

May 12, 2014

**KILMARNOCK PLANNING COMMISSION  
Monday May 12, 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  
Lindsay Gardner  
Joan Gravatt

Ann Towner  
Michael Sutherland-Council Liaison

Members Absent:

Chris Allen  
Poppy Cockrell

Staff Present:

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

**2. Recognition of Guests:**

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

**3. Acceptance of the Agenda**

**ACTION: Commission Member Gravatt made a motion to approve the May 12, 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 April 14, 2014 Planning Commission Meeting.**

May 12, 2014

**ACTION: Commission Member Gravatt made a motion to approve the minutes for the April 14, 2014 Kilmarnock Planning Commission Meeting, seconded by Commission Member Towner; 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 comments.

## **6. Commissioner Comments**

Commission Member Gardner commented that she was very pleased with the number of people who came out in support of “shop local day” and added that it was a lot of fun.

Commission Member Towner stated that she attended the April Town Council meeting and was happy to report that Council adopted the amended Comprehensive Plan. Councilmember Donahue requested two minor changes.

Chairman Smith commented that he was pleased with the number of voters who came out for the Council election.

Commission Member Gravatt replied that she was also pleased with the number of voters who came out for the election.

Commission Member Towner stated that Chairman Smith, Commission Member Allen, and Council Liaison Umphlett would be greatly missed by the Planning Commission.

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

### **A. Code Amendment Regarding Temporary and Directional Signage**

Zoning Administrator/ Planning Director Sebra advised that he did not add any additional information in the packets this month regarding this topic but did require removal of temporary signs in the downtown area by way of letter. Mr. Sebra advised that discussion on this topic was still applicable and he would be accepting recommendations from Planning Commission Members. Mr. Sebra reported that one business owner who was in violation had obtained a permit and the other two had removed their signs.

May 12, 2014

## B. Code Amendment Regarding Yard Sales

Zoning Administrator/Planning Director Sebra advised that there was no additional information this month regarding the yard sale code and that more research needed to be done.

## 8. Public Hearing

The purpose of the hearing was to solicit public comment on a proposed code adoption within Chapter 10, Building and Building Regulations of the Town of Kilmarnock Code of Ordinances. The code adoption was specific to general blight ordinance as authorized by VA Code 15.2-906, Authority to Require Removal, Repair, etc., of Buildings and Other Structures.

### A. Description

Zoning Administrator/ Planning Director Sebra gave a brief description of the proposed ordinance.

B. Chairman Smith opened the public hearing.

C. Chairman Smith asked for public comments.

There were no public comments made.

D. Chairman Smith asked for additional staff comments.

There were no additional staff comments.

E. Chairman Smith closed the public hearing.

F. Chairman Smith asked for discussion and/or action by the Planning Commission

Commission Member Towner expressed concern over homes that were deteriorating but inhabited by low income residents who could not afford the civil penalty or to fix the home up should this code be adopted by the Town.

Sebra stated that the code was geared to the property owner and not the tenant.

Commission Member Gravatt explained that the code pertained only to the structures that were past the stage of any one being able to live in them and felt that this code was needed in order to protect the Town.

May 12, 2014

**ACTION: Commission Member Gravatt made a motion to recommend to Council that VA Code 15.2-906 Authority to Require Removal, Repair, ETC., of Buildings and Other Structures be adopted by the Town of Kilmarnock, seconded by Commission Member Gardner; and carried unanimously.**

## **9. New Business**

### A. Comprehensive Plan

Zoning Administrator/Planning Director Sebra reported that the amended Comprehensive Plan was approved by Council and the updated version was in each Commission Member's packet.

### B. Zoning Log Report

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

### C. Planning Commission Vacancies

Zoning Administrator/ Planning Director Sebra stated that an advertisement would be put into the local newspaper next week to solicit applications for vacant seats on the Planning Commission. Mr. Sebra advised that he would forward the applications received to Commission Members by way of email so recommendations could be made to Council prior to their July meeting.

### D. June Planning Commission Meeting

It was the general consensus of the Planning Commission not to have a meeting during the month of June.

## **11. Adjournment**

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

Meeting adjourned at 6:35 PM

May 12, 2014

Prepared by:

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Joan N. Kent

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Dr. Curtis H. Smith, Chair