

MINUTES  
JEFFERSON COUNTY PLANNING COMMISSION  
OCTOBER 13, 2009

The Jefferson County Planning Commission met on Tuesday, October 13, 2009, with the following Commission members present: Robert Reynolds, Vice-President; Ellen May, John Maxey, John Sidor, Edward Dunleavy and Thomas Trumble. Staff members present included Jennifer Brockman, Director of Planning and Zoning; Seth Rivard, Planner; Jennilee Hartman, Planning Clerk; and Amy Puetz, Office Assistant.

Ms. Lynne Deming and Mr. Jim Surkamp were absent with notification. Mr. Arnold Dailey was absent without notification.

Mr. Reynolds called the meeting to order at 7:05 PM.

1. Approval of minutes.
  - a. For the minutes of September 8, 2009, Mr. Dunleavy asked that section 1 state that the approval of the minutes was for August 25, 2009. Mr. Maxey moved to approve the minutes with the correction. Ms. May seconded the motion which carried 5 for, 1 abstention (Mr. Sidor who was not present for that meeting).
  - b. For the minutes of September 22, 2009, Mr. Trumble moved to approve the minutes. Mr. Maxey seconded the motion which carried 5 for, 1 abstention (Mr. Dunleavy who was not present at that meeting).

2. Citizen Communications. Ms. Ruth McQuade with the League of Women Voters spoke to the Commission regarding the educational forum that will be hosted by the League of Women Voters at Jefferson High School Auditorium on October 19<sup>th</sup>, 2009 at 7PM.

Mr. Trumble reminded the Commission of the Men's Club meeting being held October 21, 2009 at 8PM.

3. Requests for postponement. None.
4. Presentation by Rachel Shirley, GIS intern to the Planning Commission regarding her internship. A power point tutorial was given by Jessica Gorman, GIS Technician and Rachel Shirley on the Blue Ridge Mountain Slope study.

Mr. Reynolds called a break at 7:40PM to enable staff to resolve a webcam issue. Mr. Reynolds called the meeting back to order at 7:42PM.

5. Director's Report.
  - a. Introduction of Seth Rivard, Planner.
  - b. Discussion on hiring an Office Manager for the department.
  - c. Ms. Brockman discussed the Economic Development Authority meeting where she gave information on the zoning ordinance vote.

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- d. Referral on complaint of clearing at the Old Standard Quarry. Ms. Brockman explained to the Commission that staff has spoken to the Forestry Department who has authorized the timbering activity to clear the land for a proposed agricultural use. Mr. Maxey handed out photos, given to him anonymously, taken October 4, 2009 of the clearing being done. Mr. Maxey expressed his concern that almost 30 days has passed and a decision needs to be made on the issue. Mrs. Brockman explained that when the ordinances that are currently in effect reference ordinances that are not in effect, those provisions cannot be enforced by the staff.
  - e. Ms. Brockman requested feedback on the draft Comparison of Zoning Ordinances Summary and draft Frequently Asked Questions (FAQ) guides. Mr. Sidor requested that the FAQ address traffic issues.
  - f. Schedule and outreach efforts were presented by Ms. Brockman.
6. County Commission Liaison Report. None.
7. Planning Commission Exchange.
- a. Ms. May provided notes from the Public Service District meeting held October 5, 2009. A discussion ensued about the requirement that homes within 300 feet of a new sanitary sewer line are required to connect to the line.
  - b. Mr. Dunleavy requested that staff ask for more documentation when accepting variance applications.
- Mr. Reynolds called for a break at 8:26PM to change the CD. Mr. Reynolds called the meeting back to order at 8:31PM.
- Mr. Dunleavy continued to explain why documentation is important to the Commission in being able to make an informed decision on variances. Discussion ensued.
8. President's Report. None.
9. Reports from Legal Counsel and legal advice to PC. Vote on the Findings of Fact and Conclusions of Law for the James and Barbara Gibson variance decision dated August 25, 2009 which had been postponed from the September 22, 2009 meeting. An exchange of concerns with the language of the document took place between Commissioners. Mr. Trumble moved to continue action until the next meeting. Mr. Dunleavy seconded the motion which carried unanimously.
10. Actionable Correspondence. None.
11. Non-Actionable Correspondence. None.

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Mr. Dunleavy move to adjourn the meeting. Mr. Maxey seconded the motion which carried unanimously. Meeting adjourned at 8:47PM. A detailed transcript of the meeting may be found on CD # & #. These minutes were prepared by Amy Puetz.