

# MINUTES

## ADAMS COUNTY PLANNING & ZONING COMMISSION

### **Regular Meeting**

**April 15, 2019, Adams County Courthouse**

**7:00 p.m.**

**Members Present:** Joe Warner, Al Becker, Julie Burkhardt, Royce Bauer, Dennis Nau, Mark Peterson

**Members Absent:** None

**Others Present:** Kip Kamerdula, Earlene Shelton, P&Z Administrator Wendy Green

**Public Present:** None

- 1. Call to Order:** Vice-Chairman Joe Warner called the meeting to order at 7:06 p.m.
- 2. Review Agenda:** Julie Burkhardt moved to approve the agenda as presented; Dennis Nau seconded; passed.
- 3. Approval of Minutes:** Dennis Nau moved to accept the minutes of the March 18, 2019 regular meeting and public hearings as presented; Julie Burkhardt seconded; passed.
- 4. New Business:** Commissioners and Administrator reviewed the process, standards and criteria for evaluating applications for variances and conditional use permits. Administrator Green pointed out that “Variance” has a specific purpose and explicit definition, both in State statute and in Adams County code. Commissioners agreed that the administrator should continue to be a neutral source of information on applications and relevant statutes and ordinances to maintain credibility and impartiality. She should advise Commissioners when they stray from the standards and criteria in their questions and deliberation. While Commissioners may want to apply “common sense” to their evaluation, they must be able to state the reasons for their decisions and the section(s) of the ordinance that apply. Though the Board of County Commissioners is the deciding body, how and why P&Z reaches its recommendations matters. BOCC relies on this advisory commission to do fact-finding and analysis. Commissioners discussed the option of not making a decision the same night as the public hearing; they may need more time to consider the application and deliberate on the merits. Commission has sixty (60) days from the date of the hearing to render a recommendation. However, once they close the hearing, no new information can be admitted to the record without scheduling another public hearing and providing due process to all affected parties. Commissioners agreed that they should thoroughly review application materials prior to a public hearing. They can ask staff for clarification or more information in advance of the hearing. Aerial photos and/or maps with measurements would be helpful with all applications. Administrator needs to provide all relevant information to the Commission in a timely manner. Commission may hold meetings on site if the meeting is advertised as required. Green alerted them that Brundage wants to have the

Commission visit the site and discuss mountain village development plans this spring.

5. **Old Business:** Kip Kamerdula informed the commissioners that he is interested in serving on the P&Z Commission if appointed by the Board of County Commissioners. Administrator Green will ask the Clerk to put his appointment on an upcoming BOCC meeting agenda.

Commission continued its discussion on how to proceed with updating the Comprehensive Plan and Ordinances. Nau pointed out some vague language in the Zoning Ordinance that ought to be clarified, such as how many residences are allowed on a parcel. They talked about what constituted substantive changes versus grammatical or stylistic improvements, and whether they should focus on parts of the Plan that are outdated or rewrite the entire Plan. General agreement was to focus on specific parts of the plan and not do a rewrite. Administrator can update the facts and figures, such as demographic and economic data, and provide a draft to the Commission. Burkhardt and Nau have submitted other suggested edits for the Commission to consider recommending to the Board. They talked about the public process for updating the plan and how to do outreach and community involvement. With growth and other changes taking place in the County, Commissioners believe residents may take a greater interest in the planning process. They decided to conduct a survey by mailing a questionnaire to county residents to identify people's issues and concerns. The survey should also be made available on the county's website. The next step would be to hold open houses to invite people to take part in brainstorming how the Comp Plan might be improved. Green will draft a questionnaire and apprise the BOCC of the Commission's recommended process.

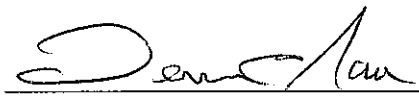
Green informed Commission that the Kern application for a rock pit approximately 20 miles north of New Meadows is still awaiting State approval of the reclamation plan and is not ready to schedule a hearing. There was discussion about the increased need for gravel due to growth in the county and maintenance of state and county roads. If rock and gravel are quarried faster, existing rock pits may run out of material sooner than expected, and more rock pits may be needed in the county to meet demand.

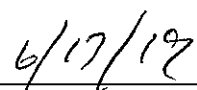
6. **Upcoming Meetings:**

Next Regular Meeting: May 20, 2019 at 7:00 p.m.. At this time, there are no public hearings scheduled for that date. If the Commission is up to full seven members, Commissioners will elect a chairperson at the May meeting.

7. **Adjournment**

Meeting adjourned at 8:40 p.m.

  
Chairman

  
Date