

Minutes
Jefferson County Planning Commission
July 23, 2013

The Jefferson County Planning Commission met on July 23, 2013, with the following Commission members present: Daniel Hayes, Vice President; Walt Pellish, J.P. Phillips, Darlene Truman, Wade Louthan, and Gary Phalen. Staff members present included Seth Rivard, County Planner; Jonathan Saunders, County Engineer; and Alexandra Beaulieu, Planning Clerk.

Planning Commission members Paul Taylor, Steve Stolipher, and Gene Taylor were absent with notification.

Mr. Hayes presided over the meeting in Mr. Taylor's absence and called the meeting to order at 6:58 PM.

1. **Citizen Communications (hereinafter known as CC).** None.
2. **Public Hearing: Request by applicant US Coast guard (File #PCW13-04, -05, and -06) to be represented by Gordon and Associates for a waiver from the following sections of the Jefferson County Subdivision and Land Development Regulations:**
 - a. **PCW13-04:** Appendix B, Section 2.5.N: A reduction in parking stall depth from 20' to 18'.
 - b. **PCW13-05:** Appendix B, Section 2.3.B.1: To allow for a second entrance off of Wiltshire Road.
 - c. **PCW13-06:** Section 20.102.B: To allow for commencement of early grading and foundation work, prior to the approval of the site plan.

Mr. Hayes stated that if the Planning Commission members were of the same opinion, that a single motion be made either approving or not approving the three waivers. He noted that if members disagreed, a motion would be made for each individual request.

Mr. Rivard stated that staff recommended approval of all three waivers. He recommended that waiver request number PCW13-06 related to the commencement of early grading and foundation work prior to the approval of the site plan be approved under the following conditions:

1. The grading permit is issued to allow the owner to perform site grading for the building pads. This permit is subject to the requirements of the sediment and erosion control plan submitted and approved as part of the grading plan and building permit application; and
2. The building permit is issued only for the foundations of the proposed buildings (building construction will stop at the foundation until the site plan is approved); and
3. The owner/Developer assumes all risk for "jump-starting" the project and understands that the final site plan design approved by the planning commission might necessitate some changes and additional construction costs; and
4. Provide bonding of all proposed site improvements pertaining to the permit.

Mr. Hayes requested confirmation that the proposed conditions related to early grading were the same conditions required of both Morgan's Grove Market and Stasis.

Mr. Rivard stated that he was correct.

Mr. Hayes invited the applicant to speak.

Ms. Kristen Stolipher spoke on behalf of Gordon and Associates. She stated that the proposed project would be a 42,000 square foot office building located in the Burr Business

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Park. She noted that the three waiver requests were fairly straight forward and that she would answer any questions.

Mr. Hayes inquired if the applicant would accept the conditions provided in the motion to approve waiver request number PCW13-06.

Ms. Stolipher stated that they would accept the conditions.

Mr. Hayes opened the floor for public comment.

Ms. Beaulieu confirmed there were no members of the public signed up for public comment.

Mr. Pellish motioned to close public comment.

Ms. Truman seconded the motion which carried unanimously.

Mr. Pellish motioned approval of all three waiver requests.

Mr. Phalen seconded the motion which carried unanimously.

Mr. Hayes stated that a sympathy card was passed around addressed to Mr. Gene Taylor for the Planning Commission members to sign.

Mr. Pellish expressed gratitude to Mr. Phillips for his time on the Planning Commission.

Mr. Phillips stated he was grateful for the opportunity.

Mr. Phalen motioned to adjourn the meeting at 7:05 PM.

Mr. Louthan seconded the motion, which carried unanimously.