

March 9, 2015

**KILMARNOCK PLANNING COMMISSION
Monday March 9, 2015
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

Chair Gardner called the regular meeting to order at 6:00 pm with the following members present:

Lindsay Gardner, Chair	Poppy Cockrell
Ann Towner, Vice-Chair	Joan Gravatt
Chris Allen, Council Liaison	Neill Schultz

Staff Present:

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

2. Recognition of Guests:

Chair Gardner welcomed Kilmarnock residents, business owners, and guests, Chair Gardner recognized Mayor Umphlett who was seated in the audience.

3. Acceptance of the Agenda

ACTION: Vice-Chair Towner made a motion to approve the March 9, 2015 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 12, 2015 Planning Commission Meeting.

ACTION: Commission Member Gravatt made a motion to approve the minutes for the January 12 , 2015 Kilmarnock Planning Commission Meeting, seconded by Commission Member Cockrell; and

March 9, 2015

carried unanimously.

5. Public Forum:

Chair Gardner 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 comments.

6. Commissioner Comments

There were no comments.

7. Old/Unfinished Business

A. Spa Sign

The brightness of an LED sign in front of the new spa on Main Street had prompted an anonymous letter of complaint which was discussed at the last Planning Commission meeting. Mr. Sebra advised that he had not received any further negative input from the community.

B. Planning Commission Vacancy

Zoning Administrator/ Planning Director Sebra reported that an advertisement to fill the vacancy on the Planning Commission had been placed in the local newspaper. Mr. Sebra stated that he had not received any letters of interest as of yet.

C. Wal-Mart Gas Station

Zoning Administrator/Planning Director Sebra reported that a plan for the Wal-Mart gas station had been submitted to the Town which was then forwarded to VDOT who had requested that a traffic impact study be conducted before the project moved forward.

D. Mr. Giggles Fun House

Zoning Administrator/Planning Director Sebra advised that Mr. Giggles Fun House was officially open for business. Mr. Sebra did not know the current hours of operation.

E. Residence at the Corner of Dilver Lane and Main Street

March 9, 2015

Complaints regarding multiple vehicles on the property in violation of Town Code had prompted discussion in previous meetings. Mr. Sebra advised that the owner was making an attempt to comply but still had an excess amount of cars on the property.

8. Public Hearing

There was no public hearing held.

9. New Business

A. Review of Capital Improvement Plan

Zoning Administrator/Planning Director Sebra advised Commission Members that a draft of the Capital Improvement Plan Budget was included in each Commission Member's packet.

Town Manager Saunders gave a brief overview of the plan encouraging Commission Members to give their input on Tech Park improvements and the People's Park.

Commission Members were invited to attend the Capital Improvement Budget workshop on March 26th.

The Planning Commission held general discussion regarding three sidewalk connections that they felt should have priority over others. The three were extensions from School Street to Main, Route 200 to the Free Health Clinic, and from Main to the Peoples Park. The cost was estimated to be approximately \$60.00 per foot. For walk ability from School Street to Main Street, Mr. Sebra had come up with a cost efficient idea of extending paving on School Street and having a small foot bridge crossing over the gully instead of sidewalks. Mr. Sebra advised that he would provide Commission Members with the map that he had drafted for sidewalk improvements last year.

Further discussion on the Capital Improvement Budget was tabled until next month's meeting.

B. Update on Town Park Development, Tech Park Expansion, and Dominion Solar Project

Zoning Administrator/ Planning Director Sebra reported that five proposals had been received in regards to Town Park development. Two of the firms would be chosen from the five and forwarded to Council. Mr. Sebra stated that it was suggested that a temporary amphitheater be built and events held on the property in order to get citizens used to the idea of what was to come. It was also suggested that signs be placed strategically to show what would be built and

March 9, 2015

where on the site in order to educate the public. Mr. Sebra stated that the Friends of the Rappahannock were applying for a grant from the National Fish and Wildlife Conservation for the Town Park. The funding would be used towards storm water management, greenspace infrastructure and low impact development, pervious paving, and rain harvesting systems. Mr. Sebra spoke of the possibility of receiving federal funding next year from the Land Water Conservation Foundation which was strictly based for projects that were environmentally friendly.

It was the general consensus of the Planning Commission to have signage in place at the Town Park site to educate citizens and travelers on the future structures to be built there.

Zoning Administrator/Planning Director Sebra reported that the Timmons group was in the process of producing conceptual plans for the Tech Park expansion along with many other aspects for the bigger picture. The expansion included a total of 60 acres of which approximately 30 were developable. Mr. Sebra advised that there had been interest in the one existing lot that was currently available.

Zoning Administrator/Planning Director Sebra reported that Dominion Power still had interest in having a solar power field in Town. However the old dump site as previously discussed would not be a logical choice due to setting their poles in unsettled ground. Mr. Sebra advised that a total of three usable acres would be needed for the project along with an adjacent qualifying power line. Mr. Sebra said that the Town had hired a firm to conduct survey work since most of the deeds in that area dated back to 1950. Mr. Sebra explained how the solar field packages were put into place in order to prevent major upgrades. Mr. Sebra stated that they were an educational value as well as an economical value and Dominion Power paid approximately \$1500 per month to rent the land.

D. Zoning Log Report

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

10. Adjournment

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

March 9, 2015

Meeting adjourned at 6:57 PM

Prepared by:

Joan N. Kent

Lindsay Gardner, Vice-Chair