

Meeting Minutes
Jefferson County Planning Commission
October 14, 2025

The Jefferson County Planning Commission met on October 14, 2025, at 6:00 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; Donnie Fisher; J Ware; Bruce Chrisman; and Daniel Hayes were present in person.

Staff members present included Luke Seigfried, Chief County Planner; Jonathan Saunders, County Engineer, Jessica Gormont, GIS Lead/CAD Administrator; Nathan Cochran, County Attorney; Colin Uhry, County Planner; and Patti Richardson, Planning Clerk.

Mr. Shepp called the meeting to order at 6:00 pm and confirmed a quorum was present.

1. Approval of Meeting Minutes: September 23, 2025 meeting

Mr. Seigfried noted minutes will be available for approval for next meeting on November 4, 2025.

2. Request for postponement

None.

3. Planner's Memo

Mr. Shepp introduced Agenda Item #3

Mr. Uhry provided all Planning Commissioners with their Self Evaluation Report, which was collected at the conclusion of the meeting.

Mr. Seigfried provided the Planning Commission with the direction the County Commission provided Staff and Planning Commission from the September 18, 2025 meeting. This direction was included in the Agenda Packet.

Mr. Seigfried notified the Planning Commission that the Historical Resources text amendment (STA25-01) has been scheduled for a Public Hearing at the County Commission's meeting on December 4, 2025.

4. Training Presentation by the Office of GIS/Addressing

Mr. Shepp introduced Agenda Item #4

Ms. Gormont provided a training on GIS, how Jefferson County utilizes it, and further resources that are available for Planning Commissioners and the public to take advantage of.

5. Training Presentation by the Office of Planning and Zoning

Mr. Cochran stated that after speaking with Mr. Uhry, they agreed to hold Agenda Item #5 in open session and advised holding Item #6 in closed session.

Mr. Shepp introduced Agenda Item #5

Mr. Uhry provided a training on the basics of Roberts Rules of Order, how Jefferson County utilizes it, and further resources that are available for Planning Commissioners and the public take advantage of.

6. Training Presentation and Legal Advice by Legal Counsel

Mr. Shepp moved Item #6 to closed session at end of meeting.

7. Review and Approval

Mr. Shepp introduced Agenda Item #7

Mr. Seigfried presented the Planning Commission Calendar for year 2026. Mr. Hayes motioned to accept, Mr. Ware seconded the motion, which carried unanimously.

8. Discussion and Possible Action

Mr. Shepp, introduced Agenda Item #8.

Mr. Saunders discussed a proposed text amendment to revise language on Solar Energy Facilities in the Zoning and Land Development Ordinance Section 2.2 Section 4.13, and Section 8.20 and specific requirements for Solar Energy Facilities to the Subdivision & Land Development Regulations. Mr. Saunders stated he had three questions for the Commission.

1. Mr. Saunders asked if there should be a limit for residential solar and what acreage would be enough. Mr. Shepp stated it is not his intent to limit solar for individual use. Ms. Keys asked if there are limits to the amount of buffer on residential. Mr. Saunders stated there are no regulations on buffers. Mr. Shepp requested more research to be done and to submit a recommendation at the next meeting.
2. Mr. Saunders asked if commercial solar would follow the residential process or have different requirements. Mr. Shepp stated there would be no reason to go through a site plan process. The Planning Commission asked Mr. Saunders to research how much energy a house takes in one year.
3. Mr. Saunders asked if a solar development should be able to stockpile supplies on the property or if a process would need to be followed. Ms. Keys stated she would like such situations to be reviewed on a case-by-case basis. Mr. Chrisman stated it may be a question of where the stockpile would be located. Mr. Saunders asked if the question should be addressed at the concept plan.

9. Discussion and Recommendation: Draft FY 26 Planning and Zoning Budget recommendation for use by the Department of Engineering, Planning, and Zoning. Mr. Seigfried distributed draft at the meeting.

Mr. Seigfried provided the Planning Commission with a draft budget for FY 2026. Mr. Shepp expressed interest in requesting the max budget necessary to account for outside text amendment contracting. The Planning Commission directed staff to return with a finalized draft budget to approve to send to the County Commission.

11. President's Report

None

12. Actionable Correspondence

None

13. Non-Actionable Correspondence

10 Reports from Legal Counsel:

Mr. Shepp moved to bring the meeting into Executive Session at 7:48. Mr. Smith seconded the motion, which carried unanimously. Mr. Howell recused himself. Mr. Louthan moved to bring the

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meeting out of executive session at 7:57 pm, Mr. Fisher seconded the motion, which carried unanimously.

The Planning Commission noted that two Special Meetings are to be held in the coming weeks, they are as follows:

1. Wednesday, October 29, 2025 at 9:00 am
2. Wednesday, November 5, 2025 at 6:00 pm

Mr. Shepp motioned to adjourn the meeting at 7.49 pm. Mr. Louthan seconded the motion, which carried unanimously.

6 Training Presentation and Legal Advice by Legal Counsel

Mr. Shepp called Agenda Item #6 to closed session. This item was held outside of the meeting.

These minutes were prepared by Patti Richardson, Planning Clerk.