

September 12, 2011

**KILMARNOCK PLANNING COMMISSION
Monday September 12, 2011
Town Hall
Kilmarnock, VA**

Regular Meeting Minutes

1. Call to Order

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

Jane Ludwig, Chair
Travis Abbott
Steve Bonner

Dave Reedy, Vice-Chair
Lindsay Gardner
Joan Gravatt

Commission Members Absent:
Denis Bouslough, Council Liaison

Staff Present:

Marshall Sebra, Zoning Administrator/Planning Director
Paul C. Stamm, Jr., Town Attorney
Joan N. Kent, Transcriber

2. Recognition of Guests:

Chair Ludwig welcomed Kilmarnock residents, business owners and guests. Chair Ludwig welcomed the newest Planning Commission Member Travis Abbott. Chair Ludwig recognized Councilmember Nunn and Councilmember Umphlett who were seated in the audience.

Vice-Chair Reedy reported that Council Liaison Bouslough would be unable to attend the meeting due to a death in the family.

3. Acceptance of the Agenda

Commission Member Bonner stated that he would like to amend the agenda to include the election of officers for September 2011 to September 2012 under New Business.

ACTION: Commission Member Bonner made a motion to accept the September 12, 2011 Planning Commission meeting agenda as amended, seconded by Commission Member Gardner; and carried unanimously.

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4. Public Forum:

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 August 8, 2011 Planning Commission Meeting.

Chair Ludwig requested a correction on page 15 of the minutes, under New Business: Mr. Denis Bouslough was “appointed” to serve on Kilmarnock Town Council and not “elected”.

ACTION: Commission Member Bonner made a motion to approve the minutes for the August 8, 2011 Planning Commission meeting as amended, seconded by Commission Member Abbott; and carried unanimously.

6. Commissioner Comments

There were no Commissioner Comments.

7. Old/Unfinished Business

There was no discussion under Old/Unfinished Business.

8. Public Hearings:

A. Proposed text amendments to the Town’s Sign Ordinance, Ch. 54, Article IV, particular to electronic and animated signs.

1) Chair Ludwig opened the public hearing.

2) Description of Proposed Ordinance- Zoning Administrator/ Planning Director Marshall Sebra.

Mr. Sebra stated that this public hearing was being held in regards to the proposed text amendments to the Town’s Sign Ordinance, Chapter 54, Article IV and was particular to electronic and animated signs. Mr. Sebra thought that all Commission Members were familiar with this, commenting that it wasn’t new to anyone. Mr. Sebra said that during the past few meetings, they held discussions on how to get something in the Town’s Code to help

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regulate electronic and animated signs. Mr. Sebra stated that at the last meeting he provided the Planning Commission with a draft of a proposed ordinance to do that and had placed it in their packets again this month. Mr. Sebra advised that he cleaned the wording up a little but other than that no changes were made. Mr. Sebra noted that they had sought input from Town citizens, Town businesses, and the general public however no comments or opinions had been received regarding this matter. Mr. Sebra recommended that the proposed text amendments to the sign ordinance be accepted by the Planning Commission and forwarded to Council for approval.

3) Chair Ludwig asked for public comments.

There were participants.

4) Chair Ludwig asked for additional staff comments.

There were none.

5) Chair Ludwig closed the public hearing.

6) Chair Ludwig asked for Planning Commission Members' discussion and/or action.

Commission Member Gravatt asked if this was the actually the public hearing on this issue.

Mr. Sebra advised that it was but the public did not show up. Mr. Sebra stated that he ran an ad in the local newspaper for two weeks advertising the public hearing as required by law.

Commission Member Bonner advised that it would be forwarded to Council who would also hold a public hearing on the amendments.

ACTION: Vice-Chair Reedy made a motion to accept the proposed text amendments to the Town's Sign Ordinance, Ch.54, Article IV, as presented and recommended that they be forwarded to Town Council for approval, seconded by Commission Member Gravatt; and carried unanimously.

B. Proposed text amendments to the Town's Environment Ordinance, Ch.18, Article II, particular to penalties for weeds and wild growth violations.

1) Chair Ludwig opened the public hearing.

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2) Description of Proposed Ordinance- Zoning Administrator/
Planning Director Marshall Sebra

Mr. Sebra stated that a request for review of this ordinance came down from Council who wanted to see proposed text drafted to help deal with repeat offenders in violation regarding grass and weed growth. Mr. Sebra advised that he pulled together information from various localities and made it fit with the Town's ordinance. Mr. Sebra said that each Commission Member had a copy of the proposed text amendments in their packets. Mr. Sebra stated the public hearing was duly advertised in accordance with state law. Mr. Sebra finalized by saying that his recommendation was for the Planning Commission to accept the proposed text amendments to the ordinance as drafted and forward to Town Council for approval.

3) Chair Ludwig asked for public comments.

There were no participants

4) Chair Ludwig asked for additional staff comments.

There were none.

5) Chair Ludwig closed the public hearing.

6) Chair Ludwig asked for Planning Commission Members' discussion and/or action.

ACTION: Vice-Chair Member Reedy made a motion to accept the proposed text amendments to the Town's Environment Ordinance, Ch.18, Article II, particular to penalties for weeds and wild growth violations as presented and forward to Town Council with a recommendation for approval, seconded by Commission Member Abbott; and carried unanimously.

New Business:

A. Election of Kilmarnock Planning Commission Officers 2011-2012

Commission Member Gardner stated that she wanted to nominate Jane Ludwig as Chair, Dave Reedy as Vice-Chair, and Steve Bonner as Secretary.

There were no other nominations.

ACTION: Commission Member Gardner made a motion to elect Jane Ludwig as Chair, Dave Reedy as Vice-Chair, and Steve Bonner as Secretary, seconded by Commission Member Gravatt; and carried unanimously.

B. October 10th meeting date to change due to holiday

Chair Ludwig stated that the October Planning Commission meeting could not be held on its scheduled date due to a holiday. Chair Ludwig asked for suggestions on alternative dates.

Commission Member Bonner recommended that they not have a meeting during October unless important business arose.

Zoning Administrator/ Planning Director Sebra stated that currently there was nothing that required immediate attention on the October agenda.

ACTION: Commission Member Bonner made a motion not to have a Planning Commission meeting during the month of October, 2011 unless important business arose, seconded by Commission Member Gardner; and carried unanimously.

C. Northern Neck Water Supply Plan

Zoning Administrator/Planning Director Sebra stated that a copy of the plan was included in each Commission Member's packet. Mr. Sebra said that essentially it was a state mandate that every locality had to have. Mr. Sebra advised that instead of each locality having to create one of their own the Planning District Commission created one on behalf of the Northern Neck. Mr. Sebra simplified by saying that there would be one uniform Water Supply Plan throughout the Northern Neck. Mr. Sebra stated that each locality also had to have a Drought Measurement Ordinance but added that he could take that straight to Town Council for public hearing. Mr. Sebra said that he supplied each of them with a CD in their packets and added that a great amount of study went into the Northern Neck Water Supply Plan which was a great tool to use in the Planning Commission's future projects regarding ground water supply. Mr. Sebra finalized by saying that it was a good information piece.

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Commission Member Bonner jokingly stated that he popped the CD in thinking that he would read it real quick but found out it was over 80 some pages which generated laughter.

Chair Ludwig stated that she did read it on her way home from vacation and noted that it was rather boring but informative.

D. Log Report

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

9. Adjournment

Action: Commission Member Bonner made the motion to adjourn, seconded by Commission Member Gardner; and carried unanimously.

Meeting adjourned at 6:24 PM

Prepared by:

Joan N. Kent

Jane Ludwig, Chair