

**KILMARNOCK PLANNING COMMISSION  
Monday December 9, 2013  
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  
Lindsay Gardner

Joan Gravatt  
Ann Towner  
Mae Umphlett- Council Liaison

Staff Present:

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

**2. Recognition of Guests:**

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

**3. Acceptance of the Agenda**

**ACTION: Commission Member Gardner made a motion to approve the December 9, 2013 Planning Commission Meeting Agenda as presented, seconded by Commission Member Gravatt; and carried unanimously.**

**4. Minutes: Approve, Correct or Amend the Minutes for the November 4, 2013 Planning Commission Meeting.**

**ACTION: Commission Member Gardner made a motion to approve the minutes for the November 4, 2013 Kilmarnock Planning Commission Meeting, seconded by Commission Member Cockrell; and carried unanimously.**

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## **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.

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

Comprehensive Plan

The Planning Commission received and discussed a proposed draft for Chapter 5 (Preservation of Resources) of the Comprehensive Plan. Commission Member Towner gave a brief summary. Concern was raised during the topic regarding the development and implementation of a proposed regional water system with the County. There was discussion regarding changing the wording or removing it altogether due to the previous history concerning the proposal. Zoning Administrator/ Planning Director Sebra advised that he would contact the County to see what, if any, their intentions were regarding this matter. During the discussion of Chapter 3 (Land Use Plan) Planning Commission Members opposed the development of an Architectural Review Board. It was decided not to require a special setback for new structures developed along any primary highways. Planning Commission Members declined the need for a special overlay district when dealing with existing single family residences that were being converted to commercial use. Instead, they felt it would be best if each were reviewed on a case by case basis. There was general consensus that the policy regarding the "Gateways" to Kilmarnock was in need of being re-worded.

## **8. New Business**

Zoning Log Report

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

## **9. Adjournment**

**ACTION: Commission Member Gravatt made the motion to**

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**adjourn, seconded by Commission Member  
Cockrell; and carried unanimously.**

Meeting adjourned at 6:55 PM

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Chair