

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
JANUARY 26, 2010

The Jefferson County Planning Commission met on Tuesday, January 26, 2010, with the following Commission members present: John Maxey, President; Robert Reynolds, Vice President; Frances Morgan, John Sidor, Steve Alemar, Arnold Dailey and Thomas Trumble. Staff members present included Jennifer Brockman, Director of Planning and Zoning; Seth Rivard, Planner; Jennifer Snyder, Zoning Administrator; Jonathon Saunders, County Engineer; Stephen Groh, Assistant Prosecuting Attorney; Julie Quodala, Planning and Zoning Office Manager and Amy Puetz, Office Assistant.

Ms. May was absent with notification.

Mr. Maxey called the meeting to order at 7:04 PM.

1. **Election of Planning Commission Secretary:** Because the Planning Commission was not provided a letter of resignation from Ms. Deming, this item was tabled until the Planning Commission meeting to be held on February 9, 2010.

Mr. Dailey entered the room at 7:05 PM.

Ms. Snyder entered the room at 7:07 PM.

2. **Approval of minutes for the January 12, 2010 meeting:** Mr. Reynolds moved to approve the minutes of January 12, 2010. Mr. Sidor seconded the motion. Motion carried 6 for and 1 abstention (Mr. Dailey).

Approval of minutes for the January 19, 2010 workshop: Mr. Reynolds moved to approve the minutes of the January 19, 2010 workshop. Mr. Alemar seconded the motion which carried 6 for and 1 abstention (Mr. Sidor).

3. **Citizens Communication:** None.
4. **Request for postponement:** None. Mr. Maxey requested that the wording for this item be changed due to comments from citizens stating that the item is unclear.
5. **Director's report:** At staff recommendation, Mr. Maxey rearranged the agenda to hear item #6 before this item to allow for the arrival of the Director.
6. **Discussion and possible vote on Planning and Zoning Departmental fees:** A draft of the departmental fees and a timeline for adopting such was handed out to the Commissioners. Mr. Maxey requested consideration on holding a public hearing for the fee structure.

Ms. Brockman entered the room at 7:10 PM.

Ms. Snyder reviewed the proposed departmental fees and both Ms. Snyder and Ms. Brockman answered questions from the Commissioners. Discussion ensued. Ms. Morgan called for a point of order. Mr. Trumble asked for a rejoinder and explained that he would like to have described how the fee structure offsets departmental cost. Ms. Morgan asked Mr. Maxey to rule on the point of order. Mr. Maxey stated that the discussion was not out of order, however, he determined the conversation had been drawn out. Mr. Maxey directed Mr. Saunders to present the Engineering and Permit fees.

Ms. Morgan left at 7:23 PM due to a scheduling conflict.

Mr. Saunders presented the Engineering fees. Ms. Snyder clarified the documents for the Planning Commission. Ms. Snyder and Ms. Brockman entertained additional questions from the Commissioners. A discussion ensued on the format the fees document needed to be composed in to present to the County Commission. It was determined that further discussion occur and an item be placed on the February 23, 2010 meeting agenda.

7. **Director's Report:** (This item was moved from agenda item #5.)
 - a. *Annual Report and Work Plan:* Ms. Brockman stated that the Annual Report was close to completion and offered to e-mail a copy to the Planning Commission when a draft is complete. Ms. Brockman brought to the attention of the Commissioners a letter from the County Commission inviting the Planning Commission to a meeting on February 4, 2010, at 7 PM to discuss Fiscal Year 2011, accomplishments of 2010, a work plan, and any initiatives to be pursued as funds allow.
 - b. *Budget Report:* Ms. Brockman stated that on Thursday, January 28, 2010, she would attend a work session with the County Commission on the budget and she hoped to receive direction on the expectations of the pending budget report.
 - c. Mr. Maxey suggested that the sub-committee, which was appointed at the January 26, 2010 meeting, meet again to discuss the Annual Report, Work Plan, and Budget. The sub-committee asked to meet with Ms. Brockman on February 1, 2010 at 9:30 AM.
 - d. *Request for Proposal (RFP) for Blue Ridge Mountain Study Grant:* A draft of the RFP was handed out by Mr. Rivard. Mr. Maxey requested a finalized copy be e-mailed to the Planning Commission. Ms. Brockman asked that the Planning Commission contact the office with any comments or suggestions to assist in finalizing the document. Mr. Maxey asked that a final copy be available for vote at the February 9, 2010 Planning Commission meeting.

8. **Report from Legal Counsel and Legal Advice to PC:** Mr. Groh approached the Commission and recommended the Commission go into executive session due to potential litigation. Mr. Reynolds moved to go into executive session. Mr. Alemar seconded the motion which carried unanimously. Staff left the room and executive session began at 8:07 PM.

Mr. Sidor motioned to close executive session. Mr. Dailey seconded the motion which carried unanimously. Executive session closed at 8:15 PM

Mr. Reynolds moved that, on the advice of Legal Counsel, consideration of the Town Run Commons Findings of Fact be deferred until the meeting to be held February 9, 2010 to give Legal Counsel the opportunity to meet with Ms. Brockman. Mr. Alemar seconded the motion which carried unanimously.

9. County Commission Liaison Report: None.

10. Planning Commission Exchange:

- a. Discussion and Vote on scheduling a joint meeting with PSD. Mr. Reynolds suggested deferring consideration on a joint meeting until the Planning Commission has finalized their recommendation for a work plan.

Mr. Maxey called for a break to allow staff to change the CD at 8:27 PM. Mr. Maxey called meeting back to order at 8:28 PM.

Mr. Maxey agreed with Mr. Reynolds on deferring consideration.

- b. Mr. Sidor suggested reviewing files in regards to the Rezoning hearing to be heard at the February 9, 2010 meeting. Discussion ensued on the process of rezoning, reviewing of files, and assurance that the application had been properly advertised.

Mr. Reynolds gave notice that he would be absent for the February 9, 2010 meeting.

- c. Mr. Maxey inquired into the the status of the Subdivision Regulation Amendments. Ms. Snyder presented a timeline and stated that she hoped to have a draft copy of the amendments to the Commission by the February 9, 2010 meeting. A workshop was proposed for February 16, 2010, to discuss the amendments and changes that were made to the amendments which were presented at the January 19, 2010 workshop.

11. President's Report: None.

12. Actionable Correspondence: None.

13. Non-Actionable Correspondence: None.

Mr. Trumble moved to adjourn at 8:38 PM. Mr. Reynolds seconded the motion, which carried unanimously. A detailed transcript of the meeting may be found on CD #____. These minutes were prepared by Amy Puetz, Office Assistant.