

**Planning Board Meeting
March 14, 2022
Civic Center
Minutes and General Account**

Planning Board Members Present: Ed Stafford, Jane Walker Payne, Russ Walker, Jr, Donald Dale, Jr., (ETJ), Robert Coon (ETJ), Sherrie Richmond (ETJ), Cara Arena (ETJ), Pamaila Burgess (alternate)

Town Council Representative Present: Rebecca Mann Rayborn

Staff Present: Matthew Johnson, Town Manager; Anna Hawryluk, Town Planner; Nancy Avery, Interim Town Clerk

Call to order – Stafford called the meeting to order at 6:00 pm.

Roll call

Hawryluk took the roll call as follows:

Sarah Glanville – not present
Jane Walker Payne - present
Ed Stafford - present
Russ Walker Jr. - present
Pamaila Burgess, alternate - present
Donald Dale, ETJ - present
Robert Coon, ETJ - present
Cara Arena, ETJ - present
Sherrie Richmond, ETJ - present

Rebecca Rayborn, Council representative - present

A quorum was present.

Approval of minutes from February 14, 2022

Coon made a motion to accept the February 14, 2022 minutes as presented. Richmond made a second to the motion. The motion passed by a unanimous vote.

Public Hearing on amendment to LDO section on Definitions

Hawryluk stated there is an amendment in your packets to the LDO Definitions section. At the last meeting, Member Arena asked what happens if there is not a Planning Director in charge. Staff reviewed the Planning Director definition in the LDO and decided it needed clarification. The amendment language replaces the current with the following:

“Planning Director – the Town of Jamestown official charged with administering, interpreting and enforcing the land development ordinance including the sign regulations and their designee. In the event that the position of Planning Director position is vacant, the Town Manager or their

designee shall become the person responsible for administering the ordinances herein. Any references to Planning Director shall be interchangeable with that of Town Manager.”

Staff requested the board make a recommendation to the Town Council on this amendment. This is a Public Hearing.

Public Hearing opened at 6:09 pm and closed at 6:10 pm as there was no one signed up to speak.

Arena moved to recommend the adoption of the proposed amendment to the LDO Definitions section as presented. Payne made a second to the motion.

Roll Call vote

Hawryluk took the roll call as follows:

Jane Walker Payne - yes
Ed Stafford - yes
Russ Walker Jr. - yes
Pamaila Burgess, alternate - yes
Donald Dale, ETJ - yes
Robert Coon, ETJ - yes
Cara Arena, ETJ - yes
Sherrie Richmond, ETJ – yes

The motion passed by a unanimous vote.

Consistency statement

Stafford read the statement of consistency as follows:

1. The proposed zoning text amendment is consistent with the adopted Comprehensive Plan of the Town of Jamestown. The Planning Board further finds that the proposed zoning text amendment is consistent with the Comprehensive Plan because: Periodic updates to the zoning texts are necessary based upon changing conditions, regulations, and laws. Updates establish Town compliance with regulating bodies and ensure that guiding documents are accurately operational for each of the current goals of the Comprehensive Land Development Plan.
2. The proposed zoning text amendment is reasonable. The Planning Board considers the proposed zoning text amendment to be reasonable because:
 - A. The report of the Town staff finding the proposed zoning text amendment to be reasonable is adopted by reference.
 - B. The Planning Board further finds that the proposed zoning text amendment is reasonable because: The text edits correct any previous errors and add clarifying language and formatting to make the documents easier to interpret and apply.

AND

3. The proposed zoning text amendment is in the public interest. The Planning Board considers the proposed zoning text amendment to be in the public interest because:
 - A. The report of the Town staff finding the proposed zoning text amendment to be in the

public interest is adopted by reference.

- B. The Planning Board further finds that the proposed zoning text amendment is in the public interest because: Continuous improvement to the guiding documents promotes consistent and equitable application of the regulations that promote the general health, safety, and welfare of the people of Jamestown.

Walker made a motion to adopt the Consistency Statement as presented. Payne made a second to the motion.

Roll Call vote

Hawryluk took the roll call as follows:

Jane Walker Payne - yes

Ed Stafford - yes

Russ Walker Jr. - yes

Pamaila Burgess, alternate - yes

Donald Dale, ETJ - yes

Robert Coon, ETJ - yes

Cara Arena, ETJ - yes

Sherrie Richmond, ETJ – yes

The motion passed by a unanimous vote.

Adjournment

Payne made a motion to adjourn at 6:13 pm. Richmond made a second to the motion. The motion passed by a unanimous vote.