

January 11, 2011

**KILMARNOCK PLANNING COMMISSION
Tuesday January 11, 2011
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

Zoning Administrator/Planning Director Sebra called the regular meeting to order at 6:00 pm with the following members present:

Steve Bonner
Dave Reedy
Lindsay Gardner

Denis Bouslough
John Smith, Council Liaison

Members Absent:

Claudia Williamson, Chair
Jane Ludwig, Vice-Chair

Staff Present:

Marshall Sebra, Zoning Administrator/Planning Director
Tom Saunders, Town Manager
Paul C. Stamm, Jr., Town Attorney
Joan N. Kent, Transcriber

2. Recognition of Guests:

Zoning Administrator/Planning Director Sebra welcomed Kilmarnock residents, business owners and guests.

3. Acceptance of the Agenda

ACTION: Commission Member Reedy made a motion to accept the January 11, 2011 Planning Commission meeting agenda as presented, seconded by Commission Member Bouslough; and carried unanimously.

4. Public Forum

Zoning Administrator/Planning Director Sebra 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.

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There were no participants in the public forum.

5. Minutes: Approve, Correct or Amend the Minutes for the December 14, 2010 Planning Commission Meeting.

ACTION: Commission Member Bonner made a motion to approve the minutes for the December 14, 2010 Planning Commission meeting as presented, seconded by Commission Member Reedy; and carried unanimously.

6. Public Hearings:

There were no public hearings held.

7. Commissioner Comments

There were no comments made by Commission Members.

8. Old/ Unfinished Business

Comprehensive Plan Review

Zoning Administrator/Town Planner Sebra stated that he had received feedback from Commission Members Bonner and Gardner regarding Chapter 3 of the Comprehensive Plan and advised that their comments were included in each Commission Member's packet. Mr. Sebra asked Mr. Bonner if he wanted to review his findings with the other Planning Commission Members.

Commission Member Bonner stated that the Main Street Revitalization Project had been completed and therefore should be removed from the Comprehensive Plan. Mr. Bonner said that according to the current zoning map there was an area near Technology Park that was M-1 and a second area in that vicinity was recently zoned as C-2. Mr. Bonner advised that the Planning Commission would need to decide if the area near the Grace Hill PUD would remain as R-1 over the next five years or if it should also be zoned as C-2. Mr. Bonner felt that the property that was purchased by the Town in that area should be M-1. Mr. Bonner addressed the intersection of Route 3 and the hospital road (Harris). Mr. Bonner wanted to know if the Planning Commission felt that the property at that intersection could possibly be used for a convenience store/gas facility in the future and if so should it be made C-1 or left as R-1. Mr. Bonner noted that if the situation ever arose it could be handled with a special use permit. Mr. Bonner said that this was an issue that needed to be examined because one side of the road was in the Town limits whereas the other side was in the county. Mr. Bonner continued by saying that if not addressed and the

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county jumped on the opportunity than the Town would lose out on revenue but would still have to supply water/sewer. Mr. Bonner advised that there was a parcel off of James B. Jones Memorial Highway that was R-1 which was surrounded by PUD, R-2 and C-2 and the Planning Commission needed to decide which direction it should go. Mr. Bonner finalized by saying that Chapter 3 needed to include the Steptoe's overlay district and a current map of it.

Zoning Administrator/Planning Director Sebra advised that Chapter 3 dealt with future land use which would have to be revised. Mr. Sebra added that the maps would have to identify what parcels were currently being used for and what their projected use would be in the future. Mr. Sebra said that it was important to make the distinction between the zoning classification and what the use of the property was, noting that they were two different things. Mr. Sebra said that he would create a map showing all of the parcels that would need to be identified.

Commission Member Bouslough asked for clarification regarding Mr. Sebra's statement that the Planning Commission would have to make a decision about land use but not rezoning.

Mr. Sebra replied that the Land Use Plan was the Town's projection of future land use or rather what they see as coming. Mr. Sebra added that it didn't mean it was going to happen.

Commission Member Bonner stated that if the information regarding future use was put in the Comprehensive Plan, then it would give more credence to that piece of property should someone come in and want to develop it. Mr. Bonner said that he did not see anything that needed to be changed on Mary Ball Road between the Town and Harris Drive, especially since Mr. Curry had moved his business.

Mr. Sebra advised that was the location of the Mary Ball Road Community Development Project which he thought was a well-established residential area and didn't see any need to predict a change there. Mr. Sebra said that a few properties closer to South Main Street might end up going commercial though.

Commission Member Bonner asked if the Kilmarnock Wastewater Treatment Plant should be M-1 instead of A-1.

Mr. Sebra replied that it could go either way.

Town Attorney Stamm commented that the property was fine the way it was because A-1 surrounded it.

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Mr. Sebra stated that in regards to Chapters 1 and 2, he had not had the time to really examine the census data to see if what he needed was available yet. Mr. Sebra said that he would give an update on those chapters as soon as he could.

Commission Member Reedy stated that he and Chairman Williamson had Chapter 4 to review. Mr. Reedy advised that they had not prepared a summary as of yet.

Mr. Sebra stated that there was a lot of updating to be done regarding the Town's water/sewer system in Chapter 4. Mr. Sebra said that the obvious revision was the 2007 boundary line adjustment and the new lines being run to the Mary Ball Road Project. Mr. Sebra advised that the maps needed to be updated but for the most part the chapter contained almost everything that it needed. Mr. Sebra noted that Chapter 4 also dealt with transportation and other public services as well. Mr. Sebra said that there was information regarding transportation that the Town did not have in 2006 that the Planning Commission could rely on to update the Comprehensive Plan. Mr. Sebra sent this information out to everyone in an email. Mr. Sebra advised that certain intersections within the Town would have to be addressed if development went as predicted in the future.

Mr. Sebra advised that Vice-Chair Ludwig and Commission Member Bouslough had taken Chapter 5 to review and that Mr. Bouslough had provided some comments on his findings.

Commission Member Bouslough said that his comments were a preliminary first cut which he captured during a conversation with Mr. Sebra. Mr. Bouslough wanted to have the opportunity to speak with Vice-Chair Ludwig and her husband and continue to develop the revision. Mr. Bouslough stated that he highlighted areas that were of interest but they would have to figure out the language. Mr. Bouslough said that the goals and strategies had to be updated in light of current developments but that key resources were captured.

Mr. Sebra stated that one of the most important but almost never talked about subjects in this chapter was the quality and quantity of water. Mr. Sebra stated that some of the documents for the Northern Neck Groundwater Management Plan would have to be revisited to see if there were any updates. Mr. Sebra added that the Northern Neck Planning Commission would lead them in the right direction to find the documents needed. Mr. Sebra advised that a lot of the issues in this chapter had already been addressed for example the Cross Control Connection Program which was recently implemented by the Town.

Commission Member Gardner asked if the possibility of matching grants for downtown businesses to remodel the exterior of their buildings had ever come about.

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Town Attorney Stamm replied that when the Town remodeled Main Street, they did not go with VHCD who provided funds for the remodeling of the businesses but instead went with the plan from VDOT which did not.

Ms. Gardner said that it was the establishment of a voluntary building improvement program in which owners would receive matching funds.

Town Attorney Stamm said that it did not happen.

Ms. Gardner stated that she was just curious and noted that the last place she lived had done this on a very inexpensive basis that mostly consisted of painting and said that it really made a big difference.

9. New Business

Zoning Log Report

Zoning Administrator/ Planning Director Sebra advised that the Zoning Log Report was included in each Commission Member's packet.

10. Adjournment

Action: Commission Member Gardner made the motion to adjourn, seconded by Commission Member Bouslough; and carried unanimously.

Meeting adjourned at 6:26 PM

Prepared by:

Joan N. Kent

Marshall Sebra, Zoning
Administrator/ Planning
Director