

November 4, 2013

**KILMARNOCK PLANNING COMMISSION
Monday November 4, 2013
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	Joan Gravatt
Chris Allen	Ann Towner
Poppy Cockrell	Mae Umphlett- Council Liaison
Lindsay Gardner	

Staff Present:

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

2. Recognition of Guests:

Chairman Smith welcomed Kilmarnock residents, business owners, and guests. Dr. Smith recognized the Councilmember who was seated in the audience and welcomed the new Council Liaison, Mae Umphlett.

3. Acceptance of the Agenda

ACTION: Commission Member Gravatt made a motion to approve the November 4, 2013 Planning Commission Meeting Agenda as presented, seconded by Commission Member Gardner; and carried unanimously.

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

ACTION: Commission Member Gravatt made a motion to approve the minutes for the September 9, 2013 Kilmarnock Planning Commission Meeting, seconded by Commission Member Cockrell; 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

Zoning Administrator/Planning Director Sebra reported that a draft of the preface and a draft containing recommended changes to Chapter 4 which covered public services and facilities had been included in each Commission Member's packet. Commission Member Towner gave a brief synopsis of the recommended changes. There was discussion concerning financial responsibility for subdivisions and large developments that wanted to hook on to Town water/sewer as well as past mistakes made in contracts with developers. Commission Members discussed build out capacity and the Drought Management Plan.

8. New Business

A. Discussion of Town Code relating to yard sales and home occupations.

Inquiries received by Zoning Administrator/ Planning Director Sebra prompted discussion regarding yard sales and how limited the current ordinance in place was. It was questioned whether or not multiple, and various types of vehicles left out for sale over an extended period of time constituted a yard sale. Commissioner Members were encouraged to be thinking about what changes if any should be made to the existing yard sale ordinance. Other jurisdictions have created a division between vehicles and miscellaneous household items. It was also suggested that Commission Members consider what changes if any should be made to the home occupations ordinance in order to avoid properties from becoming a public nuisance. It was the general consensus of the Planning Commission to table any further discussion on these matters until the next meeting.

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B. BZA Hearing

Zoning Administrator/Planning Director Sebra stated that the Board of Zoning Appeals would be meeting on November 26th, 2013 at 7:00 pm. The reason for the hearing was because Todd Saunders, owner of Northern Neck Generator, was granted a zoning permit to put an office building on his property located at 125 Christopher Drive. After Mr. Saunders was granted the permit, he wanted to change the location of office building which did not meet setback regulations. Mr. Saunders was not granted an amendment, therefore he filed an appeal.

C. Zoning Log Report

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

9. Adjournment

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

Meeting adjourned at 7:04 PM

Prepared by:

Joan N. Kent

Dr. Curtis H. Smith, Chair