

September 8, 2009

**KILMARNOCK PLANNING COMMISSION
Tuesday September 8, 2009
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

Chairman Booth called the regular meeting to order at 7:05 pm with the following members present:

Raymond Booth, Chair
Dave Reedy
Steve Bonner
William Smith

Late Arrival:

Claudia Williamson, Vice-Chair

Members Absent:

Gary Anderson, Council Liaison
Jane Ludwig

Staff Present:

Tom Saunders, Town Manager
Marshall Sebra, Assistant Town Manager/ Planning Director
Paul C. Stamm, Jr., Town Attorney
Joan N. Kent, Transcriber

2. Recognition of Guests:

Chairman Booth welcomed Kilmarnock residents, business owners and guests. Mr. Booth recognized Mr. Alex Berkman from Northern Neck News who was seated in the audience.

3. Acceptance of the Agenda

ACTION: Commission Member Smith made a motion to accept the September 8, 2009 Planning Commission meeting agenda as presented, seconded by Commission Member Reedy; and carried unanimously.

September 8, 2009

4. Public Forum

Chairman Booth 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 participants in the public forum.

5. Minutes: Approve, Correct or Amend the Minutes for the August 11, 2009 Planning Commission Meeting.

ACTION: Commission Member Bonner made a motion to approve the minutes for the August 11, 2009 Planning Commission meeting as presented, seconded by Commission Member Reedy; and carried unanimously.

6. Public Hearings

There were no public hearings held.

7. Commissioner Comments

Chairman Booth recognized Mayor Smith who arrived at the meeting and took a seat in the audience.

There were no other Commissioner comments.

8. Old Business/ Unfinished Business

There was no discussion under old or unfinished business.

9. New Business

A. Annual Nomination and Election of Officers-Chairman, Vice-Chairman and Secretary.

Chairman Booth asked if the Planning Commission had ever elected a Secretary in the past?

Assistant Town Manager Sebra advised that the Planning Commission had not elected a secretary before, however the position was written in the bi-laws so that was why he had included it. Mr. Sebra explained that

September 8, 2009

basically the duties of the secretary were what he was already doing for the Planning Commission but as an employee of the Town he could not have the title.

Town Attorney Stamm advised that Mr. Sebra would continue his duties because whoever became secretary would just appoint him to do so.

Assistant Town Manager Sebra stated that the duties of the secretary were to keep written records of all business transactions by the Commission, notify all members of all meetings, keep a file of all official records and reports of the Commission, certify all maps, records and reports of the Commission, give notice of all hearings and public meetings, attend to the correspondence of the Commission, and prepare and be responsible for the publishing of advertisements related to public hearings.

Commission Member Bonner nominated Raymond Booth as Chairman, Claudia Williamson as Vice-Chairman, and William Smith as Secretary of the Kilmarnock Planning Commission. Hearing no other nominations, Mr. Bonner made a motion to that effect.

ACTION: Commission Member Bonner made a motion to nominate Raymond Booth as Chair, Claudia Williamson as Vice-Chair, and William Smith as Secretary of the Kilmarnock Planning Commission, seconded by Commission Member Reedy; and carried unanimously.

B. Town of Kilmarnock Comprehensive Plan 2011- Chapter 2 Review

Assistant Town Manager Sebra gave a brief overview of Chapter 2 of the Comprehensive Plan, which was included in each Commission Member's packet along with his recommendations for changes.

Mr. Sebra advised that upon suggestion by the Commission, he met with the previous consultants, PMA architects to discuss certain areas of the Comprehensive Plan that he might possibly need assistance with. Mr. Sebra advised that the architects were going to submit a proposal for assisting with just those concentrated areas, which would save the Town a considerable amount of money.

Chairman Booth commented that he appreciated Mr. Sebra's hard work and efforts.

C. Resolution for Kilmarnock Post Office- Commission Member Bonner

September 8, 2009

Commission Member Bonner advised that the Kilmarnock Post Office did not open until 10 am, and was now closing between 12:30 and 1:30 pm, which was causing a lot of citizens to be upset and he had obtained 150 signatures on a cooperation petition. Mr. Bonner noted that during the hour of 12:30 to 1:30 pm, the post office employees were there, working in the back and that the counter was closed. Mr. Bonner said that the stamp machine had also been removed. Mr. Bonner stated that he had spoken with some of the employees who felt that decision for them to close, was made in Fredericksburg by the person in charge of this area. Mr. Bonner said that most working people had to be at work by 9 am, before the post office opened, now couldn't go to the post office during their lunch hour, and the post office was closed by the time they got off at 5 pm.

Chairman Booth said that if Fredericksburg was not cooperative than Rob Whitman should be consulted.

Commission Member Bonner requested that a Resolution from the Kilmarnock Planning Commission be drafted and forwarded to the United States Post Office Supervisor for this area who was located in Fredericksburg, VA asking that they reconsider closing the Kilmarnock Post Office during the hour of 12:30 to 1:30 pm due to the hardship that it imposed on its patrons.

ACTION: Commission Member Bonner made a motion that the Kilmarnock Planning Commission draft and forward a resolution to the United States Post Office Supervisor for this area, who is located in Fredericksburg VA, and request that they reconsider their decision to close the Kilmarnock Post Office during the hour of 12:30 to 1:30 pm due to the hardship that the closing imposed on its patrons, seconded by Commission Reedy; and carried unanimously.

D. Handicap Provisions on Main Street- Commission Member Bonner

Commission Member Bonner advised that he was approached by a citizen, who requested that the Town create an area near Lee's Restaurant on Main Street that would allow the picking up and dropping off of passengers so that the elderly and handicapped could get to the Main Street businesses and restaurants. Mr. Bonner said that he could see their point because as of now, there was no place on Main Street where the elderly could be let out of a car to prevent them from having to walk so far or for someone to unload a person in a wheel chair, etc. Mr. Bonner stated that he wanted to make the Town Manager, Mayor and Town Attorney aware of this request.

E. Surveillance Cameras in Town- Commission Member Bonner

September 8, 2009

Commission Member Bonner advised that he heard about a theft from the Dollar General Store over the scanner several days ago and by the time the Town police arrived the suspect had already fled. A few days later, Mr. Bonner said that Tri-Star had a theft and gave the description of the car but the police were unable to locate the vehicle. Mr. Bonner suggested that the Town consider having surveillance cameras installed on the Main entrances and exits of Kilmarnock. Mr. Bonner felt that by doing so it would send a clear message that the Town was not going to allow this type of illegal behavior within its limits. Mr. Bonner said that he felt that the cameras would be an asset to the police, retail merchants, and the Town overall in regards to liability issues. Mr. Bonner advised that the cameras could be monitored by laptops by multiple individuals such as himself, the sheriff's office, Town office or police.

Mayor Smith requested to speak from the audience, which was granted by Chairman Booth.

Mayor Smith stated that Mr. Shawn Donahue had offered to put a surveillance camera on his building last year when the playground was vandalized but Council felt at the time that they were being too much of a 'big brother' and did not do so. However, Mr. Smith said that however, it might be the time to do so now from a commercial standpoint.

Commission Member Bonner said that the camera could also be used at the treatment plant and other places that required close observation.

Chairman Booth said that he thought it was a good idea as long as the cameras were not used to issue traffic citations and such.

Commission Member Smith advised that he thought the cameras would be beneficial because at the bank, he often received inquiries from the local police as to whether or not their cameras were on and if they were pointed in the direction of the highway.

F. Council Liaison for Planning Commission –Commission Member Bonner

Commission Member Bonner asked if there was no longer a Council Liaison attending the Planning Commission meetings.

Town Attorney Stamm replied that the Town Council would have to appoint someone to replace Mr. Anderson.

G. Proposed Text Adoption per Councilmember Nunn- Town Manager Saunders

September 8, 2009

Town Manager Saunders issued each Commission Member a rough draft of a proposed text adoption to Section 18-70 of the Town Code. Councilmember Nunn made the proposal and Mr. Saunders wanted to bring it to the attention of the Planning Commission.

Town Attorney Stamm advised that the proposed amendment was in need of some work before it could move forward.

Assistant Town Manager Sebra advised the Planning Commission that the Town already had existing ordinances in place to deal with tall grass and abandoned vehicles in yards. Mr. Sebra stated that he has been sending letters to property owners who were in violation and handling these issues. Mr. Sebra said that he would start including this information in the Planning Commission packets.

10. Adjourn

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

Meeting adjourned at 7: 40 pm

Prepared by:

Joan N. Kent

Raymond Booth, Chair