

March 10, 2014

**KILMARNOCK PLANNING COMMISSION
Monday March 10, 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
Joan Gravatt

Ann Towner
Mae Umphlett-Council Liaison

Members Absent:

Lindsey Gardner

Staff Present:

Marshall Sebra, Zoning Administrator/Planning Director
Tom Saunders, Town Manager
Joan Kent, Minutes Clerk

2. Recognition of Guests:

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

3. Acceptance of the Agenda

ACTION: Council Liaison Umphlett made a motion to approve the March 10, 2014 Planning Commission Meeting Agenda as presented, seconded by Commission Member Gravatt; and carried unanimously.

4. Minutes: Approve, Correct or Amend the Minutes for the February 10, 2014 Planning Commission Meeting.

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ACTION: Commission Member Gravatt made a motion to approve the minutes for the February 10, 2014 Kilmarnock Planning Commission Meeting, 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

Chairman Smith stated that he attended the February Council meeting.

7. Old/Unfinished Business

Capital Improvement Plan

The Planning Commission discussed the status of road and infrastructure installation at Tech Park. Town Manager Saunders expected the planning for that project to begin in the spring. Zoning Administrator/Planning Director Sebra gave a brief update regarding the work that needed to be done at Baylor Park. Mr. Sebra reported that the Boy Scouts had volunteered to build two foot bridges there. There was also discussion regarding the extension of sidewalks. It was the consensus of Commission Members that sidewalk extensions were needed on Irvington Road to Harris Road, School Street to Main Street, Waverly Avenue to the carnival grounds, and from Main Street down Town Centre Drive to the library's new location.

ACTION: Commission Member Cockrell made a motion to recommend to Council that the four sites listed above be given consideration for sidewalk extensions, seconded by Commission Member Allen; and carried unanimously.

8. Public Hearing

Comprehensive Plan 2014

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The purpose of this hearing was to solicit public comment regarding the Town of Kilmarnock's 2014 draft of the Comprehensive Plan being presented for adoption. The hearing was duly advertised as required by the state.

A. Chairman Smith opened the public hearing.

B. Chairman Smith asked for public comments.

There were no public comments.

Zoning Administrator/Planning Director Sebra discussed the two e-mails that he received from Sonja Headley and V'lent Lassiter with their comments and ideas regarding the Comprehensive Plan.

C. Chairman Smith closed the public hearing.

D. Chairman Smith asked for discussion and/or action by Commission Members.

ACTION: Commission Member Towner made a motion to recommend that Town Council adopt the updated Comprehensive Plan as amended based on the Department of Environmental Quality comments included in the March 10, 2014 packet, seconded by Commission Member Gravatt; and carried unanimously.

New Business

Sign Ordinance Review

Zoning Administrator/Planning Director Sebra stated that the Streets and Sidewalk Committee of the Town Council had requested that the Planning Commission review regulations regarding advertising and directional signs. The current ordinance allows a business to have four directional signs which could lead to clutter and controversy. Mr. Sebra asked Commission Member's to be thinking about possible amendments and to either email them to him or bring their suggestions to the next meeting.

9. Adjournment

ACTION: Commission Member Gravatt made the motion to adjourn, seconded by Commission Member Cockrell; and carried unanimously.

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Meeting adjourned at 6:42 PM

Prepared by:

Joan N. Kent

Dr. Curtis H. Smith, Chair