

August 11, 2009

**KILMARNOCK PLANNING COMMISSION  
Tuesday August 11, 2009  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order**

Chairman Booth called the regular meeting to order at 7:10 pm with the following members present:

Raymond Booth, Chair  
Claudia Williamson, Vice-Chair  
Dave Reedy  
Steve Bonner

Members Absent:

Gary Anderson, Council Liaison  
Jane Ludwig  
William Smith

Staff Present:

Tom Saunders, Town Manager  
Marshall Sebra, Assistant Town Manager/ Planning Director  
Paul C. Stamm, Jr., Town Attorney

**2. Recognition of Guests:**

Chairman Booth welcomed Kilmarnock residents, business owners and guests.

**3. Acceptance of the Agenda**

**ACTION: Vice-Chair Williamson made a motion to accept the August 11, 2009 Planning Commission meeting agenda as presented, seconded by Commission Member Reedy; 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.

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There were no participants in the public forum.

**5. Minutes: Approve, Correct or Amend the Minutes for the July 14, 2009 Planning Commission Meeting.**

**ACTION: Commission Member Bonner made a motion to approve the minutes for the July 14, 2009 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 Commissioner comments made.

**8. Old Business/ Unfinished Business**

There was no discussion under old or unfinished business.

**9. New Business**

**A. Citizens Planning Education Association of Virginia Training**

Assistant Town Manager Sebra advised Commission Members that he had information on the upcoming CPEAV training seminar for anyone who was interested. Mr. Sebra said that the conference, which was geared more toward zoning administrators, had been scheduled for October 11 thru the 13<sup>th</sup> in Staunton, VA. Mr. Sebra noted that Commission Members were welcomed to attend the conference as well. Mr. Sebra added that the training session to become a certified planner was held in September and then again in December. Mr. Sebra advised that both he and Commissioner Member Smith had attended last year.

Vice-Chair Williamson expressed an interest in attending the training session.

Chairman Booth stated that he had attended, however he was unable to complete the extensive hours of homework required to receive his certificate. Mr. Booth advised that it was an excellent program.

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## B. Town of Kilmarnock Comprehensive Plan 2011

Assistant Town Manager Sebra advised that a copy of Chapter 1 of the Comprehensive Plan Review was included in each Commission Member's packet with his recommendations for changes. Mr. Sebra stated that the most noticeable changes, which needed to be made, were in regards to updating the statistics to include the boundary line adjustment. Mr. Sebra said that the census bureau would provide most of the data needed by the Town at the end of 2010. Therefore he felt that the Planning Commission should just wait for that information to be released prior to making any changes. Mr. Sebra advised that both the Town and county had to provide data in order to update the second portion of Chapter 1. Again, Mr. Sebra stated that the data needed by both the Town and County would be provided at the end of 2010. Mr. Sebra said that the format for the Comprehensive Plan was very good but noticed that it contained an abundance of information. Mr. Sebra wondered if all of the information was necessary, and asked Commission Members to make a note of anything that they felt could be deleted.

Commission Member Bonner was in agreement with Mr. Sebra about waiting for the information from the census bureau to be released in order to make the necessary changes to the Comprehensive Plan but stated that he felt that nothing be deleted from it. Mr. Bonner said that the Planning Commission worked very hard with Mr. Stodgehill in updating the last version.

Assistant Town Manager Sebra stated that it was just a suggestion. Mr. Sebra advised that Chapter 2, which dealt with land development, was going to be very time consuming for him to update and stated that all of the maps would have to be changed to include the 400+ acres that was taken in by the Town through the boundary line adjustment.

Chairman Booth asked Mr. Sebra if he would be able to handle the task along with all of his other responsibilities.

Assistant Town Manager Sebra advised that legally the Town did not have to do anything to the Comprehensive Plan until 2011. Mr. Sebra said that he realized there was a lot of work involved and that was why he wanted to get started now.

Town Manager Saunders stated that he did have concerns in regards to the amount of time that Mr. Sebra would have to devote to this task because of his involvement in the Mary Ball Road Block Grant project. Mr. Saunders said that he did not feel that an outside consultant was needed at this time but stated that there might be a need for some part time labor to help with the Comprehensive Plan as things progressed.

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Commission Member Bonner suggested that Mr. Sebra and the Planning Commission get the easier chapters done and then if help was needed for the more complicated chapters, Mr. Stodgehill could be hired just to assist with those.

(Note: Electricity lost due to storm)

## 10. Adjourn

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

Meeting adjourned at 7:35 pm

Prepared by:

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Joan N. Kent

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Raymond Booth, Chair