

March 12, 2013

**KILMARNOCK PLANNING COMMISSION  
Tuesday March 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  
Lindsay Gardner

Joan Gravatt  
Ann Towner  
Shawn Donahue, 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. 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 March 12, 2013 Planning Commission meeting agenda as presented, seconded by Council Liaison Donahue; and carried unanimously.**

**4. Minutes: Approve, Correct or Amend the Minutes for the February 12, 2013 Planning Commission Meeting.**

Commission Member Gardner requested a correction on page 3 noting that Mr. Alberts name was spelled as Albertson.

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

**approve the minutes for the February 12, 2013 Planning Commission meeting with the minor correction, seconded by Commission Member Gravatt; 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.

Mr. David Alberts, a member of the Economic Development Committee, spoke briefly regarding the update to the Comprehensive Plan, noting that he was pleased to see that the Planning Commission was handling the update as opposed to hiring a consultant. Mr. Alberts wanted to offer his assistance and to emphasize the importance of the Comprehensive Plan as a selling tool. Mr. Alberts shared some of his past experiences regarding growth on a National, state, and local level.

## **6. Commissioner Comments**

There no Commissioner Comments.

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

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

Zoning Administrator/ Planning Director Sebra advised that a copy of the sign definitions as found within the Town Code were included in each Commission Member's packet.

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

Commission Members discussed the property in Technology Park in terms of subdivision, road placement, and whether or not water/sewer should be put into place prior to any lots being sold. There was also discussion regarding the entrance sign marquis that was promised to existing businesses in Technology Park years ago but never materialized.

**ACTION: Commission Member Bonner made a motion to recommend that Town Council set a line item in the amount of \$100,000 in the CIP FY2014 for site planning and survey of property acquired at Technology Park, seconded by Commission Member Gravatt; and carried unanimously.**

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Commission Member Bonner had ideas for remodeling the current Town Hall which he felt was a moot point since Town Council had signed a contract on another building. Council Liaison Donahue encouraged Commission Members to share their views and opinions on the issue. Chairman Smith endorsed the UVA study which stated that the Town Hall needed to be in the downtown area. Commission Member Spivey felt that the discussion was irrelevant and should not continue.

Commission Member Bonner expressed the need for sidewalks. Commission Member Gardner felt that they should concentrate on extending existing sidewalks. Commission Members discussed various locations where they felt that sidewalk extension was necessary. Mr. Sebra provided a map showing the existing sidewalks and noted that the Mary Ball Community Block Grant would be funding sidewalks on both sides of the streets starting at Magnolia heading south. It was the general consensus of the Planning Commission to concentrate on sidewalk extensions from Irvington Road Route 200 down Harris Drive, from the Library on School Street toward Route 3, and down Waverly Avenue toward the Kilmarnock Carnival grounds.

**ACTION: Commission Member Towner made a motion to recommend that Town Council set a line item in the amount of \$250,000 for CIP FY2014 for sidewalk extension and \$100,000 each year thereafter for a period of five years, seconded by Commission Member Gardner; and carried unanimously.**

#### C. Comprehensive Plan

Zoning Administrator/Planning Director Sebra included a Construction Value Chart from 2006 to 2012 and a Business and Services Chart in each Commission Member's packet. Mr. Sebra gave a brief synopsis on each chart.

#### 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.

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## 10. Adjournment

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

Meeting adjourned at 8:10 PM

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Chair