

Meeting Minutes
Jefferson County Planning Commission
July 23, 2024

The Jefferson County Planning Commission met on July 23, 2024 at 7:02 pm with the following Planning Commission members present in person: Mike Shepp, President; Aaron Howell, Vice President; Wade Louthan, Secretary; Steve Stolipher, County Commission Liaison; Jack Hefestay, Cara Keys, and Tim Smith.

J Ware was absent with notice.

Donnie Fisher was absent without notice.

Staff members present included Jennifer Brockman, Chief County Planner, Luke Seigfried, County Planner; and Shenandoah Olsen, Planning Staff Intern.

Mr. Shepp called the meeting to order at 7:02 pm and confirmed a quorum was present.

1. Approval of Meeting Minutes: June 25, 2024 and July 9, 2024

Mr. Shepp stated the minutes stand approved as presented.

2. Discussion and Affirmation of 8/27/24 Public Hearing Date: Review of full draft of 2045 Comprehensive Plan and approval of draft for 8/27/24 Public Hearing

Mr. Shepp began by reminding the Commission that the goal for this meeting was to confirm the current draft of the 2045 Comprehensive Plan was ready for a Public Hearing. Mr. Seigfried then gave an overview of the edits made to the Plan since the previous meeting, and then Planning Commission and staff reviewed the full draft of the 2045 Comprehensive Plan. Several formatting and grammar edits were identified, and the new Conservation Easements Map was reviewed. Planning Commission discussed the map and confirmed that it was ready to be incorporated into the next draft of the Plan following the August 27th Public Hearing. Mr. Seigfried pointed out several specific formatting changes for the next draft and Staff reminded the Commission that edits can be made following the Public Hearing. Staff further iterated that edits will not be made until after the Public Hearing. Planning Commission discussed the state of the draft, and individually confirmed that they believed it to be ready for a public hearing.

Mr. Louthan made a motion to approve the current draft of the 2045 Comprehensive Plan as reviewed for a Public Hearing at Washington High School Auditorium at 7:00 pm on August 27, 2024. Mr. Smith seconded the motion, which carried unanimously.

3. Decisions about Upcoming 2045 Comprehensive Plan Public Hearing:

- Draft Flyer Announcement for Public Hearing
- Open House with staff at 6pm, prior to 2045 Comprehensive Plan Public Hearing
- Determination regarding open period for written public comments
- Discussion of format regarding public comments received for Planning Commission review
- Set date for 2045 Comprehensive Plan Planning Commission Review and Final Direction to staff
- Discuss tentative date for submission of Plan to County Commission which requires presentation by the Planning Commission

Planning Commission reviewed the draft flyer announcement for the Public Hearing. Mr. Hefestay made a motion to approve the flyer as presented, which was seconded by Mr. Stolipher and carried unanimously.

The Commissioners and staff then discussed the proposed Open House prior to the Public Hearing. The Commissioners asked clarifying questions, and staff explained that the preferred set up is to use the foyer outside the auditorium to place the sign-up sheets for the Public Hearing and to ensure that staff is available to answer questions before the Public Hearing begins. Planning Commission and staff discussed the idea of bringing maps and flyers to help explain the process of the Public Hearing. Planning Commission confirmed that staff is approved to host an Open House at 6:00 pm before the Public Hearing, and that staff will provide informational handouts with the sign-in sheets for public comment.

Planning Commission discussed the open period for written comment and how far it should extend beyond the Public Hearing. Staff recommended that as there is a large agenda item scheduled for the regular September 10, 2024 meeting, the Commission should schedule a special meeting the following Tuesday (September 17, 2024) to review the verbal and written comments received at the Public Hearing and during the open period. The Planning Commission agreed with this suggestion, and Mr. Stolipher mentioned that closing the period for written comment on September 6th would allow time for staff to collect and format the comments. Mr. Hefestay made a motion to close the period for written comment at 5:00 pm on September 6, 2024. Mr. Louthan seconded the motion, which carried unanimously.

Mr. Seigfried then presented several ways that staff could format the written and verbal comments for Planning Commission's review. Mr. Stolipher made a motion to use the same tabular format that written and verbal comments were presented for the Planning Commission review for the previous Comprehensive Plan, which was seconded by Mr. Howell and carried unanimously.

The Commission discussed potential dates for the recommendation of the final draft 2045 Comprehensive Plan to the County Commission and the required joint meeting with County Commission. Staff recommended that no meeting be scheduled until edits based on the Public Hearing and written comments were received. Planning Commission agreed to staff's suggestion.

Mr. Seigfried confirmed that 25 printed copies of the 2045 Comprehensive Plan will be available at the Public Hearing, and that the document will be fully available online.

Mr. Louthan made a motion to adjourn the meeting at 7:58 pm. Mr. Stolipher seconded the motion, which carried unanimously.

These minutes were prepared by Shenandoah Olsen, Planning Staff Intern.