

MINUTES  
JEFFERSON COUNTY PLANNING COMMISSION  
MAY 22, 2007

The Jefferson County Planning Commission met on Tuesday, May 22, 2007 with John Sidor, President presiding. Ellen May, Lynne Deming, Todd Baldau, Ed Dunleavy, Robert Reynolds, Arnie Dailey, Tom Kane and Jim Surkamp were present. Staff members present were Sherry Kelly, Roger Goodwin and Sherry Cole.

Mr. Sidor called the meeting to order at 7:01 p.m.

1. Election of officers. Mr. Dailey nominated to elect John Sidor for President. Mr. Kane seconded the nomination. Mr. Surkamp nominated to elect Bob Reynolds for President. There were no other nominations. Mr. Sidor closed the nominations. Mr. Sidor was elected President by a vote of 5 for and 4 opposed.

Mr. Surkamp nominated to elect Bob Reynolds for Vice President. Ms. Deming nominated to elect Mr. Dailey for Vice President. There were no other nominations. Mr. Sidor closed the nominations. Mr. Reynolds was elected Vice President with a vote of 5 for and 4 opposed.

2. Minutes: Mr. Baldau motioned to approve the May 8, 2007 minutes. Mr. Kane seconded the motion which carried unanimously.

3. Requests for postponement. Staff stated regarding Item #5 Final Plat Public Hearing for the Greenbrier Minor Subdivision that the applicant asked for a 120 day postponement and waived the 60 day rule. Mr. Sidor opened the public hearing. There was no public comment. Mr. Sidor closed the public hearing. Mr. Baldau motioned to postpone this item noting not to exceed 120 days. Ms. Deming seconded the motion which carried unanimously.

4. Final Plat Public Hearing for the Ann T. Knode Minor Subdivision. Staff recommended approval conditioned on submitting the necessary originally signed copies and recordation within 90 days. Ed Johnson and Ann Knode were present for questions. Mr. Sidor opened the public hearing. There was no public comment. Mr. Sidor closed the public hearing. Mr. Surkamp motioned to approve the final plat. Mr. Baldau seconded the motion which carried unanimously.

6. Final Plat Public Hearing for the Beacon Hill Subdivision, Phase, II. Staff and engineer recommended approval conditioned on submitting the necessary originally signed copies, making bonding arrangements and recordation within 90 days. Matthew Powell made a presentation and answered questions from the commissioners. Jason Azar with Huron Consultants answered questions from the commissioners. Mr. Sidor opened the public hearing. There was no public comment. Mr. Sidor closed the public hearing. Mr. Surkamp motioned to approve the final plat received on May 16, 2007. Mr. Reynolds seconded the motion which carried unanimously.

7:25 p.m. Mr. Surkamp left the meeting room to speak at the library.

7. Request by David & Christine McFarren for a variance to lift the single family restriction in order to be allowed to teach 2-4 riding lessons per week and take in 1 to 2 horse boarders at the farm. Staff recommended granting the variance. Roger Goodwin, Chief County Engineer, stated the variance is not an engineering issue. James Casimiro stated that subdivision variances go before the Planning Commission and zoning variances go to the Board of Zoning Appeals. Mr. Surkamp returned to the meeting room at 8:43 p.m. for the rest of the meeting. Ms. McFarren answered questions from the commissioners. Mr. Sidor asked for public comment. There was no public comment. Mr. Baldau motioned to approve the variance request. Mr. Dailey seconded the motion which passed with a vote of 7 in favor, 1 opposed (Mr. Dunleavy). Mr. Surkamp did

MINUTES - JEFFERSON COUNTY PLANNING COMMISSION  
MAY 22, 2007  
PAGE TWO

not vote, as he was not in the meeting room for all of the presentation and discussion.

8. Request from Randy Kepler from Greenway Engineering, Inc. for clarification regarding the maximum number of lots allowed in the Harvest Hills Subdivision, Phase II. Staff recommended that the applicant would not have to revise the Community Impact Statement. Attorney Nathan Cochran made a presentation. Carla Coffey with Arcadia Development spoke. Mr. Baldau motioned that the maximum number of lots allowed in the Harvest Hills Subdivision is 392. Mr. Surkamp seconded the motion which carried unanimously.

9. Chief Planner's Report on office activities and questions. Staff stated that things are continuing along. Staff advised the department is working on file updates, working on items budgeted for next year and reorganization of the file room. Mr. Surkamp advised of an advertisement to hire an IT technician and asked Ms. Kelly if the department could use the IT technician. Ms. Kelly stated the department could use the technician.

Staff stated the interviews for the Planner position should be scheduled next week or the week after.

Mr. Sidor asked Staff for the status of the streamlining commercial permitting and approval process. Ms. Kelly stated that Roger and herself are working on this and should have it finished by the first or second meeting in June.

Mr. Goodwin stated that purchase orders for new computers and software have been ordered.

10. Report from Legal Counsel. James Casimiro, Assistant Prosecuting Attorney, advised that the Planning Commission members participating in meetings by telephone have to take in all the evidence in order to vote. Mr. Casimiro stated if visuals are presented that the Planning Commissioner not at the public hearing should not vote.

Mr. Casimiro advised the Planning Commission only vote on one zone to the other and not the particular project at the public hearing on June 5, 2007 regarding the rezoning of the Old Standard Quarry. Mr. Casimiro stated the Planning Commission has to advise the County Commission whether or not the rezoning is consistent with the comprehensive plan.

8:47 Mr. Sidor allowed a 5 minute break.

8:53 The meeting reconvened.

11. Signage, electronic submissions and agenda times. Mr. Sidor stated the County Commission wants time for the new members to look at these items. The County Commission decided to send it back to the Planning Commission and ask for two things. One was a summary of this material and the second wants a summary of what needs to be done and the rationale of same.

Mr. Casimiro stated 8A 211 sets out any changes or procedures County Commission has to adopt and that County Commission has to approve any changes to the ordinance. Mr. Casimiro further advised that time allotted running a hearing does not go to the County Commission. Mr. Casimiro advised signs are not required for final plat or variances and this needs an amendment to the ordinance.

MINUTES - JEFFERSON COUNTY PLANNING COMMISSION  
MAY 22, 2007  
PAGE THREE

12. Streamling commercial permitting and approval process. Discussed under Item 9. Mr. Sidor stated in the future this item will be addressed under the Chief Planner's report and to remove from agenda.

13. Ordinance rewrites. Mr. Sidor stated that he has asked several times to meet with Lane Kendig on an off Tuesday. The Planning Commission requested copies of the maps from Kendig Keast.

14. PC Workshop Session. The Planning Commission agreed on a work session date for Monday, June 18, 2007 at 7:00 p.m., if the meeting room is available or Tuesday, June 19, 2007 at 7:00 p.m.

Mr. Sidor requested current copies of the ordinances from Kendig Keast to be provided to each planning commissioner.

15. PC Agenda Format. Mr. Sidor passed out a few changes to the agenda format. Mr. Reynolds motioned to accept these revisions. Ms. May seconded the motion which carried unanimously.

16. Reports:

Executive Committee: None.

Long Range Planner: Mr. Surkamp stated the long range planner is hired with a 6-5-07 start date.

TDR: Mr. Dailey advised the committee hasn't met.

PSD: Ms. May stated she sent out the PSD report.

Remove bylaws, budget and transition team committees from agenda per John Sidor.

17. Actionable Correspondence.

(a). CIS Review Process: Stoncrest Subdivision - Sewer Availability (Requested by Jim Surkamp). Mr. Surkamp expressed his concerns regarding the letters from PSD in reference to Community Impact Statements.

18. Non-Actionable Correspondence.

Fred Blackmer stated it is his understanding that Kendig Keast is supposed to have a draft ordinance to the County Commission by June 1, 2007.

Mr. Kane motioned to adjourn the meeting at 10:15 p.m. on May 22, 2007. Ms. May seconded the motion which carried unanimously. A detailed transcript of this meeting can be found on CD #53, #54 and #55. These minutes were prepared by Sherry Cole.

