

# Town of Kilmarnock

**VICE MAYOR** - EMERSON GRAVATT  
**COUNCIL MEMBER**-SHAWN DONAHUE  
**COUNCIL MEMBER**-REBECCA TEBBS NUNN  
**COUNCIL MEMBER**-WILLIAM L. SMITH  
**COUNCIL MEMBER**- MAE P. UMPHLETT

**MAYOR** -RAYMOND C. BOOTH, JR.



**TOWN MANAGER**- TOM SAUNDERS  
**TOWN ATTORNEY** - PAUL C. STAMM, JR.  
**TOWN PLANNER** - MARSHALL SEBRA  
**TOWN CLERK** -CINDY BALDERSON  
**TOWN TREASURER** - JUDY G. STEVENS  
**POLICE CHIEF** - MICHAEL S. BEDELL

## Town Council Meeting Agenda Kilmarnock, VA

**Monday, April 21, 2014**  
7:00 PM - Kilmarnock Town Hall

Notice of intent to comply with the Americans with Disabilities Act: Reasonable efforts will be made to provide assistance or make special arrangements to qualified individuals with disabilities in order for them to participate in or attend Town Council Meetings. Please call the Town for information or assistance: 804-435-1552. **Cell phones are to be turned off during Town Council meetings.**

**1. Call to Order:** Mayor Raymond C. Booth, Jr. Please join the Mayor and Council in the Pledge of Allegiance. On behalf of the Council and staff, Mayor Booth extends a warm welcome to Kilmarnock residents and guests.

**2. Calling of the Roll:** Town Clerk Cindy Balderson

**3. Acceptance and Approval of the Agenda:**

**4. Approval of the Minutes:**

- March 17, 2014 Town Council Meeting (✓)

**5. Public Comments and Presentations:**

The public is invited to speak to Council on any matter, with the exception of scheduled public hearings which will be called for later. Please use the sign-in sheet on the podium. Comments are limited to three (3) minutes per person. Please state your name and address for the record. Any required responses from the Town will be provided in writing following the meeting.

**6. Public Hearing:**

**Soliciting public comment regarding the draft Comprehensive Plan as submitted by the Planning Commission, prior to consideration and action by Council. (✓)**

- Description of draft Comprehensive Plan – Town Planner Marshall Sebra
- Recess for Public Hearing
- Public Comments
- Staff Comments
- Close Public Hearing
- Town Council review and action

**7. Planning Commission Report:** - Council member Mae Umphlett – liaison; report from the meeting held on April 14, 2014. (√)

**8. Committee Reports:**

A. Water and Sewer Committee: Council Member Rebecca Tebbs Nunn – Chair; report from meeting held April 3, 2014. (√)

B. Streets, Sidewalks and Playgrounds Committee: Council Member William Smith – Chair; report from the meeting held April 2, 2014. (√)

**Action item: Request Planning Commission to hold a public hearing to consider a proposed ordinance regarding blighted properties as well as possible changes to the sign ordinance.**

C. Police and Public Safety Committee: Council Member Shawn Donahue – Chair; report from meeting held April 3, 2014 (√)

D. Economic Development Committee: Vice Mayor Emerson Gravatt – Chair; report from meeting held April 3, 2014. (√)

**Action item: Authorize staff to proceed with branding process (in cooperation with Middlesex County and others), using funds allocated to Marketing in current budget.**

E. Administration and Finance Committee: Council Member Rebecca Tebbs Nunn - Chair; Report from meeting held April 2, 2014. (√)

**Action Items: 1. Approve disbursements from March 18 through April 21, 2014. (√)**

**2. Recommend appointment of Michael Sutherland to vacant Council seat.**

**3. Request Circuit Court re-appoint Les Kilduff and Donnie Walker to BZA.**

**4. Request a closed session to deal with personnel matters.**

**9. Old Business:** Appointment to fill Council vacancy (√)

**10. New Business:**

A. Appointments to Board of Zoning Appeals

B. Closed session for consideration of personnel matters

**11. Public Comments:**

**12. Town Attorney's Comments:**

**13. Mayor's Comments:**

**14. Council Members' Comments:**

**15. Town Manager's Comments:**

**16. Upcoming Events and Meetings:** Updated meeting schedules will be posted on the Town Hall doors and the public will be directed to call the Town Hall in case regularly scheduled meetings have been changed or cancelled.

Thursday, May 1, Water and Sewer Committee, 8:30 AM – Town Hall

Thursday, May 1, Police/Emergency Prep Committee, 9:00 AM – Town Hall

Thursday, May 1, Economic Development Committee, 9:30 AM – Town Hall

Wednesday, May 7, Administration and Finance Committee, 8:30AM – Town Hall

Wednesday, May 7, Streets Committee, 9:30 AM – Town Hall

**Monday, May 12, Planning Commission, 6 PM – Town Hall**

**Monday, May 19, Town Council Meeting, 7 PM – Town Hall**

**Election Day, Tuesday, May 6 – KVFD Firehouse**

**Budget Public Workshop – Wednesday, May 7, 6 PM – Town Hall**

**17. Motion to Adjourn.**