

April 14, 2014

**KILMARNOCK PLANNING COMMISSION
Monday April 14, 2014
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

Chairman Smith called the regular meeting to order at 6:00 pm with the following members present:

Dr. Curtis H. Smith, Chair
Chris Allen
Poppy Cockrell
Joan Gravatt

Ann Towner
Mae Umphlett-Council Liaison

Members Absent:

Lindsay Gardner

Staff Present:

Marshall Sebra, Zoning Administrator/Planning Director
Tom Saunders, Town Manager
Joan Kent, Minutes Clerk

2. Recognition of Guests:

Chairman Smith welcomed Kilmarnock residents, business owners, and guests.

3. Acceptance of the Agenda

ACTION: Commission Member Towner made a motion to approve the April 14, 2014 Planning Commission Meeting Agenda as presented, seconded by Commission Member Gravatt; and carried unanimously.

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4. Minutes: Approve, Correct or Amend the Minutes for the March 10, 2014 Planning Commission Meeting.

ACTION: Commission Member Gravatt made a motion to approve the minutes for the March 10, 2014 Kilmarnock Planning Commission Meeting, seconded by Commission Member Cockrell; and carried unanimously.

5. Public Forum:

Chairman Smith 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 public comments.

6. Commissioner Comments

Commission Member Allen reported that he had finished the classes for the Planning Commissioners' Conference and commented on the positive learning experience that it was. He encouraged other members to attend the upcoming conference in Richmond VA.

Chair Smith and other Commission Members commented on the letter written by Mr. Al Ludwig to the editor of the newspaper regarding the Comprehensive Plan which they felt was misinforming.

7. Old/Unfinished Business

Zoning Administrator/ Planning Director Sebra reported that the Town Council would be having a public hearing on the Comprehensive Plan at their April 21st meeting. Mr. Sebra advised that both he and Commission Member Towner would be there to answer questions.

8. Public Hearing

There was no public hearing held.

9. New Business

A. Code Amendments

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1. Temporary and Directional Advertising Signs

Zoning Administrator/Planning Director Sebra stated that a staff report was included in each Commission Member's packet. The report identified the issues that the Town was having in regards to temporary and directional signage and what his recommendations were. Mr. Sebra also included the sign ordinances of West Point, Tappahannock, and Colonial Beach for comparison. Mr. Sebra felt that changes were needed to achieve their common goal but not in a way that would hurt business owners.

General discussion was held by Planning Commission Members. All concurred that the existing ordinance gave potential for Main Street to be overburdened with clutter. They discussed whether or not to grandfather existing off site signs and the popularity of flags due to their low cost. Commission Members did not think flags were appropriate for the Steptoe's District. In regards to off-site directional signs, most felt that they were a necessity for business survival. It was suggested that either one low profile directional sign be designed listing the side street businesses or a pole be erected and tasteful, interchangeable directional placards be placed on it listing the side street businesses. In other discussion, it was the consensus of the Planning Commission that the number of temporary signs needed to be limited and have conformity. It was suggested that event signage be handled on a case by case basis. It was decided to develop an email survey regarding the signage issues and later, if necessary, have a meeting with Town businesses to reach a middle of the road decision.

2. Yard Sales

Zoning Administrator/Planning Director Sebra advised that he was bringing the yard sale ordinance to the Planning Commission's attention to determine if they felt it needed to be amended. His main concern was that the current ordinance did not separate normal household yard sale items from boats, cars, trucks, and lawn mowers which had been increasingly becoming a problem. Commission Members engaged in conversation regarding a time limit for the sale of a boat, car, truck, or lawn mower as well as enforcement issues. They discussed administrative permits and the possibility of monetary penalties. It was the general consensus that clarification in the ordinance was needed. Commission Members agreed to send Mr. Sebra recommendations regarding improvements.

3. Blighted Structures

Zoning Administrator/Planning Director Sebra advised that Council had learned of a state regulation regarding blighted structures at a VML Conference. A copy of the regulation was included in each Commission Member's packet. Mr. Sebra stated that the Town was currently operating under a state building code property maintenance regulation with the assistance of the

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county building inspector. Under the current operating regulation a property owner could be made to board up a derelict structure due to safety issues but with the new state code it would make it easier for the Town to step in and have it demolished. Mr. Sebra advised that an upcoming public hearing on this matter could be scheduled as early as the next Planning Commission's meeting. Several Commission Members expressed concern over having a structure demolished if not vacant. It was explained by Mr. Sebra that occupied dwellings were treated differently. Mr. Sebra asked Commission Members to read the regulation over and email their suggestions to him.

B. FEMA Floodplain Management Regulations

Zoning Administrator/Town Planner Sebra advised that a few changes needed to be made to this regulation and there would be a public hearing on this issue in July.

11. Adjournment

ACTION: Commission Member Gravatt made a motion to adjourn, seconded by Commission Member Allen; and carried unanimously.

Meeting adjourned at 7:30 PM

Prepared by:

Joan N. Kent

Dr. Curtis H. Smith, Chair