

September 10, 2012

**KILMARNOCK PLANNING COMMISSION
Monday September 10, 2012
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

Commission Member Bonner called the regular meeting to order at 6:00 pm with the following members present:

Steve Bonner	Curtis Smith
Shawn Donahue, Council Liaison	Les Spivey
Lindsay Gardner	Ann Towner
Joan Gravatt	

Staff Present:

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

2. Recognition of Guests:

Commission Member Bonner welcomed Kilmarnock residents, business owners and guests. Mr. Bonner recognized the Councilmembers who were seated in the audience.

Commission Member Spivey advised that Robert's Rules of Order required the Planning Commission to elect a Chair Pro-Tem to run the meeting since the Chair and Vice-Chair were no longer serving on the Planning Commission.

Commission Member Bonner replied that he was the secretary but that was fine with him.

Commission Member Spivey stated that as such, it was his duty to call the meeting to order but they needed to elect a Chair Pro-Tem.

ACTION: Commission Member Spivey made a motion to elect Commission Member Smith as Chair Pro-Tem, seconded by Commission Member Bonner; and carried unanimously.

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Commission Member Smith presided over the meeting as Chair Pro-Tem.

3. Acceptance of the Agenda

Commission Member Bonner advised that he would like to amend the Agenda by having the election of officers moved from New Business under Section 9, to the beginning of the meeting.

ACTION: Planning Commission Member Bonner made a motion to accept the September 10, 2012 Planning Commission meeting agenda as amended, seconded by Commission Member Spivey; and carried unanimously.

Commission Member Bonner nominated Curtis Smith as Chair, Les Spivey as Vice-Chair, and Lindsay Gardner as Secretary.

Hearing no other nominations, Chair Pro-Tem Smith called for the vote which was unanimous.

4. Public Forum:

Newly elected 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.

Councilmember Nunn welcomed the new Members of the Kilmarnock Planning Commission and thanked the remaining Members for their service. Mrs. Nunn stated that she wanted to speak to them as one Councilmember and added that she was not speaking on the behalf of the entire Council. Mrs. Nunn advised Members that the Planning Commission was state mandated and had provided various Kilmarnock Councils with valuable assistance in the past. Mrs. Nunn stated that while the Planning Commission was an entity unto itself, it was not autonomous and served at the pleasure of and under direction of Council. Mrs. Nunn advised that she for one looked forward to working with the Planning Commission and added that it was refreshing to see the entire Commission there for a meeting. Mrs. Nunn stated that she knew Council valued their assistance and input, and added that they saved Council a great deal of time with their knowledge and research. Mrs. Nunn continued by saying that however just as Council did not always accept the recommendations of its own Committees there may be times when the Council would not accept the recommendations of the Planning Commission. Mrs. Nunn asked them to please know that should this occur it would be in no way personal because Councilmembers should look to their conscience and do what they feel is best for the Town. Mrs. Nunn welcomed the new Members again and added that she was sure that she spoke

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for all of Council when she said congratulations and they looked forward to a good working relationship with all of them.

Councilmember Nunn's comments generated applause.

5. Minutes: Approve, Correct or Amend the Minutes for the August 13, 2012 Planning Commission Meeting.

Commission Member Gardner advised that there was a typographical error on page 8, second paragraph, whereas the word "bulk" was spelled "balk" and requested a correction.

ACTION: Commission Member Gravatt made a motion to approve the minutes for the August 13, 2012 Planning Commission meeting as amended, seconded by Commission Member Gardner, and carried unanimously.

6. Commissioner Comments

Commission Member Bonner welcomed the new Planning Commission Members. Mr. Bonner stated that he felt a resolution from the Planning Commission should be drafted to honor Mr. Dave Reedy and Mrs. Jane Ludwig for their years of service to the Town.

Chairman Smith commented that he thought that would be an excellent idea.

Councilmember Nunn advised that Council would be doing a resolution as well for Mr. Reedy and Mrs. Ludwig.

Chairman Smith asked Mrs. Nunn if Council was planning a reception for the two.

Councilmember Nunn replied no.

Chairman Smith advised that if Council decided to have something for Christmas this year then maybe they could honor the two of them then.

Commission Member Towner stated that she was very pleased that she was appointed to the Planning Commission by the Town Council and was looking forward to working with everyone. Ms. Towner said that she was very excited about the opportunity.

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7. Old/Unfinished Business

Discussion of Comprehensive Plan

Zoning Administrator/ Planning Director Sebra stated that the new Comprehensive Plan was a slow coming document but he felt that they were getting to a point where they could start some serious editing and finalize it into a draft they felt comfortable with submitting to Council for approval. Mr. Sebra advised that he had included in the packets an edited version of the Comprehensive Plan with recreated maps to show the new area of Town. Mr. Sebra advised that the Land Use Section was going to be the hardest part. Mr. Sebra said that although he had done some editing there was still quite a bit more that needed to be done. Mr. Sebra advised that some of the sections in the handout he provided had been deleted and suggested replacing them with Commission Member Gardner's suggestion of Economic Development and Technology Park expansion. Mr. Sebra advised that he felt that he had done what was appropriate in the Land Use Plan but added that obviously it was just a place to start and could be amended anyway they felt necessary. Mr. Sebra stated that they would look at the 2006 Plan and incorporate the area they acquired in 2007. Mr. Sebra provided more handouts to the Planning Commission Members. Mr. Sebra advised that he had provided additional maps in the packets so that new Commission Members could see how parcels were currently zoned. Mr. Sebra instructed Planning Commission Members to take the time to read through some of the sections of the Comprehensive Plan and make their own corrections to it. Mr. Sebra said that he could send each of them the Comprehensive Plan in word format so that they could play with the language or give recommendations for text amendments and forward to him. Mr. Sebra advised that one deep subject that needed to be tackled was transportation improvements.

Newly elected Vice-Chair Spivey stated that he noticed that most of the data reflected the 2000 census and not the data from 2010 census. Mr. Spivey asked if the 2010 data was available.

Mr. Sebra replied that it was and advised that Chapter One had been his worst nightmare adding that he had not updated that section yet. Mr. Sebra stated that his focus had been more on the Land Use side showing the numbers for acreage.

Vice-Chair Spivey stated that the introduction talked about the residents who lived in the area and he thought it would be a good idea to include and highlight the number of people who worked in Kilmarnock. Mr. Spivey said that by reading the very beginning, a person would think there were a thousand to fifteen hundred people when there was more with the workers in Town included.

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Chairman Smith asked Commission Member Gravatt how many people worked at the hospital now.

Commission Member Gravatt advised that she couldn't answer that question and apologized.

Council Liaison/ Commission Member Donahue commented that he didn't see anything about potential future boundary line adjustments anywhere.

Mr. Sebra replied that he wasn't going to put anything like that in there but maybe they could come up with some text that didn't make it sound definitive.

Chairman Smith recalled that during the first two years that he was Mayor, the Town was embroiled with Waverly Avenue on that issue. Chairman Smith said they decided to wait until all of the sewers went bad in that area and then take it in.

Mr. Donahue asked if they shouldn't have some type of comment about it because they had looked at it for years and it seemed to be void.

Commission Member Towner asked Mr. Sebra if he said that his emphasis was on the Land Use Plan component which was the last chapter.

Mr. Sebra replied that a lot of his emphasis had been put into that already.

Planning Commission Member Towner asked if the policies would be the goals and the strategies in this case and those in turn would be implemented through the zoning.

Mr. Sebra replied implemented in some fashion, either through the zoning ordinances or maybe a capital improvement project. Mr. Sebra advised that all of those needed to be looked at and basically new ones needed to be created.

Commission Member Towner stated that she thought that maybe it would be appropriate to tie how the (inaudible) were implemented otherwise if there was no mechanism for that then perhaps they were not needed. Ms. Towner advised Mr. Sebra that she would love to work on that section with him. Ms. Towner stated that she was also very interested in the census data and would not mind putting in the hours if he could tell her what would be helpful to him. Ms. Towner said that they could call her a nerd but she enjoyed that type of thing which generated laughter. Ms. Towner advised that it might be appropriate to determine how the goals and strategies were implemented. Ms. Towner also advised that she would be happy to give Mr. Sebra all of her notes on RCC.

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Commission Member Bonner commented that he thought the Planning Commission was going to enjoy having Ms. Towner on board.

Commission Member Gravatt asked Commission Member Towner if she was agreeing to be Mr. Sebra's assistant which generated laughter.

Commission Member Towner replied that she was volunteering to do what she enjoyed.

Commission Member Spivey asked if there was a deadline for the drafts to be submitted to Council for approval.

Mr. Sebra replied there was not. Mr. Sebra advised that state law said that they had to review it every five years but didn't say that they had to change anything. Mr. Sebra said that at the five year deadline, the Planning Commission had reviewed it quite a bit but was still in the review process.

Chairman Smith asked if it was recorded in the minutes that this had been done.

Mr. Sebra replied that it was in the minutes.

Commission Member Bonner commented that the last two been a work in progress.

Mr. Sebra replied that it was a working document that was supposed to be amended quite frequently and then at the end of five years it had to be approved. Mr. Sebra said that they all agreed for the most part that their Comprehensive Plan was a good one.

Chairman Smith advised that maybe he was being optimistic but he realized in last couple years because of the recession that the Planning Commission business had been slow and there had been very little development in the Northern Neck much less Kilmarnock but he believed by next year they would start seeing some changes.

Commission Member Spivey recalled that some developments were zoned for PUD but noted that there had not been anything done because of the economy and wanted to know if they lost their PUD designation because nothing had happened.

Mr. Sebra replied not that he was aware of. Mr. Sebra said that PUD was an actual zoning class meaning that once it was zoned as that a request would have to be put in to change it. Mr. Sebra said that site plans for subdivisions were different and if not acted on in a certain number of years, the

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developer would have to resubmit . Mr. Sebra wanted all of the new Members to know that the official zoning map was up on the wall in Town Office in case they ever had any question about how something was zoned.

8. Public Hearing

There was no public hearing held.

9. New Business:

A. Election of Officers: Chairman, Vice-Chairman, and Secretary

Discussed earlier during the meeting.

B. October meeting date to be determined.

Zoning Administrator/ Planning Director Sebra advised that the next Planning Commission meeting fell on October 8th which was Columbus Day and noted that the Town Office would be closed. Mr. Sebra asked if Planning Commission Members had a preference in regards to an alternative date. Mr. Sebra stated that there was nothing pending but that could be subject to change.

Commission Member Spivey suggested that the meetings be moved back to Tuesday nights because Monday nights were hectic for many reasons.

Chairman Smith said that the reporter from Rappahannock Record, Audrey Thomasson had said that she could not cover the meetings on Monday nights because it fell on the same evening that the School Board met.

Commission Member Towner asked if they were talking about having the meetings on Tuesday nights permanently.

Commission Member Spivey said that he was.

Commission Member Towner said that she thought it was a good idea.

Commission Member Gravatt said that it didn't matter to her.

Commission Member Spivey said that a lot of Mondays fell on holidays whereas Tuesdays did not.

Mr. Sebra advised that they would have to amend the by-laws again if they were going to change the meetings back to Tuesday nights which would require a motion.

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ACTION: Commission Member Spivey made a motion to hold the Kilmarnock Planning Commission's regularly scheduled meetings on the second Tuesday of each month at 7:00 pm, and to change the by-laws accordingly, seconded by Council Liaison/Commission Member Donahue; and carried unanimously.

Chairman Smith asked for verification on when the next meeting would be held.

Mr. Sebra replied on Tuesday October 9, 2012 at 7:00 pm.

C. Zoning Log Report

The zoning log report was included in each Commission Member's packet.

Mr. Sebra replied that other than four sign permits being issued there was nothing significant to report.

D. Town Manager's Comments

Town Manager Saunders stated that he wanted to add his welcome to the new Planning Commission Members and handed out his business cards. Mr. Saunders stated that while Mr. Sebra was by far the superior contact for anything that had to do with the Planning Commission they could contact him if need be. Mr. Saunders said that he looked forward to working with each of them. Mr. Saunders commented that they had very important work to do on the Comprehensive Plan and added that it was the big picture. Mr. Saunders said that they could leave the day to day knife fighting to staff and Council and allow themselves the luxury of taking the long view of where the Town is now and where they thought it should be one day. Mr. Saunders advised the Planning Commission that Council had made a policy change and the Town Attorney would not be attending Planning Commission meetings on a routine basis but added that he would be available on call when needed. Mr. Saunders said that he wanted to thank Mr. Bonner who had been there for 24 years and the new members for their service. Mr. Saunders advised that it was hard, thankless work that was very important. Mr. Saunders' comments generated applause.

10. Adjournment

ACTION: Commission Member Spivey made the motion to adjourn, seconded by Commission

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Member Bonner; and carried unanimously.

Meeting adjourned at 6:35 PM

Prepared by:

Joan N. Kent

Dr. Curtis H. Smith, Chair