

## **2045 Comprehensive Plan Update Work Session Notes**

July 25, 2023

Planning Commission Members: Mike Shepp, President; Wade Louthan, Secretary; Jack Hefestay, and Matt Knott were present in person. A quorum of the Planning Commission was not present for the Work Session.

Staff: Jennifer Brockman, Chief County Planner; Luke Seigfried, County Planner; Michelle Evers, Planning Clerk; and Shenan Ragle, Comprehensive Plan Staffer; were present in person.

### **Executive Summary**

On 7/25/23 the Planning Commission held a work session to hear Staff present formatting options for the 2045 Comprehensive Plan Update. Planning Commission discussed and expressed their views on the provided formatting examples. Planning Commission then heard staff presentations on the proposed format for the Agricultural Input Meeting and the updated draft of the ELU map.

### **Agenda**

1. Comprehensive Plan Composition
  - a. Discussion on the Comprehensive Plan Format
2. Livability Profile
  - a. Review of Existing Land Use Map

### **Item 1: Comprehensive Plan Composition**

Staff began by introducing some formatting focuses for the comprehensive plan. Planning Commission discussed the examples presented and made several suggestions regarding the formatting of the 2045 Comprehensive Plan Update (CPU). President Shepp and Commissioners Knott and Louthan expressed that they would like to see more pictures included in the plan to enhance its readability, and President Shepp observed that including pictures to describe the future vision of Jefferson County rather than images of the planning process would better represent the ideas conveyed in the plan. Commissioner Knott suggested that pictures of the planning process, including those from the public input meetings, could be included in the appendices of the document. Commissioner Hefestay commented on the importance of organizational patterns in formatting, such as those used by federal government agencies. Planning Commission agreed that they appreciated the structure of the goals and objectives in the Greensboro, NC comprehensive plan example. Staff responded that including similar formatting in the 2045 CPU would be feasible. Planning Commission then discussed including graphics and letters in the 2045 CPU. Commissioner Knott commented that using graphics as educational descriptions and examples could be an option; Ms. Brockman confirmed that they could take the place of the block-text definitions without decreasing the plan's usability. Commissioner Hefestay asked if pictures of Jefferson County would be used in these examples, and staff responded that this would be the case whenever possible. Planning Commission agreed that

linking objectives or action items to relevant goals is important to the formatting and readability of the document. They also liked Staff's suggestion to include a user guide highlighting the user-specific information and locations in the plan, as well as including research-relevant information at the beginning of each chapter. Planning Commission also decided not to include any letters from elected officials or commissions in the 2045 CPU unless requested by County Commission.

### **Item 2: Livability Profile**

After the discussion regarding formatting, Staff presented information on the planned structure of the Agricultural Input Meeting and confirmed its scheduled date of 9/13/2023. Mr. Seigfried mentioned that the meeting is set to cover the drafted goals and allow participants to propose relevant objectives, as well as serving to highlight the priorities of the agricultural community.

Following this, Ms. Ragle presented a draft of the Existing Land Use (ELU) map, describing a few changes that had been made as well as the category name change requested by President Shepp during the 7-11-2023 work session. Planning Commission affirmed that they would like to review all drafts of the ELU during its stages of editing.

To conclude the meeting, Mr. Seigfried informed Planning Commission that the Goals and Objectives Survey closed on 7/21/2023 with a final count of 1158 responses, and that Staff is in the process of analyzing this data.

These notes were prepared by Shenan Ragle.