

August 13, 2013

**KILMARNOCK PLANNING COMMISSION  
Tuesday August 13, 2013  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order**

Chairman Smith called the regular meeting to order at 7:00 pm with the following members present:

Dr. Curtis H. Smith, Chair  
Steve Bonner  
Shawn Donahue, Council Liaison

Lindsay Gardner  
Ann Towner

Members Absent:

Joan Gravatt  
Les Spivey- Resigned

Staff Present:

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

**2. Recognition of Guests:**

Chairman Smith welcomed Kilmarnock residents, business owners and guests. Dr. Smith recognized Councilmembers who were seated in the audience.

**3. Acceptance of the Agenda**

**ACTION: Commission Member Gardner made a motion to accept the August 13, 2013 Planning Commission meeting agenda as presented, seconded by Commission Member Bonner; and carried unanimously.**

**5. Minutes: Approve, Correct or Amend the Minutes for the May 14, 2013 Planning Commission Meeting.**

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Commission Member Gardner noticed a typographical error on page 2 in regards to the spelling of the word “Montessori”.

**ACTION: Commission Member Bonner made a motion to approve the minutes for the May 14, 2013 Kilmarnock Planning Commission meeting with the requested correction, seconded by Commission Member Gardner; and carried unanimously.**

Commission Member Towner abstained from voting due to her absence from the May 14, 2013 meeting.

#### **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**

There were no Commissioner comments made.

#### **7. Old/Unfinished Business**

##### Comprehensive Plan

There was general discussion amongst Planning Commission Members regarding Chapter 2 and Chapter 3 of the Comprehensive Plan. Zoning Administrator/Planning Director Sebra stated that he and Commission Member Towner worked together on the revision of Chapter 2 and it was primarily completed unless other Commission Members had something to add. New Studies and reports since 2006 were included, all figures and stats were updated, and a staff report reflecting the changes was included in each Commission Member’s packet. Each member was asked to review Chapter 3 which dealt mostly with policies before the next meeting to see if there were any changes they wanted to make. Some recommendations made by Commission Member Towner for Chapter 3 were included in each member’s packet.

There was discussion regarding affordable housing, and economic development. It was determined that “affordable housing” and “workforce housing” should each be loosely defined in the Comprehensive Plan so that there would be a better understanding of the two. It was also determined that there should be a section pertaining to economic development in order to attract new

businesses. There was discussion involving language in the Comprehensive Plan that related to the possibility of a historical district referred to as the “Cross Road” that came about when the Steptoe’s area evolved. There was discussion regarding the deletion of an old idea for a bypass road and for more concentration to be put on the one already in place during the revision of Chapter 4. Concern was expressed over whether or not the Town’s WWTP could handle full build out of the Town. There was confirmation that it could but water storage might be an issue which would be discussed more in depth when they reached that chapter. There was brief discussion on the enterprise zone, gateways leading into Town, and the potential for future boundary line adjustments. Concerns were addressed about language regarding recreational property.

## **8. Public Hearings**

There were no public hearings held.

## **9. New Business**

A. Recommendations for appointments and/or reappointment to the Kilmarnock Planning Commission.

Zoning Administrator/Planning Director Sebra stated that he had received a resignation letter from Commission Member Spivey who could not continue to serve due to a new employment opportunity and Commission Member Bonner’s term had expired. The two applicants for the vacancies were seated in the audience. Mrs. Poppy Cockrell and Mr. Chris Allen each addressed the Planning Commission before nominations were made. Commission Member Bonner formally announced that he would not be seeking reappointment.

**ACTION: Commission Member Bonner made a motion to recommend to the Town Council that Chris Allen be appointed to fill his vacancy on the Kilmarnock Planning Commission, seconded by Commission Member Gardner; and carried unanimously.**

**ACTION: Commission Member Gardner made a motion to recommend to the Town Council that Poppy Cockrell be appointed to fill Les Spivey’s vacancy on the Kilmarnock Planning Commission, seconded by Commission Member Bonner; and carried unanimously.**

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B. Recent BZA Hearing Update

Zoning Administrator/ Planning Director Sebra reported that the Kilmarnock Board of Zoning Appeals approved a variance for Mercer Place to add one 8 unit building to the existing property.

C. Zoning Log Report

A copy of the Zoning Log Report was included in each Commission Member's packet.

D. Change Meeting Date and amend the By-laws

**ACTION: Commission Member Gardner made a motion to change the Kilmarnock Planning Commission meeting date to the second Monday of each month at 6 pm and to amend the by-laws to reflect the change, seconded by Commission Member Bonner; and carried unanimously.**

9. Adjournment

**ACTION: Commission Member Bonner made the motion to adjourn, seconded by Commission Member Gardner; and carried unanimously.**

Meeting adjourned at 7:55 PM

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Chair