

Meeting Minutes
Jefferson County Planning Commission
April 29, 2025

The Jefferson County Planning Commission met on April 29, 2025, at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Aaron Howell, Vice President; Wade Louthan, Secretary; Cara Keys, County Commission Liaison; Tim Smith; Bruce Chrisman; and Daniel Hayes were present in person. J Ware was present via ZOOM.

Donnie Fisher was absent without notice.

Staff members present included Luke Seigfried, Chief County Planner; and Nathan Cochran, County Attorney.

Mr. Shepp called the meeting to order at 7:00 pm and confirmed a quorum was present.

There is no public comment for the following items.

- 1. Discussion and Possible Action:** Request for review of administrative decision regarding Section 24.113.B.10 of the Subdivision Regulations regarding Phase 1 Archaeological Study and Historic Resources Impact Study requirements for a Preliminary Plat.

Mr. Seigfried provided an overview of the nature of the request and relation to the Hallmark Glen Subdivision (25-4-SD Preliminary Plat First Submission).

Mr. Hayes questioned the need for Planning Commission to correct Staff's decisions. Mr. Shepp noted the Planning Commission has permission to determine projects complete.

Mr. Paul Raco, the consultant of the project, and Mr. Dave Lutman, the property owner, were present in person. Mr. Raco and Mr. Lutman explained the requirement of a completeness determination.

Mr. Shepp questioned Mr. Seigfried regarding why Staff believed the submitted archaeological survey to be incomplete. Mr. Seigfried elaborated on the review process for Preliminary Plats and past discussions the Planning Commission had regarding archaeological surveys.

Mr. Cochran noted he would answer questions from the Planning Commission in executive session and added he would also discuss Agenda Item #2 during an executive session.

Mr. Shepp motioned to bring the meeting into executive session at 7:28 pm, Mr. Howell seconded the motion, which carried unanimously.

Mr. Shepp motioned to bring the meeting back into session at 8:20 pm, Mr. Smith seconded the motion, which carried unanimously.

Mr. Hayes motioned due to ambiguity of the language of the Subdivision Regulations, the Planning Commission is to determine the archaeological survey submitted by AllStar Ecology, LLC as a Phase 1A historical survey. Ms. Keys seconded the motion.

Mr. Shepp noted the motion only pertained to the specific project that was brought to the Planning Commission. Mr. Hayes requested a text amendment clarifying the differences between different Historical Surveys.

The motioned carried two in favor (Mr. Hayes and Ms. Keys) and six against, the motioned failed.

Mr. Shepp motioned that staff and the Planning Commission interpret the Historic Landmarks provision in the Subdivision Regulations as a Phase 1A until the Regulations are revised, Mr. Smith seconded the motion, which carried unanimously.

Mr. Seigfried clarified whether the motion would apply to all projects currently processing or all projects going forward, Mr. Shepp clarified it was for all projects until the Subdivision Regulations are revised.

2. Reports from Legal Counsel: Report on Jefferson County Circuit Court Case # CC-19-2025-C-93 (RE: Sidewinder Enterprises, LLC v. Jefferson County Planning Commission).

Mr. Shepp noted all discussion regarding this item were held during the executive session.

Mr. Smith motioned to adjourn the meeting at 8:26 pm. Mr. Chrisman seconded the motion, which carried unanimously.

These minutes were prepared by Colin Uhry, Planning & Zoning Clerk.