

April 11, 2011

**KILMARNOCK PLANNING COMMISSION
Tuesday April 11, 2011
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

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

Jane Ludwig, Vice-Chair
Steve Bonner
Denis Bouslough

John Smith, Council Liaison
Lindsay Gardner
Dave Reedy

Staff Present:

Marshall Sebra, Zoning Administrator/Planning Director
Joan N. Kent, Transcriber
Tony Cox, Police Officer

2. Recognition of Guests:

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

3. Acceptance of the Agenda

ACTION: Commission Member Reedy made a motion to accept the March 8, 2011 Planning Commission meeting agenda as presented, seconded by Commission Member Bouslough; and carried unanimously.

4. Public Forum:

Vice-Chair Ludwig 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 March 8, 2011 Planning Commission Meeting.

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ACTION: Commission Member Bouslough made a motion to approve the minutes for the March 8, 2011 Planning Commission meeting as presented, seconded by Commission Member Reedy; and carried unanimously.

6. Commissioner Comments

There were no comments made by Planning Commission Members.

7. Old/ Unfinished Business

A. Capital Improvement Plan

Commission Member Bouslough asked if everything listed in the Capital Improvement Plan was included in the budget.

Zoning Administrator/Planning Director Sebra replied that each year, there was an attempt to incorporate some of the items from the Capital Improvement Plan into the budget. Mr. Sebra said that the CIP addressed future needs.

Commission Member Bouslough asked if the CIP was a lead into the 2012 Budget.

Town Attorney Stamm replied that the Capital Improvement Plan was similar in comparison to a wish list and items from it did not become a reality until they were actually put into the budget for any given year. Mr. Stamm stated that it was just an outline so the accountants could see what the Town planned to do with what their intake was.

Commission Member Bonner commented that what was bad was that Council asked for \$100,000 for streets in 2010/2011 and had not done anything. Mr. Bonner asked if the CIP came out of the reserve fund.

Town Attorney Stamm replied that sometimes it did and sometimes there was a designated column for whatever it was.

Commission Member Bonner stated that he noticed one notation that showed how much water/sewer revenues fell short of meeting capital needs assistance. Mr. Bonner said that he was under the impression that five years ago it was supposed to be mandated that the water/sewer system had to be self-sufficient or the Town would not receive any federal or state funding.

Town Attorney Stamm replied that pertained to loaned funds.

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Commission Member Bonner wanted to know if that was still in effect.

Town Attorney Stamm replied that it was.

Commission Member Bonner asked how many cities in Virginia had reached that goal.

Town Attorney Stamm replied that there were a lot that had reached their goal but added that many had no choice. Mr. Stamm said that Kilmarnock was lucky in this aspect because there were other means to pay for it besides taking out the low or no interest loans. Mr. Stamm commented that the borrowing for the outfall project years ago was what brought all of that to a head. Mr. Stamm said that eventually rates would have to be raised and it would be better to do it a little each year but said that was the Town Council's problem not the Planning Commission's. Mr. Stamm advised that Council was merely asking the Planning Commission to make recommendations or additions to the so called wish list or CIP.

Commission Member Bonner recommended public restrooms be added to the CIP and suggested that they be in the middle of Kilmarnock between the old Adam's Jewelry Store and the Pedestal. Mr. Bonner said that he was comparing Kilmarnock to St. Michaels in that the stores there did not offer public restrooms but provided them in the center of town with an office for the police close by.

Town Attorney Stamm replied that the police had to have an office nearby because there was so much vandalism to the restrooms.

Commission Member Bonner said that with the police nearby they did not have many problems.

Town Attorney Stamm stated that Commission Member Bonner's request would have to be put in the form of a recommendation to Council. Mr. Stamm said that due to vandalism unfortunately public restrooms didn't last too long but with 24 hour police coverage it might work out.

Commission Member Bonner replied that portable units could be brought in for the summer and noted that some were very nice like the ones used for the golf tournaments.

Town Attorney Stamm commented that was a good idea.

Vice-Chair Ludwig also thought it was a good idea especially for when the Town had events such as Kilmarnock Days, etc.

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Commission Member Bonner commented that he had to go through a lot trying to get a copy of the CIP and stated that he finally had to get the Mayor involved in order to get it. Mr. Bonner said that Budget/Finance Committee needed to know that the Planning Commission was supposed to receive a copy of the CIP so they could fulfill their duties.

B. Recommend New Appointment to the Planning Commission

Commission Member Bonner advised that he was like to recommend Sonya Headley who lived on Third Avenue in Kilmarnock for appointment to the vacant seat on the Planning Commission. Mr. Bonner stated that Ms. Headley was born here, had moved away but was now back living in her family home.

ACTION: Commission Member Bonner made a motion to recommend to Council that Ms. Sonya Headley be appointed to fill the vacant seat on the Kilmarnock Planning Commission; seconded by Commission Member Bouslough; and carried unanimously.

Commission Member Bonner advised that he would like to appoint Vice-Chair Jane Ludwig to serve as Chair and Commission Member Bouslough to serve as Vice-Chair of the Kilmarnock Planning Commission.

ACTION: Commission Member Bonner made a motion to appoint Mrs. Jane Ludwig to serve as Chair and Mr. Denis Bouslough to serve as Vice-Chair of the Kilmarnock Planning Commission, seconded by Commission Member Gardner; and carried unanimously.

It was the general consensus of the Planning Commission to reappoint Ms. Lindsay Gardner and Ms. Sonya Headley to a full term following the expiration of their term in September 2011.

ACTION: Commission Member Reedy made a motion to recommend to Council that Ms. Lindsay Gardner and Ms. Sonya Headley be reappointed to the Kilmarnock Planning Commission in September 2011 to serve a full term, seconded by Vice-Chair

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Bouslough; and carried unanimously.

8. New Business

Zoning Log Report

A copy was included in each Commission Member's packet.

9. Adjournment

Action: Vice-Chair Bouslough made the motion to adjourn, seconded by Commission Member Gardner; and carried unanimously.

Meeting adjourned at 6:14 PM

Prepared by:

Joan N. Kent

Jane Ludwig, Chair