

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
SEPTEMBER 8, 2009

The Jefferson County Planning Commission met on Tuesday, September 8, 2009, with the following Commission members present: Arnold Dailey, President; Robert Reynolds, Vice-President; Lynne Deming, Secretary; Ed Dunleavy; Ellen May; John Maxey; Jim Surkamp and Thomas Trumble. Staff members present included Jennifer Brockman, Director of Planning and Zoning; Jennilee Hartman, Planning Clerk and Stephen Groh, Assistant Prosecuting Attorney.

Mr. John Sidor was absent with notification.

Mr. Dailey called the meeting to order at 7:03 PM.

Mr. Tom Bayuzik, Director of the Economic Development Authority, was introduced to the Commission. Mr. Bayuzik answered a number of the Commissioners' questions and was encouraged to review the new subdivision regulations and the proposed zoning ordinance.

1. Approval of the August 25, 2009 minutes.

Mr. Maxey suggested the following changes:

- a. Page 2, first paragraph, last sentence, remove the word "*upon.*"
- b. Page 3, fourth paragraph, ninth line down, change "*have chosen*" to "*were seeking.*"

Mr. Surkamp requested that Mr. Trumble's comment regarding the lack of support by the historical community be entered into the record. Mr. Dunleavy requested that the discussion regarding Dr. Gibson's financial ability to pay the bond be entered into the record. Discussion ensued among the Commissioners.

Mr. Dunleavy moved to postpone approving the minutes to allow staff the opportunity to review the record and correct the minutes per their findings. Ms. May seconded the motion, which carried 8 for and 1 abstention (Ms. Deming).

2. Citizen Communications. None.

3. Director's Report.

- a) Activity Report/Staff calendar.
- b) Update on staffing efforts. Ms. Brockman stated she would be recommending Amy Puetz to be hired as the Office Assistant. Ms. Brockman further explained that she was in the process of interviewing for the Zoning Administrator and Planner positions.

The Commission discussed Public Service District (PSD) issues with Ms. Brockman. Mr. Maxey volunteered to attend the PSD's next meeting and to report back to the Commission.

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
SEPTEMBER 8, 2009
PAGE 2 of 2

- c) Ms. Brockman discussed the Growing Communities on Karst 2009 Conference at NCTC to be held on September 14 and 15.
 - d) Leadership Jefferson. Ms. Brockman reported that the initial retreat would be held September 17 and 18.
 - e) Update on Zoning Ordinance summary efforts. Ms. Brockman stated she was attempting to create a comparison document between the current Zoning Ordinance and the proposed. Ms. Brockman provided the Commission with a copy of the draft press release to be presented to the County Commission for their approval on September 10, 2009. Discussion ensued among the Commissioners. The Commission requested that Staff draft a resolution for the Planning Commission, to be forwarded to the County Commission; recommending that they support the proposed zoning map and ordinance.
 - f) Update on Blue Ridge Mountain Communities Plan Grant and upcoming tasks. Ms. Brockman stated Jennifer Snyder, Acting Zoning Administrator; John Maxey and Jim Surkamp attended the press conference that awarded the grant to the County. Ms. Brockman discussed some of the grant requirements and the work that the GIS intern handled during the past summer. The Commission requested that Staff extend an invitation for the intern to attend a regular meeting to update the Commission on her efforts.
 - g) Discussion occurred between the Director and the Commission future US 340 planning efforts.
4. County Commission Liaison Report. None.
5. Planning Commission Exchange. Mr. Surkamp questioned if the County were obligated to assist in managing homeowner associations (HOA) because of the language necessitating the entity on the final plat. Mr. Groh stated the County would not be involved in any capacity. Issues that arise within an HOA are a civil matter.

Mr. Maxey asked if vehicle signs were permitted under the current Zoning Ordinance. Mr. Maxey referred to the definition of vehicle signs within it. Mr. Reynolds suggested Mr. Maxey file a specific complaint with the Ordinance Compliance Officer.

6. President's Report. None.
7. Reports from Legal Counsel and legal advice to PC. Mr. Groh provided Mr. Dailey with the Findings of Fact for the Gibson variance that was denied on August 25, 2009. The Commission requested that Mr. Groh provide a copy of the Findings to each member and that Staff add the Findings to the September 22, 2009 Planning Commission meeting for action.

Ms. Brockman stated she had researched surrounding jurisdictions to determine how they were processing extension requests made by developers. She explained that the jurisdictions process their requests in different ways and she was unable to find one that was similar to how Jefferson County had been handling the processing.

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
SEPTEMBER 8, 2009
PAGE 3 of 3

8. Actionable Correspondence. None.

Mr. Dunleavy moved to adjourn the meeting at 8:23 PM. Mr. Maxey seconded the motion, which carried unanimously. A detailed transcript of the meeting may be found on CD #___. These minutes were prepared by Jennilee Hartman.