

August 11, 2014

**KILMARNOCK PLANNING COMMISSION
Monday August 11, 2014
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

Vice-Chair Gardner called the regular meeting to order at 6:00 pm with the following members present:

Lindsay Gardner
Joan Gravatt
Otis Polk

Neill Schultz
Ann Towner
Chris Allen – Council Liaison

Members Absent:

Poppy Cockrell

Staff Present:

Marshall Sebra, Zoning Administrator/Planning Director
Joan Kent, Minutes Clerk

2. Recognition of Guests:

Vice-Chair Gardner welcomed Kilmarnock residents, business owners, and guests as well as the newest members of the Kilmarnock Planning Commission.

3. Acceptance of the Agenda

ACTION: Commission Member Gravatt made a motion to approve the August 11, 2014 Planning Commission Meeting Agenda as presented, seconded by Commission Member Allen; and carried unanimously.

4. Minutes: Approve, Correct or Amend the Minutes for the May 12, 2014 Planning Commission Meeting.

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ACTION: Commission Member Allen made a motion to approve the minutes for the May 12, 2014 Kilmarnock Planning Commission Meeting, seconded by Commission Member Gravatt; and carried unanimously.

5. Public Forum:

Vice-Chair Gardner 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 comments.

6. Commissioner Comments

Commission Member Allen commented on the success of the People's Park Survey.

7. Old/Unfinished Business

There was no discussion.

8. Public Hearing

The purpose of the hearing was to solicit public comment on code revisions to the Town's Floodplain Overlay Ordinance, Ch.54, Article VI, as mandated by the State of Virginia, Department of Conservation and Recreation.

A. Description

Zoning Administrator/ Planning Director Sebra gave a brief description of the proposed ordinance.

B. Vice-Chair Gardner opened the public hearing.

C. Vice-Chair Gardner asked for public comments.

There were no public comments made.

D. Vice-Chair Gardner asked for additional staff comments.

There were no additional staff comments.

E. Vice-Chair Gardner closed the public hearing.

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F. Vice-Chair Gardner asked for discussion and/or action by the Planning Commission

Commission Member Towner asked several questions regarding the floodplain overlay, the insurance program, and the limited areas in Town that it applied to.

ACTION: Commission Member Allen made a motion to recommend to Council that code revisions to the Town's Floodplain Overlay Ordinance, Ch.54, Article VI, be adopted as mandated by the State of Virginia, Department of Conservation and Recreation becoming effective on October 2, 2014, seconded by Commission Member Towner; and carried unanimously.

9. New Business

A. Nominations

Zoning Administrator/Planning Director Sebra reported that nominations for Chair, Vice-Chair, and Secretary would be taken at the next Planning Commission Meeting.

B. Zoning Log Report

A copy of the zoning log report was included in each Commission Member's packet.

C. Sidewalk/ Town Centre "People's Park" Update

Zoning Administrator/ Planning Director Sebra advised that Council had considered moving forward with connecting the sidewalk area from the Planing Mill to the Mary Ball Road Project. Mr. Sebra stated that the Town Centre or "People's Park" was also moving forward. Mr. Sebra commented that the "People's Park" survey produced 274 responses requesting everything from an area for events, to a bandstand, as well as biking, hiking, and walking trails. Mr. Sebra advised that the next step would be to have conceptual plans drawn up and distributed for comment. Mr. Sebra finalized by saying that there were only eight results requesting that the property be sold.

The Planning Commission held general discussion regarding their ideas for the park which ranged from picnic tables to the possibility of creating a recreational department.

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D. Environmental Remediation

Zoning Administrator/Planning Director Sebra advised that the Town had faced severe erosion in four locations due to storm water runoff. Mr. Sebra stated that the Town had received grant funding several years back for Watershed Assessment and had recently acquired additional funding to obtain Ecosystem Services LLC who would prepare construction drawings on the worst two sights. A copy of the detailed project scope and the map were included in each Commission Member's packet.

10. Adjournment

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

Meeting adjourned at 6:50 PM

Prepared by:

Joan N. Kent

Lindsay Gardner, Vice-Chair