

September 8, 2014

**KILMARNOCK PLANNING COMMISSION  
Monday September 8, 2014  
Town Hall  
Kilmarnock, VA**

**Regular Meeting Minutes**

**1. Call to Order**

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

Lindsay Gardner, Vice-Chair  
Joan Gravatt  
Otis Polk, Sr.

Neill Schultz  
Ann Towner  
Chris Allen – Council Liaison

Members Absent:

Poppy Cockrell

Staff Present:

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

**2. Recognition of Guests:**

Vice-Chair Gardner welcomed Kilmarnock residents, business owners, and guests.

**3. Acceptance of the Agenda**

**ACTION: Commission Member Towner made a motion to approve the September 8, 2014 Planning Commission Meeting Agenda as presented, seconded by Commission Member Polk; and carried unanimously.**

**4. Minutes: Approve, Correct or Amend the Minutes for the August 11, 2014 Planning Commission Meeting.**

September 8, 2014

**ACTION: Commission Member Schultz made a motion to approve the minutes for the August 11, 2014 Kilmarnock Planning Commission Meeting, seconded by Commission Member Gravatt; and carried unanimously.**

## **5. Public Forum:**

Vice-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**

There was no discussion.

## **8. Public Hearing**

There was no public hearing held.

## **9. New Business**

### **A. Nominations**

Zoning Administrator/Planning Director Sebra asked for nominations for Chair, Vice-Chair, and Secretary of the Kilmarnock Planning Commission.

**ACTION: Commission Member Towner nominated Commission Member Gardner to serve as Chair, seconded by Commission Member Gravatt; and carried unanimously.**

**ACTION: Commission Member Gravatt nominated Commission Member Towner to serve as Vice-Chair; seconded by Council- Liaison Allen; and carried unanimously.**

**ACTION: Council-Liaison Allen nominated Commission Member Schultz to serve as Secretary, seconded**

September 8, 2014

**by Commission Member Gravatt; and carried unanimously.**

By unanimous vote, Lindsay Gardner was selected as Chair, Ann Town as Vice-Chair, and Neill Schultz as Secretary.

#### B. Zoning Log Report

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

There was a brief discussion regarding the Dunn- Rite building construction.

#### C. Town Centre "People's Park" Update

Zoning Administrator/ Planning Director Sebra reported that the plans for the "People's Park" were moving along nicely and that he would be meeting with the working committee to go over the design created by the architects. Mr. Sebra advised that the Town would be hosting an informal open house so that the conceptual plans could be viewed by the public for additional comments, suggestions, or any changes. Thereafter the plans would be kept on display at the Town Office. The public poll that was taken showed that the three top names suggested for the park were "Kilmarnock Commons" or something similar, "Scottie Yard" and "The Scotland". There was discussion held regarding foot traffic, on sight parking, and additional space for overflow parking. There was also discussion regarding the need for cross walks and better visibility of events from Main Street. It was mentioned that the architects had an in-depth traffic impact analysis in their possession which was conducted when there were thoughts of building the Town Hall on the lot.

#### D. October Planning Commission Meeting

Zoning Administrator/Planning Director Sebra advised that the October Planning Commission meeting fell on a holiday and suggested that it be moved up to October 6<sup>th</sup> if they held a meeting at all.

There was general consensus to hold the October Planning Commission meeting on October 6, 2014 if they did have a meeting in that month.

### 10. Adjournment

**ACTION: Commission Member Gravatt made a motion to adjourn, seconded by Vice-Chair Towner; and carried unanimously.**

September 8, 2014

Meeting adjourned at 6:30 PM

Prepared by:

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Joan N. Kent

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Lindsay Gardner, Vice-Chair