Hearing - Council Action and/or Discussion**

Mayor Smith asked for Councilmember's action and/or discussion on approving, disapproving, or amending the ordinance to adopt and enact the new, completed version of the Town Code of Ordinances, Chapters 1 through 54, including the new fee schedule.

**ACTION: Councilmember Nunn made a motion to accept the first reading of the ordinance to adopt and enact the new, completed Town**

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**Code of Ordinances, Chapters 1 through 54, including a new fee schedule for the purpose of bringing the existing Town Code into compliance with state law, by removing inconsistencies and obsolete provisions, and including ordinances enacted since the previous codification in 1997, seconded by Councilmember Straughan; and carried unanimously.**

**3. Administrative Comments:**

There were no administrative comments made.

**4. Town Water & Sewer Master Plan Presentation**

Town Manager Saunders provided each Councilmember and Planning Commission Member with a copy of the Water and Sewer Master Plan. Mr. Saunders introduced Mr. David Rigby with Waste Water Management Inc. who gave a power point presentation. The plan assessed the Town's water and sewer system, identified existing problems and capacity issues, and provided priority recommendations for repair and cost estimates.

**5. Council Comments:**

Mayor Smith stated that he would like to thank Councilmember Robertson for her service to the Town. Mayor Smith regretfully advised that Ms. Robertson had decided not to run for another term on Council.

**6. Adjournment:**

**ACTION: Councilmember Nunn made a motion to adjourn, seconded by Councilmember Straughan; and carried unanimously.**

Joint Meeting adjourned at 8:21 pm.

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Mayor

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Raymond Booth, Chairman  
Kilmarnock Planning Commission