

Jefferson County Planning Commission
March 11, 2014

The Jefferson County Planning Commission met on March 11, 2014, with the following Commission members present: Stephen Stolipher, President; Daniel Hayes, Vice President; Gene Taylor, Secretary; Dale Manuel, Bill McLeod, and Wade Louthan. Staff members present included Jennie Brockman, Director of Planning and Zoning; Seth Rivard, County Planner; Jonathan Saunders, County Engineer; Stephen Groh, Assistant County Prosecuting Attorney; and Alexandra Beaulieu, Planning Clerk.

Mr. Gary Phalen and Ms. Darlene Truman were absent with notice. Mr. Paul Taylor was absent without notice.

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

1. Approval of the minutes from January 14 and February 25, 2014 Planning Commission Meetings.

Mr. Hayes motioned to approve the minutes from January 14 and February 25. Mr. Louthan seconded the motion, which carried unanimously.

2. Citizen Communications. None.

3. Request for postponement. None.

4. Public Workshop: Concept Plan Review for Mission Tabernacle Church (PC File #S13-06). This property is located at 446 Mission Road in Shannondale. This project consists of expanding an existing 5,075 square foot church building by 1, 984 square feet for a total of 7,059 square feet. The property is located in Tax District: Charles Town (02); Tax Map: 21A; Parcel: 9.2; Size: .814 acres; Zoned: Rural.

Mr. Rivard provided a PowerPoint presentation reviewing the Mission Tabernacle Church Concept Plan. He stated that staff found the Concept Plan to be complete. Mr. Rivard stated that following the Public Workshop, the church addition would process as a Minor Site Plan.

Mr. Stolipher invited the applicant to speak. Reverend Roadcamp stated that the expansion of the building was not intended to increase membership but to serve the existing congregation. He stated that the addition would provide a space for church events such as potlucks and birthday parties.

Mr. Stolipher opened the floor to public comment. He stated that no one had signed up for Public Comment. Mr. Hayes motioned to close public comment. Mr. G. Taylor seconded the motion, which carried unanimously.

Mr. Manuel motioned to move staff's recommendation as written. Mr. Louthan seconded the motion, which carried unanimously.

5. Discussion regarding proposed text amendment to the Zoning and Land Development Ordinance, as recommended by the County Commission on February 20, 2014, regarding the creation of a Mass Event Ordinance.

Planning Commission members discussed whether or not there was a need for a Mass Event Ordinance and what the potential effect on existing festivals and outdoor events would be.

Mr. Manuel motioned to delay further discussion until the next meeting and that Planning Commission members draft a memo to staff with suggested revisions based on the issues discussed during the meeting. Mr. Manuel also included in his motion that stakeholders, such as the CVB, the Chamber of Commerce, the fair board, etc., have the opportunity to provide input.

Mr. McLeod seconded the motion.

Mr. Rivard requested an extension past the April meeting since staff were involved in several meetings regarding the Comprehensive Plan.

Mr. Wade stated that there was not a rush on having the ordinance finalized; therefore, there should not be a set timeframe.

Mr. Manuel amended his motion to reflect such that staff present a revised draft Mass Events Ordinance after they have had sufficient time to review comments from Planning Commission members and to consult with stakeholders. Mr. Manuel noted that staff were not under a time constraint to submit the revision.

The motion passed with five (5) for and one (1) opposed (Steve Stolipher).

6. Reports from Legal Counsel and legal advice to the Planning Commission. None.

7. Reducing Regulatory Barriers Memo.

Mr. Rivard provided an overview of amendments to the Zoning Ordinance and Subdivision Regulations from the past five years. He stated that staff had advanced a number of amendments in order to promote better land use decision making and a more reasonable review and approval process. (*Reference PC Agenda Packet for full summary.*)

8. Director's Report.

- Update on 2014 Comprehensive Plan.

Ms. Brockman reviewed upcoming dates related to the Comprehensive Plan.

9. Planning Commission Exchange and Liaison Reports: None.

10. President's Report. None.

11. Actionable Correspondence. None.

12. Non-Actionable Correspondence. None.

13. Signing of approved Motions from previous Planning Commission meetings.

Mr. Hayes motioned to adjourn the meeting at 7:49 PM. Mr. Louthan seconded the motion, which carried unanimously.