

January 13, 2014

**KILMARNOCK PLANNING COMMISSION  
Monday January 13, 2014  
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

Ann Towner  
Mae Umphlett- Council Liaison

Members Absent:

Joan Gravatt

Staff Present:

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

**2. Recognition of Guests:**

Chairman Smith welcomed Vice Mayor Emerson Gravatt.

**3. Acceptance of the Agenda**

**ACTION: Commission Member Towner made a motion to approve the January 13, 2014 Planning Commission Meeting Agenda as presented, seconded by Commission Member Gardner; and carried unanimously.**

**4. Minutes: Approve, Correct or Amend the Minutes for the December 9, 2013 Planning Commission Meeting.**

**ACTION: Commission Member Gardner made a motion to approve the minutes for the December 9, 2013 Kilmarnock Planning Commission Meeting,**

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**seconded by Commission Member Allen; 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**

There were no Commissioner Comments.

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

### Comprehensive Plan

The Planning Commission received and discussed a proposed draft for Chapter 3 (Land Use) of the Comprehensive Plan. Commission Member Towner gave a brief summary. Councilmember Gravatt, who chairs the Economic Development Committee, gave a brief update in regards to the branding concept for the Town and the progress made thus far. There was general discussion regarding derelict buildings in the Town and the possibility of adopting new ordinances to deal with these structures.

## **8. New Business**

### A. Capital Improvement Plan Review

Each Commission Member was provided with a copy of the current Capital Improvement Plan and was asked to submit any requests or suggestions for the next fiscal year to the Town Manager or Town Council. There was general discussion regarding sidewalks, expansion of Technology Park, and the proposed "people park" at the Town lot. They also discussed the progress with radio-read meters.

### B. Planning Commissioner Program

Commission Member Allen will be attending the Planning Commissioner Program held in Blacksburg, VA on January 29<sup>th</sup> and 30<sup>th</sup>.

### C. Zoning Log Report

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

## **9. Adjournment**

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

Meeting adjourned at 6:49 PM

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Chair