

February 12, 2013

**KILMARNOCK PLANNING COMMISSION  
Tuesday February 12, 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  
Les Spivey, Vice-Chair  
Steve Bonner

Joan Gravatt  
Ann Towner  
Shawn Donahue, Council Liaison

Members Absent:  
Lindsay Gardner

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. Mr. Smith recognized the Councilmembers who were seated in the audience.

**3. Acceptance of the Agenda**

**ACTION: Commission Member Spivey made a motion to accept the February 12, 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 January 8, 2013 Planning Commission Meeting.**

**ACTION: Commission Member Spivey made a motion to**

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**approve the minutes for the January 8, 2013 Planning Commission meeting as presented, seconded by Commission Member Bonner; 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 Spivey advised Planning Commission Members that Council had decided that the minutes from the meetings would no longer be transcribed but presented in summary form. There was general discussion regarding the videotaping of the Planning Commission meetings. Commission Member Bonner suggested that the videotaped meetings be put on the Town's website for everyone to view.

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

### **A. Sign Ordinance Revisited**

Commission Members continued their discussion from last month regarding directional signs and advertisements displayed on trucks. The discussion centered on whether or not there was a need or if they even could regulate this. Chairman Smith thought that something should be done so that it didn't get out of hand. The conversation turned to Commission Member Bonner's Antique Gallery truck since that was what had prompted the discussion in the first place. Commission Member Gravatt felt that it was unsightly when it sat on the corner of the Steptoe's District for a whole weekend. Council Liaison Donahue suggested that they move the topic away from Mr. Bonner's truck and deal with the issue of signage on vehicles in general. Mr. Donahue thought that they should obtain legal advice before making any regulations. Commission Member Towner felt that they should begin with creating a definition for signage in the Comprehensive Plan. It was the general consensus of the Planning Commission to work on the definition before any further discussion or action.

### **B. Capital Improvement Plan Revisited**

There was general discussion surrounding the CIP and any suggestions regarding it were to be presented to the Town Manager by March 1<sup>st</sup>. Councilmember Straughan was seated in the audience and invited all

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members of the Planning Commission to attend the Admin/Finance Committee meetings. Commission Member Bonner felt that the CIP had become a contentious matter and didn't think that it had to be. Council Liaison Donahue brought up that there had been very little input from the Planning Commission or the citizens so that was why Council had moved forward with what they thought was best for the Town. Commission Member Towner felt that their job as Planning Commission Members was to tie the CIP to what was being worked on in land use planning. Ms. Towner suggested that they needed to look at strategies and make a recommendation to include that in the budget. Mr. Sebra suggested that they take a look at Technology park expansion and lay it out further in years as well as check off some items under goals and strategies that they wanted to get done. Commission Member Bonner brought up the new Town Centre and there was moderate discussion regarding it.

### C. Comprehensive Plan: Chapter 1 Revision and Chapter 2 Discussion

Commission Member Towner reported that the first section of Chapter 1 demographics was essentially finished and by filling in a few gaps she hoped to have it finished by the next meeting. Revision was made in the historic and location section. The population section followed the baseline information of the 2006 plan but was updated to include population figures and projections through 2040. The section was cleaned up and all irrelevant data was removed. Ms. Towner stated that it was based on three different scenarios noting that one was on census data and population trends, the second was on development and build out potential, and the third was build out and population estimate based on the number of existing housing units. Ms. Towner advised that built out and age needed to be fine-tuned somewhat. Ms. Towner noted that basically nothing had been done in the economic section with the exception of collecting data. Ms. Towner stated that they now had information on the number of working people, the number of unemployed people, industries, income wages, home prices, rent, and etc. There was a need to update the list of existing businesses. The primary industry in Kilmarnock was now healthcare. Approximately 50 percent of businesses in the County were located in Kilmarnock. A discussion was held regarding how tourism could be tied to comparable data or something that could it could be measured by.

Mr. Alberts, who is on the Economic Development Committee, spoke from the audience and invited Planning Commission Members to attend their meetings in order to receive help finding ways of measuring tourism. He also advised that the Chamber was working on having a certified visitors' center designation.

Commission Member Gravatt stated that Chesapeake Bank and Bank of Lancaster have completed a feasibility study and may have the information that was needed.

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Mr. Sebra wanted to add that he would have Chapter 2 completed by the next meeting as well.

#### C. Zoning Log Report

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

### **8. New Business**

There was no discussion under New Business.

### **9. Public Hearings**

There were no public hearings held.

### **10. Adjournment**

**ACTION: Vice-Chair Spivey made the motion to adjourn, seconded by Commission Member Gravatt; and carried unanimously.**

Meeting adjourned at 8:01 PM

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Chair