MINUTES OF MEETING OF

WASHINGTON COUNTY PLAN COMMISSION

Held September 3, 2024
Washington County Conference Room

The regular meeting of the **Washington County Plan Commission** meeting was called to order at approximately 6:30 P.M. Board members present included Todd Ewen, Emily Rodman, Danielle Walker, Marsha Dailey, and David Lyles. Rondale Brishaber, Kevin Baird, Andrew Katt, and Lori Gilstrap were absent.

Also present were Planning Director, Travis Elliott, and Commission Attorney, Lisa M. Fleming. Members of the public present included Max Greene.

All in attendance recited the Pledge of Allegiance, led by David Lyles. Todd Ewen then offered a prayer.

The **August 6, 2024, Plan Commission Meeting Minutes** were reviewed and approved following a motion from Emily Rodman, seconded by Marsha Dailey, and unanimous approval.

There was no **Board of Zoning Appeals (BZA) meeting on August 6, 2024**.

Although Courtney Stahl was listed on the agenda to discuss 911 Addressing, she was not present. President Todd Ewen asked Travis Elliott to start the discussion on 911 Addressing and then provide his monthly update. Todd referred everyone to the GIS map he handed out showing a subdivision where lots are accessed via a private, unnamed road. (**See Exhibit A.**)

Todd remarked that safety is the biggest concern as Emergency Management Service (EMS) workers are having a difficult time locating properties on some private roads. In some cases the private roads are not named. Mailboxes are sometimes located at the end of the private road instead of at the end of a driveways leading to the properties. In many cases the private roads are very long, some over a mile in length, and the private roads are not always in good condition. The driveways are also quite long in some cases. In some subdivisions, the lots have addresses where homes have been located, and vacant lots remain unnumbered. The numbering has been out of order at times and when a vacant lot becomes developed, the number that will be assigned may not be in series with other addresses in the subdivision, compounding the difficulty EMS has in quickly locating an address.

This situation was discussed with our contractor, Conner Barnett, in a meeting with him on August 29, 2024. Todd Ewen and Emily Rodman were present at this meeting. Several suggestions were made on how to best resolve/mitigate the problem addressing properties in subdivisions on private roads. One suggestion involved naming private roads and placing a road sign at the intersection of the county road and the subdivision entrance/private road. The best and simplest suggestion for distinguishing private roads from county roads was to make private road signs a different color than the county road signs which have white lettering on a green background. Blue was suggested as the background color for a private road.

The property owners will need to be notified in writing of this change if it is put into effect. The letter should emphasize that the road will remain a private road and the county will not be responsible for maintenance, repairs or snow removal; that responsibility will continue to rest with the property owners. Property owners will need to change their addresses to reflect the name of the private road and any numbering assignment or change in numbering. Todd indicated that the County would pay for the private road sign and its installation. The letter to property owners should include this information.

Some of the Plan Commission members, including Danielle Walker and Andrew Katt, expressed concern that this initiative may not be under the Plan Commission's purview. Todd said that he believed it was proper to initiate this effort at the Plan Commission level and envisioned that the Plan Commission would make a recommendation to the County Commissioners after having a Public Hearing on the matter, and the Commissioners would then pass an Ordinance to address this serious safety concern. Todd suggested that Lisa collaborate with April Geltmaker, the County Attorney, and that Travis, Lisa and April meet with the Commissioners at a mutually convenient time, possibly as soon as September 17, 2024 around 10:00 A.M., at the end of the Commissioner's meeting. Todd will get back with Lisa on the date/time that works best.

Emily Rodman then led the discussion on **County Parcel Specifications** and referred us to specific township maps from the most current Plat Book for Washington County. She had previously delineated all approved subdivisions with red lines on the copies. Areas of Agricultural, Forestry/Recreation, General Business, Residential (R1 and R2), and Industrial were marked for each area of Franklin, Gibson and Washington Townships. The discussion of Washington Township was limited to those areas outside the city of Salem and the 2-mile fringe. Only three townships remain for review and this will occur at the October 2024 meeting. Emily thanked everyone for the time spent thus far reviewing the Township maps.

The meeting adjourned at approximately 8:00 P.M. following a motion made by Todd Ewen, which was seconded by Emily Rodman, and unanimously approved.

Washington County Planning Commission by:

Todd M. Ewen
Todd Ewen, President

Kevin Baird, Vice President

D Walker
Danielle Walker

Emily Rodman
Emily Rodman

David Lyles

Rondale Brishaber

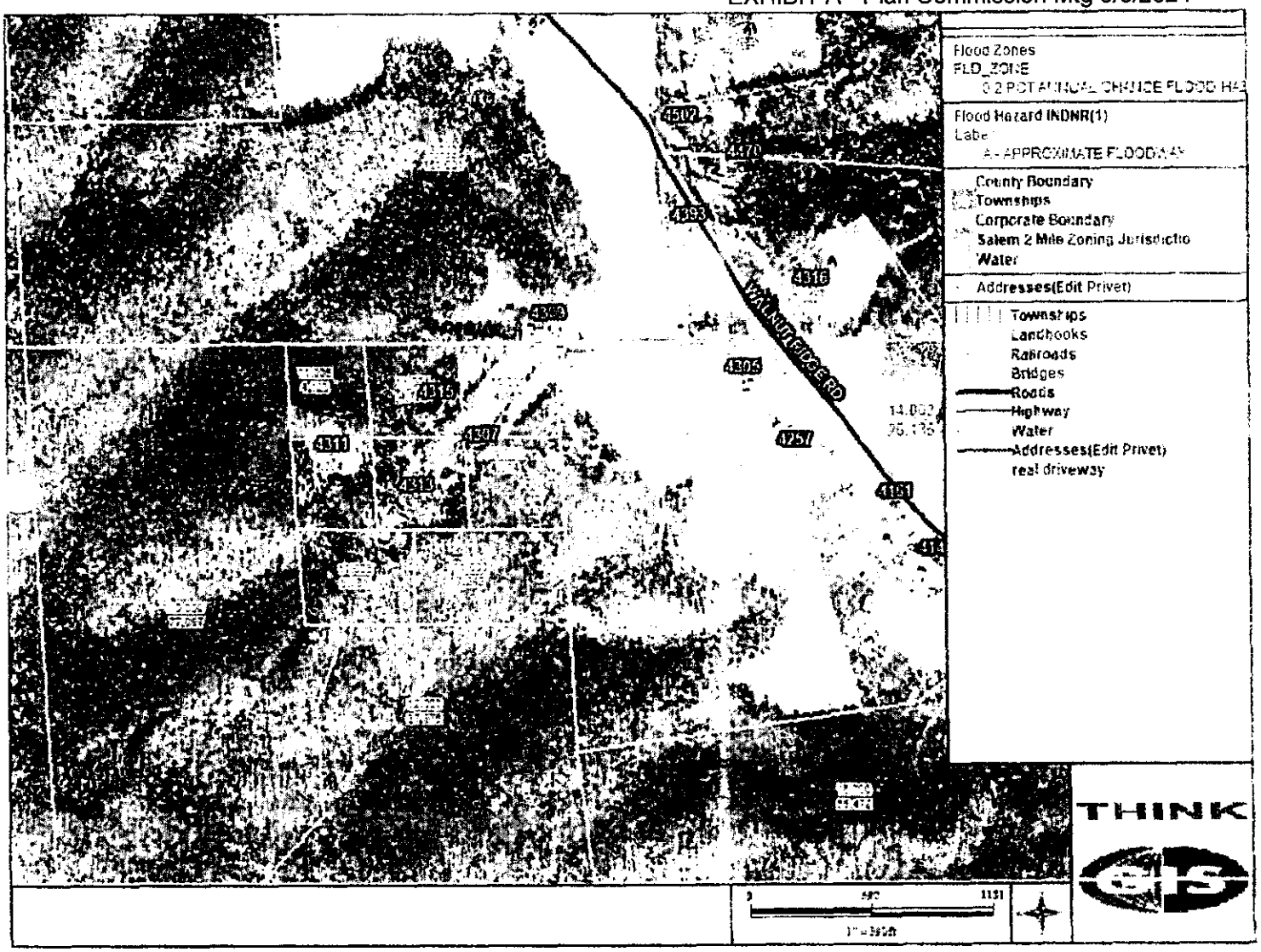
Andrew Katt

Lori Gilstrap

Marsha Dailey

Lisa M. Fleming, Attorney for WCPC/BZA

EXHIBIT A - Plan Commission Mtg 9/3/2024



RETURN TO TRAVIS ELLIOTT

Attendance at Washington County Plan Commission Meeting

No BZA Hearing

Date|Time: 9/03/2024|6:30 pm - Location: Courthouse (2nd Floor)

Planning Commission Members	Attend – Yes/No
Lisa Fleming	Yes
Travis Elliott	Yes
Emily Rodman	Yes
Danielle Walker	Yes
Todd Ewen	Yes
Rondale Brishaber	
David Lyles	Yes
Kevin Baird	—
Marsha Dailey	yes
Andrew Katt	Yes
Lori Gilstrap	

BZA Members	Attend – Yes/No
John Mishler, President	N/A
Lori Gilstrap, Vice President	N/A
Lisa Fleming, Secretary	N/A
Denise Coots	N/A
Marsha Dailey	N/A
Ryan Packwood	N/A

Public	Attend – Yes/No
Rhonda Greene	NO
Max Greene	Yes