

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
APRIL 26, 2011

The Jefferson County Planning Commission met on Tuesday, April 26, 2011, with the following Commission members present: Daniel Hayes, President; Arnold Dailey, Vice-President; Gene Taylor, Kelly Baty, Paul Taylor, Ed Burns and Walt Pellish. Staff members present included Jennifer Brockman, Planning and Zoning Director; Seth Rivard, Planner; Steve Barney, Zoning Administrator; Roger Goodwin, Chief County Engineer; Jonathon Saunders, County Engineer; and Amy Puetz, Planning Clerk.

Mr. Eric Smith and Ms. Morgan Eppers were absent without notification.

Mr. Hayes called the meeting to order at 7:02 PM.

Ms. Brockman gave an introduction of the agenda for the training workshop explaining that each section on the agenda would last about 15 minutes and that time would be provided at the end of each session for questions. She reported that Mr. Dale Manuel, County Commissioner and Mr. Stephen Groh, Prosecuting Attorney were both unable to attend. However, she explained that she would request for them to speak on their respective topics at the beginning of the May 10, 2011 regular Planning Commission Meeting.

Mr. Ralph Lorenzetti, County Prosecutor, introduced himself and his explained his role in the County and to the Planning Commission.

Mr. Roger Goodwin, Chief County Engineer, gave a presentation regarding the Engineering Department's staff and general duties. He provided information on current projects such as the Chesapeake Bay initiative.

Ms. Brockman presented an overview of the Comprehensive Plan and explained that an update of the Comprehensive Plan would need to occur by 2014. She detailed a plan for that update.

Mr. Seth Rivard, County Planner, reviewed Planning Department general duties as it relates to site plan and subdivision review. He described the components of a site plan versus a subdivision and explained the process requirements for each.

Mr. Steve Barney, Zoning Administrator, presented a synopsis of the purpose of the Zoning Ordinance and detailed sections of that document.

Ms. Brockman suggested at this point that any other discussion be delayed to the May 10, 2011 meeting since the meeting was already over 2 hours and that sessions were lasting longer than 15 minutes. Mr. Hayes requested that he be able to speak on the Planning Commission bylaws before adjourning.

Mr. Daniel Hayes, Planning Commission President, reviewed parts of the Planning Commission bylaws and reported that he would like to schedule a discussion to review and possibly revise those bylaws by adding necessary policies and amending existing policies.

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PAGE 2 of 2

Ms. Brockman stated she would give a review of the Work Plan and Quarterly Reports at the next meeting.

Mr. Burns moved to adjourn at 9:21 PM. Mr. P. Taylor seconded the motion which carried unanimously. A detailed transcript of the meeting may be found on our website. These minutes were prepared by Amy Puetz, Planning Clerk.