# MINUTES OF MEETING OF
# WASHINGTON COUNTY PLAN COMMISSION
## Held February 2, 2015 at 7:00 p.m.
## Washington County Government Center

The meeting was called to order at 7:00 p.m. by President David Hoar. Scott Maudlin led the audience in the Pledge of Allegiance and Jeff Souder offered prayer. Secretary/Attorney Thomas E. Scifres took roll call. Present were nine (9) members, Attorney Thomas E. Scifres, and Plan Director Travis Elliott.

Old Business:

Phillip Marshall introduced Mark Hartman as a new appointee by the Washington County Commissioners.

Review of Ordinance & Rules

K.K. Gerhart-Fritz gave an overview of Plan Commission duties and the documents needed. Those documents are as follows:

A.) Comprehensive Plan;
B.) Zoning Ordinance;
C.) Rules of Procedure; and
D.) Subdivision Control Ordinance

Ms. Gerhart-Fritz began the discussion with the Zoning Ordinance. She stated the goals of the Plan Commission with respect to the Ordinance should be as follows:

1.) Reorganize; and
2.) Add to the Ordinance. The Commission will need to improve upon the administrative aspects, indicating who does what.

Attorney Scifres raised some areas of concern, including Permitted Uses and Special Exceptions. Also discussed was the issue regarding the lack of developmental standards for Permitted Uses, such as driveway width and turn-around.

David Hoar then raised the issue of whether we should provide a checklist for people for all requirements. Travis confirmed that we do have one and agreed to send K.K. a copy of our checklist. K.K. suggested that we may want separate checklists for the various different procedures, such as variances, re-zoning, etc. Those checklists would be included in the Rules of Procedure as opposed to the Ordinance, as that is easier to change.

New Business

Attorney Scifres announced his resignation as legal counsel for both the Plan Commission and the Board of Zoning Appeals. Jeff Sounder made the motion, seconded by Ervin Day, to accept his resignation upon the appointment of new counsel. The motion carried unanimously, 9-0.

Rules and Procedures Review

President Hoar then turned the floor over to consultant K.K. Gerhart-Fritz to discuss Rules of Procedure for the Plan Commission and Board of Zoning Appeals. She distributed a proposed set of changes to our Rules of Procedure. She stated that overall, we have a good set already, but did note that there were areas she thought we might want to add things to ours. (Additions are in italics in her handout).

The following is a list of sections to which she thought we should make additions or changes:

1.) Duties of Plan Commission & BZA. This is prescribed by State law, however, if deemed necessary, local nuances can be added.

2.) Appointments.

a. Identify which type of Plan Commission Washington County adopted. The Indiana Code allows choices, and we adopted the version that includes as a member the Agriculture Extension Educator. Therefore, she believes we should indicate that in our document.

b. Our Commission adopted the version calling for five (5) citizen members rather than one (1) township trustee and four (4) citizen members. We should indicate that.

c. Terms of office need to spelled out.

3.) Vacancies. Clarification should be included as to when members can be removed and the procedure to do so.

4.) Officers.

a. Order of election of officers.

b. Designated spokesperson to avoid competing statements to public or media.

5.) Conflict of Interest. Has now been expanded by state law and Rules of Procedure should be updated accordingly.

6.) Voting. Ms. Gerhart-Fritz stated that she is not comfortable with a verbal vote and feels we should require a written vote. Upon discussion, it was decided a roll call vote

would suffice and be easier. This applies only to petitions before the Plan Commission, not administrative matters.

7.) Late Arrivals. Under our current document, members who arrive late at a meeting are only allowed to participate in a discussion at the discretion of the President. She does not like that wording. After further discussion regarding the basis for the discretion, that discussion in the Rules of Procedure was re-worded.

8.) Meeting Cancellation.

9.) Order of Business. Order of Business will be made consistent and specified in the Rules of Procedure.

10.) Notice Clause. A procedure was added to this clause in the event proper notice is not given.

11.) Special Meetings/Executive Sessions. A section was added to the Rules of Procedure regarding the basis for special meetings and executive sessions.

Jeff Souder made the motion, seconded by Adam Dufour, to postpone the review of the Rules of Procedure in order to take up additional items of new business. The motion carried, 9-0.

New Business

Michael & Kelsey Gettlefinger: 901 S. Jackson Street, Salem, IN.

The Gettlefingers addressed the Commission regarding the construction of three (3) poultry barns located at 6342 W. Rosebud Road, Salem, IN, and as to need for a permit. Mr. Gettlefinger advised that dirt removal for construction was started in October, 2012, and construction began in October, 2014. Mr. Gettlefinger presented documentation of the construction to the board. The first three (3) poultry barns were approved in February, 2011, and the second three (3) on October 26, 2012. Adam Dufour offered the assessment that the Gettlefingers "started construction" upon dirt removal, and therefore, construction began before the Ordinance became effective. Adam Dufour made the motion, seconded by Danielle Walker, that the Commission make a determination that Mr. Gettlefinger was in compliance. The motion carried unanimously, 9-0.

The Commission returned to the review of the Rules of Procedure. Given the late hour, and upon group consensus and motion by Jeff Souder, seconded by Danielle Walker, the meeting was adjourned.

David Hoar, President

Jerry McClellan, Vice-President

Danielle Walker

Adam Dufour

Phillip Marshall

Jeff Souder

Mark Hartman

Erwin Day

Scott Maudlin

COMMISSION ATTORNEY

Thomas E. Scifres