

September 9, 2013

**KILMARNOCK PLANNING COMMISSION
Monday September 9, 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
Chris Allen
Poppy Cockrell

Joan Gravatt
Ann Towner

Members Absent:

Lindsay Gardner
Shawn Donahue, Council Liaison

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 Councilmembers who were seated in the audience.

3. Acceptance of the Agenda

ACTION: Commission Member Towner made a motion to accept the September 9, 2013 Planning Commission Meeting Agenda as presented, seconded by Commission Member Gravatt; and carried unanimously.

5. Minutes: Approve, Correct or Amend the Minutes for the August 13, 2013, Planning Commission Meeting.

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ACTION: Commission Member Allen made a motion to approve the minutes for the August 13, 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

Chairman Smith welcomed new Commission Members Chris Allen and Poppy Cockrell.

7. Old/Unfinished Business

Comprehensive Plan

A staff report from Zoning Administrator/Planning Director Sebra was included in each member's packet. There was general discussion amongst Planning Commission Members on Chapter 4 and Chapter 5 of the Comprehensive Plan regarding policies.

It was the general consensus of Planning Commission Members that identical policies repeated in Chapter's 4 and 5 not be deleted. They also agreed to include a policy regarding the Town being a pedestrian friendly, walkable community to include sidewalks, bicycle lanes, and bicycle racks. It was agreed upon to delete all information regarding the East Loop Road. Commission Members felt it was important that the Comprehensive Plan be consistent in format and done in chart form which made for an easier read.

8. Public Hearings

A hearing was held to solicit public comment regarding the application to rezone property, from R-1 (low density residential) to C-2 (limited commercial) submitted by Robert S. and Constance D. Booth. The subject property is located off James B. Jones Memorial Highway, between Irvington Road and Black Stump Road, and specific to Tax Map # 23-119F

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1) Description – Zoning Administrator/Planning Director Sebra

Mr. Sebra advised that the application, a copy of the plat with adjoining parcels, and a map depicting the current zoning classifications in the surrounding areas of the subject property was included in each Commission Member's packet. Mr. Sebra also provided each member with the C-2 Zoning Ordinance. Mr. Sebra stated that it was the intent of the Booths to construct a storage facility on the site for their existing business. Mr. Sebra advised that the public hearing was duly advertised and that representatives for the applicants were present in the audience.

2) Chairman Smith opened the public hearing.

3) Chairman Smith asked for public comments.

Ms. Jamie Grulkowski of 177 Yorkshire Street in Kilmarnock, VA addressed the Planning Commission with her concerns regarding the rezoning request. Ms. Grulkowski stated the rear of her residential property adjoined the subject property where the intended storage facility was to be built and although she was not opposed to the rezoning, she was concerned about standing water and water runoff onto her property. Ms. Grulkowski was also concerned that a warehouse containing expensive furniture might cause an increase in theft in the area. She felt that having a power plant in front of her home and a warehouse in the back of her home would decrease her property value and asked that the Booths install a privacy fence.

4) Chairman Smith called for Staff Comments.

Mr. Sebra stated that the applicants would have to follow regulations on a county and state level regarding site plan development and storm water management. Mr. Sebra said that the Town could not require the Booths to install a privacy fence.

5) Chairman Smith closed the public hearing and asked for discussion and/or action.

ACTION: Commission Member Gravatt made a motion to recommend to Council that the subject property listed as Tax Map # 23-119F be rezoned from R-1 to C-2, seconded by Commission Member Cockrell; and carried unanimously.

9. New Business

A. Resolution in appreciation of Steve Bonner's years of service on the Kilmarnock Planning Commission.

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Chairman Smith read the Resolution out loud.

ACTION: Commission Member Towner made a motion to recommend to the Town Council that the Resolution of Appreciation for Steve Bonner be adopted as written, seconded by Commission Member Gravatt; and carried unanimously.

B. Nomination of Officers (Chair, Vice-Chair, Secretary)

ACTION: Commission Member Towner made a motion to elect Dr. Curtis Smith as Chair of the Kilmarnock Planning Commission, seconded by Commission Member Gravatt; and carried unanimously.

ACTION: Commission Member Gravatt made a motion to elect Commission Member Gardner as Vice-Chair of the Kilmarnock Planning Commission, seconded by Commission Member Cockrell; and carried unanimously.

ACTION: Chairman Smith made a motion to elect Commission Member Towner as Secretary of the Kilmarnock Planning Commission, seconded by Commission Member Gravatt; and carried unanimously.

C. Zoning Log Report

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

9. Adjournment

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

Meeting adjourned at 6:40 PM

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Prepared by:

Joan N. Kent

Dr. Curtis H. Smith, Chair