

August 10, 2015

**KILMARNOCK PLANNING COMMISSION
Monday August 10, 2015
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

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

Lindsay Gardner, Chair
Ann Towner, Vice-Chair
Chris Allen, Council Liaison

Poppy Cockrell
Albert Nunn
Neill Schultz

Members Absent:

Joan Gravatt

Staff Present:

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

2. Recognition of Guests:

Chair Gardner welcomed Kilmarnock residents, business owners, and guests. Ms. Gardner recognized Mayor Umphlett, Vice-Mayor Nunn, and Town Manager Saunders who were seated in the audience.

3. Acceptance of the Agenda

ACTION: Commission Member Nunn made a motion to approve the August 10, 2015 Planning Commission Meeting Agenda as presented, seconded by Commission Member Cockrell; and carried unanimously.

4. Minutes: Approve, Correct or Amend the Minutes for the July 13, 2015 Planning Commission Meeting.

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ACTION: Vice-Chair Towner made a motion to approve the minutes for the July 13 , 2015 Kilmarnock Planning Commission Meeting as presented, seconded by Commission Member Cockrell; and carried unanimously.

5. Public Forum:

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.

Mrs. Teresa Dustin stated that she was hopeful about sidewalk extensions from Commonwealth Assisted Living towards Town for handicap access. Mrs. Dustin noted the setbacks and delays in obtaining the extensions and asked if it would possible to temporarily paint a line like a bike trail on the side of the highway so that drivers would give way and get used to pedestrian traffic. The request would be forwarded to the Town Council Sidewalk Committee.

6. Commissioner Comments

There were no comments.

7. Old/Unfinished Business

Regulations Regarding Food Trailers in Steptoe's District

Chair Gardner thanked Vice-Chair Towner and Zoning Administrator/Planning Director Sebra for the research they had conducted on this issue which was included in each Commission Member's packet.

Vice-Mayor Nunn briefly addressed the Planning Commission to state that an inflammatory headline in the local newspaper created a total misunderstanding which led citizens to believe that it was Council's desire to target certain food vendors in existence and shut them down. Mrs. Nunn advised that Council merely asked the Planning Commission to examine Town Code and no specific businesses were ever mentioned. Mrs. Nunn said that she will continue working to keep Kilmarnock the wonderful place that it is.

Commission Member, Council Liaison Allen concurred with Vice-Mayor Nunn by saying that it was never any intent to target certain businesses and close them. The Planning Commission was asked to review the code.

Chair Gardner said that she was enthused by the passion that

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spilled over from the public for the local businesses and stated that the material provided by Mr. Sebra would be reviewed but there would be no haste in making any decisions regarding code.

Vice-Chair Towner stated that it was her understanding that clarity was needed on where these types of businesses could operate and the time frame they could operate in. Ms. Towner said it was more for the purpose of aesthetics.

The discussion continued around peddler's licenses, open flames, distance of operation from restaurants, and vendors in the Town park. It was the general consensus of the Planning Commission not to be hasty and to be very transparent to prevent future misunderstandings.

Commission Member Nunn finalized the discussion by saying that it was his understanding that purpose of the review was for temporary structures in general that could be easily be abandoned and that was what the Commission should concentrate on.

8. Public Hearing

There was no public hearing held.

9. New Business

A. Term Expirations

Zoning Administrator/Planning Director Sebra stated that an advertisement had been placed in the local newspaper to solicit applications for the two expiring Planning Commission terms.

B. Update on Town Park Development and Tech Park Expansion

Zoning Administrator /Planning Director Sebra advised that a "Kick-Off" meeting for the Town Park would be held at the Town Hall on Friday at 10:30 am.

C. Certified Planning Commission Program

Zoning Administrator/Planning Director Sebra advised that Commission Member Nunn would be attending the training held at the Marriott in Newport News. The first session is September 28 followed by the second on December 11, 2015.

D. Zoning Log Report

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

10. Adjournment

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

Meeting adjourned at 6:49 PM

Prepared by:

Joan N. Kent

Lindsay Gardner, Chair