

# Jefferson County Planning & Zoning

## Oskaloosa, Kansas

UNOFFICIAL

UNOFFICIAL MINUTES OF THE JEFFERSON COUNTY PLANNING COMMISSION

### Minutes of Planning Commission

Meeting of March 22<sup>nd</sup>, 2021

*\*The below Minutes are a summation of the meeting that took place VIA ZOOM*

Item 1. Call to Order.

Item 2. Approval of the Agenda

Commissioner Phillips moved to accept the agenda as presented and Secretary Scherer seconded.

Votes were taken by Ayes and Nays as follows:

<b>Paul Johnson Chairman</b>	<b>Matt Scherer Secretary</b>	<b>Stephen Phillips</b>	<b>Gale Rudolph</b>	<b>Tim Benyshek</b>	<b>Vacant</b>	<b>Vacant</b>
DNV	Aye	Aye	Aye	Aye	--	--

Motion Passed 4-0

Item 3. Roll Call

<b>Paul Johnson Chairman</b>	<b>Matt Scherer Secretary</b>	<b>Stephen Phillips</b>	<b>Gale Rudolph</b>	<b>Tim Benyshek</b>	<b>Vacant</b>	<b>Vacant</b>
Present	Present	Present	Present	Present	--	--

Item 4. Approval of the February 22<sup>nd</sup>, 2021 meeting minutes

Chairman Johnson asked if there were any corrections for the minutes. Chairman Johnson asked for a motion to approve the minutes. Commissioner Benyshek moved to approve the minutes as presented and Commissioner Rudolph seconded.

**Chairman Johnson:** I'm going to take the privilege to ask two or three items about these minutes, before we take a final vote on it. On page five, Commissioner Matt asked about whether we have rules that says that applicants for a particular case have to be present or I guess virtual in this setting for their particular case. Have we determined what our rules are on that particular case?

**Kelly Woodward (Staff):** Yeah, I think we determined that was something you wanted, but it was not adopted in the bylaws formally. I am not sure if state statute addresses that. You may be able to defer a meeting for a period of time if the applicant isn't there. So, I don't know except that you did make and pass a motion, but it's not in the bylaws.

**Chairman Johnson:** If commissioners are acceptable to this, I guess I would like to review that in our April meeting as to whether we need to put it in the bylaws or what are the administrative procedures to, what's our comfort level with having applicants available for their particular case? If, that's acceptable to everybody, then we'll put that on the April agenda?

**Commissioner Rudolph:** I agree, I think that if they're going to be presenting a case, they should at least be present to see the outcome.

**Chairman Johnson:** Okay, so we'll put that down on the April agenda and kind of tie that down as to the requirements for applicants in their particular cases. Kelly, I want to ask you about page five here about halfway down, it says that staff recommended the commission discuss required level of urban services for new subdivisions and noted the county has a 1997 resolution that establishes minimum construction standards for roads and subdivisions. So, is that where we get to the point of, if it comes off a hard top or a paved road, then a subdivision has to have paving within it?

**Kelly Woodward (Staff):** The resolution that was adopted separately from any of our subdivision regulations, says that in a subdivision, the roads have to be paved. Because this is not included in the subdivision regulations, it's kind of obscure. People can easily lose track of that. There's a rumor that they have to be paved, but then it took us a while to find where that rule actually was. So, my suggestion is just that you can discuss the rule, as you're saying, you know, add more nuances to it or whatever, but I think it needs to be part of the subdivision regulations so it's clear.

**Chairman Johnson:** If we wanted to do that, we would have to add it to the subdivision regulations, which is not in place now?

**Kelly Woodward (Staff):** Correct.

**Secretary Scherer:** Excuse me, Paul.

**Chairman Johnson:** Go ahead Matt.

**Secretary Scherer:** I don't believe that's our resolution, or our motion. That's County Commissions?

**Chairman Johnson:** So, we can make a recommendation to the County Commission that it would be part of the Subdivision Regulations?

**Kelly Woodward (Staff):** That's correct.

**Secretary Scherer:** And I have a further question Paul. I understood and apparently incorrectly, that that resolution was whether or not the county would consider taking a road into the county road system. It was an interior road (inaudible)

**Kelly Woodward (Staff):** I don't remember reading that in there. Let me see if I can pull it up.

**Secretary Scherer:** I could easily be wrong if it doesn't come up (inaudible)

**Kelly Woodward (Staff):** Erin and I are both looking. Sometimes in the myriad of files we go, ok, where did we put that?

**Chairman Johnson:** So, restate your comment again, Matt.

**Secretary Scherer:** My recollection was that that was a condition in order for the County to take interior roads into the County road system as opposed to being just a flat-out requirement.

**Chairman Johnson:** So maybe I'm a little unclear here, so if we require that if they're coming off of a paved road, they have to have a paved interior road for a subdivision, then the question is, what is the county's obligation to that?

**Secretary Scherer:** Actually, my recollection was that you're correct, that if there's a paved county road, there has to be a paved entrance. But from what I understood what Kelly said was, any subdivision, that had interior roads (inaudible) based upon the County Commission's resolution.

**Kelly Woodward (Staff):** Okay, Erin found it. Let me share my screen if you want.

**Commissioner Rudolph:** Yes, please.

**Kelly Woodward (Staff):** What it says.... setting the following minimum construction standards for roads and streets in subdivisions in Jefferson County, not otherwise provided for in the subdivision regulations of Jefferson County, to be as follows. And then it has earthwork, pavement, drainage, and terms, and under pavement it says width 24 feet, six inches asphaltic concrete BM-2 surface.

**Commissioner Phillips:** This is Steve, when was that put into place?

**Kelly Woodward (Staff):** That was on March 11, 1996. No, no, that's the one that replaces. August 4, 1997.

**Commissioner Phillips:** I'd be curious to know whether there's been any subdivision since that. Or if that acts as effective preclusion on subdivisions.

**Kelly Woodward (Staff):** Erin said Meril Vanderpool has built the subdivision out there by the golf course, since then, and Village Green Subdivisions. So, I do think there's been several but I'm not sure yet if it's a deterrent.

**Commissioner Phillips:** It's got to be.

**Secretary Scherer:** I live in a subdivision which has its own road, and it's never been taken into the County system. We always just assumed it was because it wasn't built to standards, but it predates 1996.

**Chairman Johnson:** Well, it's probably something we're going to revisit in this comprehensive plan anyway, as to subdivision regulations. I don't want to dwell on this point. We have a lot of things to talk about tonight, so I was just curious about the ramifications for subdivision development in Jefferson County and it gets into affordability and the question of whether subdivisions can live with good gravel. I wanted to discuss that as we go forward with the comp plan, and how our zoning and subdivision regulations correlate with that.

**Chairman Johnson:** Kelly, another item I had on the minutes was the paragraph before that. Do we have a County Land Bank in Jefferson County?

**Kelly Woodward (Staff):** Yes, we do.

**Chairman Johnson:** And maybe Tim can explain this but who or what is that?

**Commissioner Benyshek:** Best way I know how to describe it Paul is the land bank was created in the county I mean, and feel free anybody to jump in to correct me, but we have several properties, especially in some of these subdivisions, that where there are several vacant lots that there have been, I mean, essentially I look at it as the ownership has forfeited the ground, they're not paying taxes on the property, they're not maintaining the properties, they have no intention of reclaiming the property. Therefore, the county has stepped in through whatever legal process that there is to essentially take that property back and place it in the County Land Bank. You can go right in the courthouse, just down the hall and see the maps right in front of the Treasurer's Office of all the properties that are listed in the County Land Bank, or that are in county ownership that they have for resale. And it's my understanding that when they're owned by the County Land Bank, it is an easier process for the treasurer to resell those properties than going through the traditional foreclosure route and tax sale.

**Chairman Johnson:** That's very helpful. Any other comments on that particular item?

**Secretary Scherer:** Paul, I don't have a comment, but I would like to ask Kelly if she could send me a copy of that resolution?

**Kelly Woodward (Staff):** Of the road one or creating a land bank?

**Secretary Scherer:** The road one.

**Kelly Woodward (Staff):** I haven't looked at the governing document for the land bank here, but I know that it often opens up mechanisms like Brownfield, you can remediate Brownfield properties, you can assemble properties together for development, it makes it easier to offer some incentives, also. So, that's a really good thing we should look at while we're updating the comprehensive plan and see how that might be utilized to the fullest extent for the subdivision.

**Chairman Johnson:** So, does the County Commission or the County Treasurer? Who administers this?

**Kelly Woodward (Staff):** Generally, the treasurer is working with the County Commission.

**Chairman Johnson:** Okay. Very helpful. A couple other items on these minutes. One, do we have a timeline on when we're going to see from the Army Corps, a new Perry Lake plan timeline?

**Kelly Woodward (Staff):** When you will see the draft plan? Is that what you're thinking, Paul?

**Chairman Johnson:** Yes.

**Kelly Woodward (Staff):** I think it was nine months or so. It wasn't right away. They haven't even started creating the plan.

**Chairman Johnson:** And explain to me again, what is the importance of this Perry Lake plan as far as the county and us drawing up a new comprehensive land use plan?

**Kelly Woodward (Staff):** Well, typically, our county comprehensive plan would have a recreation element. And a lot of the recreation amenities we have, are, of course at Perry, and they have their own kind of agenda and governance going on. So if we can create a solid vision of some recommendations, then I think they'll take them seriously. I don't know if they will do them, but it might open up opportunities for partnerships to make them happen.

**Commissioner Rudolph:** Do we already have anything that's possibly in writing? With any kind of partnership between them?

**Kelly Woodward (Staff):** Erin, are you aware of the county having any kind of an agreement with them? I know lots of organizations do like Audubon, and the schools and private businesses and scouts organizations, for example.

**Commissioner Rudolph:** And is there anything comparable, maybe in some of the comprehensive plans that you've looked at that might have similar possible possibilities of a partnership?

**Kelly Woodward (Staff):** That is possible? I can think about that and start looking for that.

**Secretary Scherer:** Pardon me, the State of Kansas is usually considered a partner through the Kansas water office as well and possibly Wildlife and Parks.

**Chairman Johnson:** So, one last comment about the minutes, I don't want to drag this on, but on page eight, the second staff comment down it says staff recommended amendment to regulations making the minimum lot size and suburban residential districts two acres instead of one acre to align with the current health department regulations for onsite wastewater systems, or even three acres to align with regulations for raising animals on small lots. If in reworking of our comprehensive plan or reworking of how we're going to handle cluster developments in this county, and would have possibly more common septic system opportunities for smaller lots and you know, or even, do we have any apartment complexes in Jefferson County?

**Commissioner Rudolph:** I believe in Meriden, there might be like four plexs or something like that. I think maybe there might be one that has six in it.

**Chairman Johnson:** I think those are handled by the city, right? Like they're in Meriden? Obviously, we might be talking about what's available in rural parts or around Lake Perry, for example.

**Kelly Woodward (Staff):** Erin says there are some duplexes, but she can't think of any apartments.

**Chairman Johnson:** I mean, I can understand why you're trying to sync up with what the health department's saying in terms of, if developments only going to happen on certain size lots, then this is the size it has to be for their own septic system.

**Kelly Woodward (Staff):** Yeah, it helps the Health Department enforce that regulation if we're not doing something that's counteractive to it. So, we're both on the same page.

**Chairman Johnson:** Well, thanks for everybody's patience on some comments about the minutes, so I would take a motion for the adoption of the minutes at this point.

**Secretary Scherer moved to adopt the minutes as presented and Commissioner Rudolph seconded.**

Votes were taken by Ayes and Nays as follows:

<b>Paul Johnson Chairman</b>	<b>Matt Scherer Secretary</b>	<b>Stephen Phillips</b>	<b>Gale Rudolph</b>	<b>Tim Benyshek</b>	<b>Vacant</b>	<b>Vacant</b>
DNV	Aye	Aye	Aye	Aye	--	--

Motion Passed 4-0

**Item 6. Public Comment: There was none.**

**Item 7. Old Business**

**Chairman Johnson:** We're on to Item 7, old business, general staff report, consider initiation of potential text amendments, TA2021-01, to selections of the zoning and subdivision regulations pertaining to application requirements and zoning certificate building permit procedures.

**Kelly Woodward (Staff):** So, we didn't have any public that wanted to speak on anything not on the agenda? Is that correct? I'm assuming.

**Chairman Johnson:** I'm going to leave it up to Anna to tell me if anybody else is plugged into this exciting meeting. (Anna said there was not any other public logged in).

**Kelly Woodward (Staff):** For item seven, we deferred this last time. All I'm asking you to do is just to initiate the potential amendment. And that doesn't mean we're discussing it; doesn't mean we have a draft for you or anything like that. It just means that you are directing staff to research the issue and draft some recommendations. And what this pertains to is the zoning and subdivision regulations for application requirements and zoning certificate and building permit procedures. And it all started because there was a question about whether proof of available water supply was required at time of application for an ag lot split. And it was the attorney's position that the way the ordinance is currently written, it's not required at time of agriculture lot split, it is required for plats. If the county does want to require a proof of water supply with Ag Lot splits, we would need to amend the regulations to be clear on that. Or if we don't think it's necessary, for instance, at that time, but we want to make sure that we at time of building permit approval, we make sure they have proof of water supply, then we will want to also clarify that. We do have some other just kind of housekeeping things that need to be clarified in the permit section of the zoning regulations, so this is just asking you to consider initiating that text amendment tonight.

**Chairman Johnson:** So, what's the timeline? Would you bring that then to the April meeting?

**Kelly Woodward (Staff):** Think we could have it by the April meeting.

**Chairman Johnson:** Are we permitted by state statute to require a water source for an Ag Lot split?

**Kelly Woodward (Staff):** Yes, I think you can.

**Chairman Johnson:** If we write that, if we adopt that as part of our subdivision regulations, or zoning regulations, then we're legal to do that.

**Kelly Woodward (Staff):** I believe so, but I will run the draft of any amendments that we propose past the attorney before you see them, and I can ask that question to make sure.

**Secretary Scherer:** Mr. Chairman? I think I understand what you said that you've got more than just the water availability issue on your list of to dos, but do you need a broader motion than just dealing with water?

**Kelly Woodward (Staff):** I put a requested action at the bottom of the memo and left it pretty broad in that it just pertains to application requirements and zoning certificate/building permit procedures.

**Commissioner Phillips:** Why do we want to do this?

**Kelly Woodward (Staff):** I would like you to do it because there's a lack of clarity in the current regulations and I think it makes it hard for there to be consistency, from zoning administrator to zoning administrator, when it's not clear if it's required or not. There's a best practice that we've been requiring it that they have to fill out this form, but it doesn't actually say that in the regulations clearly. And actually, our procedures mention a zoning certificate, but they don't even call it a building permit but building permit is what we're calling it, so I want to make it clear that a zoning certificate and the building permit are basically the same thing here for instance. It's not big changes, it's just small things.

**Commissioner Phillips:** I guess I'm wondering if we need proof of water for an agricultural lot split though. My impression is that most of those are within the family, by people who know pretty much what they're doing. I don't want to put hurdles in where we don't need it.

**Kelly Woodward (Staff):** Right and if you all reached a consensus that it's not needed at that time, then we would not make changes to the regulations on that point, but we might have other draft changes that you would find necessary. But initiating it doesn't mean you have to adopt anything. You don't have to make any changes if you don't want to.

**Secretary Scherer:** And about my point out, we could actually state that it's not required on an ag split and there wouldn't be any confusion (inaudible) in the future.

**Kelly Woodward (Staff):** Yeah. And so typically, if you initiate something, and then you would follow up with a recommendation to either amend it or not amend it, and send that to the county commission, and then they would take action on your recommendation.

**Chairman Johnson:** Ag lot splits can be sold to anybody? Right. It's not mandatory that it's within a particular family?

**Commissioner Phillips:** No, it's not. But I think of the ones we've seen that I remember, it's been within a family, but certainly it's not required.

**Kelly Woodward (Staff):** I have already been in contact with other jurisdictions through the planner network that's set up and asking them if they do it, or they don't do it, and so I could bring you that information, and that would help you with your decision.

**Chairman Johnson:** I guess for timing purposes, probably what makes sense to me is that you bring a draft suggestion to us in April, and then we can look at that and debate it and then you know, act on it, if we need to, or don't need to, by May or June. Unless you think some of this has a certain immediacy that we need to respond to it in the very near future?

**Kelly Woodward (Staff):** Well, I'm a little confused, I think. It would just be initiating it so that you would be directing us to look at this, create that draft, bring it back when it's ready, and then you'll consider it at that time. Whatever timeframe is good for you guys. I'm not saying there's any rush. But I would like it to be initiated, so we know that's on our work schedule and that's what we're doing. If you don't want to look at it, I don't want to spend time on it either.

**Chairman Johnson:** So maybe I need a motion from commissioners to ask for that draft proposal to be ready for the April meeting?

**Commissioner Rudolph:** I so initiate, Mr. Chairman, I would like to initiate a potential text amendment to the TA2021-01 and see if it's an actual need that this county could use or not for the April meeting.

**Secretary Scherer:** I second.

Votes were taken by Ayes and Nays as follows:

<b>Paul Johnson Chairman</b>	<b>Matt Scherer Secretary</b>	<b>Stephen Phillips</b>	<b>Gale Rudolph</b>	<b>Tim Benyshek</b>	<b>Vacant</b>	<b>Vacant</b>
DNV	Aye	Aye	Aye	Aye	--	--

Motion Passed 4-0

**Chairman Johnson:** I'm not sure how out of order this might be at this point. Matt raised the question about whether in the March meeting, we needed to handle elections at this point for the next year for Chairman, Vice Chairman and Secretary of the Planning Commission. So, I will leave it up to the body whether they want to take up that particular item right now, or whether they would prefer to hold that to the April meeting.

**Secretary Scherer:** Mr. Chairman, since I brought it up, I'll just say I don't have any preference, particularly, although I don't remember the last time we actually did it in March.

**Chairman Johnson:** By the bylaws, isn't March the meeting we should be handling elections? Comments by commissioners on how we should handle this item.

**Commissioner Rudolph:** Well, at this point, Mr. Chairman, I so move that we keep the positions that are current until next year.

**Secretary Scherer:** As I said, before we actually started the meeting tonight, the only question I have is whether or not Paul is term limited here. I just don't know. I don't remember when Paul started as Chair. I actually don't remember what the term limit is either to be honest.

**Kelly Woodward (Staff):** Maybe that's something we need to research for the next meeting.

**Secretary Scherer:** Mr. Chairman, I'd be willing to move that we postpone elections till next month, so we can have it on the agenda properly.

**Commissioner Rudolph:** I second.

Votes were taken by Ayes and Nays as follows:

<b>Paul Johnson Chairman</b>	<b>Matt Scherer Secretary</b>	<b>Stephen Phillips</b>	<b>Gale Rudolph</b>	<b>Tim Benyshek</b>	<b>Vacant</b>	<b>Vacant</b>

DNV	Aye	Aye	Aye	Aye	--	--
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Motion Passed 4-0

**Secretary Scherer:** Mr. Chairman, I have a question. I don't think I have the latest version of the bylaws, and I was wondering if staff could provide them.

**Kelly Woodward (Staff):** We'll send the bylaws to everybody.

**Secretary Scherer:** Thank you, Mr. Chair.

**Item 8. New Business:**

**Chairman Johnson:** So, on to new business here, item 8. Updating the Jefferson County, Kansas comprehensive plan part one goals.

**Kelly Woodward (Staff):** All right. So just getting started in this process it occurred to me that probably one of the first things we ought to do is come to some kind of consensus on what are the goals for looking at the comprehensive plan and considering amendments. And so, I did prepare some potential examples of goals, and also suggested that maybe you'd like to kind of kick off the process by having a joint meeting with the county commission to discuss some recommended project goals, make sure we're on the same page from the beginning. I can put the draft goals up on the screen, or we can just randomly discuss goals, we can discuss the ones I recommended, whatever you would like to do, I want to hear from you. What you think the goals should be? It would be good to come to consensus on a manageable number of goals that we could put out on a project web page, so other people know what you're trying to accomplish.

**Commissioner Phillips:** If I could I think we need to decide what the current plan isn't, how it isn't working, what decisions we're reaching that we don't like. I worry, are we changing, are we looking to a new plan when we haven't defined what's wrong with the old plan? I think that's the starting point that I'm not clear on.

**Secretary Scherer:** I concur with Steve about that. Since we have an existing plan, we ought to grow from it rather than just start over.

**Chairman Johnson:** Other comments? I like the idea of having a joint meeting with county commission about all of this. Kind of, you know, I certainly appreciate the thoughts about, you know, what we like and don't like about the existing comprehensive plan and what we're trying to do to improve that as such. But having a meeting of the minds with the County Commission seems to make a lot of sense, as we move down the road here.

**Kelly Woodward (Staff):** I did get them a copy of the plan conformance report. I don't know if they've read it, but at least they have the same information that you guys have been presented with so far. I certainly don't think we need to throw out the old plan at all. I mean, I'm looking at this as an update, not a replacement.

**Chairman Johnson:** Although our plan could be more, as you say, more visually attractive, easy to read document. So, you do that in a format of kind of executive summary of the highlights, and then for those who want to deal more into the substance.

**Kelly Woodward (Staff):** That's often how it goes, and sometimes communities just really focus on putting the strategies and goals up front, and then you know, the profile information and those other things in the appendices, so that you get right to the meat of the plan to begin with and have that other kind of reference material or supportive material in the appendices.

**Chairman Johnson:** Well, I like your item 7, as far as a future land use map and plan to give people a visual portrayal of thoughts about development in this county.

**Kelly Woodward (Staff):** There are county plans I've seen where they'll just tackle one chapter or one topic a year for potential updates. So maybe one year they look at amending their land use section, maybe another year, they'll amend the



profile, or recreation or whatever. So, you don't always have to bite the whole thing off if you don't want to either. You could start with the future land use and we probably need to at some point, incorporate the census data in there too, because that's useful when you're trying to get grants and things and you need that information.

**Commissioner Phillips:** Maybe that's the most important thing so that we know what we have.

**Kelly Woodward (Staff):** What we have as far as population, demographics, market data, that kind of information?

**Secretary Scherer:** I think that's one of the most important things you can do just because what we have in the existing plan is now 20 years old.

**Commissioner Phillips:** Where have the changes occurred over those 20 years?

**Kelly Woodward (Staff):** So that information will probably be available towards the end of the year is my understanding. The census data.

**Chairman Johnson:** Yeah, I don't think the state census data is coming out till August 1 at this point. So, I don't know how that translates down the county level at this point. I looked at your projected timeline and to have this adopted by June 2022 seems like quite a challenge especially if we take it as segments that you know, we might consider as such.

**Kelly Woodward (Staff):** Yeah, it's an aggressive timeline. It would mean prioritizing this work. One of the other things you can do in the beginning, Steve, along with the other information on the census and other background information is start getting that community engagement in there because it's sometimes easier to do it before summer vacation hits. And then like, you know, do it while school is in session, not during summer vacation. That might be one of the things we want to start first.

**Commissioner Phillips:** Makes sense.

**Secretary Scherer:** You're assuming there's going to be a summer vacation this year?

**Kelly Woodward (Staff):** Yeah. I'm hoping.

**Chairman Johnson:** Yeah, I don't think that, you know, I'm not sure how we wrap our heads around the availability of public input around vaccination availability and comfort levels, you know, what this covid 19 pandemic is, has done to social interaction and comfortableness. Some of this, we really need to do face to face, I think, with community groups and townships and having, you know, fairly, somewhat face to face dialogue with different groups of people in the county.

**Kelly Woodward (Staff):** Yeah, and I think it's the next item. No, it's the one after that, where I'd suggested some different methods, but I kind of liked the "meeting in a box" idea that you could create the whole format and mechanism for the discussion and then put it out there to people, for them to kind of run their own little public engagement and then get back to you. Create a worksheet with what you're trying to find out. It would take some time to put that together, too.

**Commissioner Rudolph:** Now, Jefferson County does not have an interactive page for the public, do they? I mean, I can see where you can contact but I don't see.

**Kelly Woodward (Staff):** I would really like us to have a specific project page or site for a comp plan for them to respond.

**Commissioner Rudolph:** Yeah, because I did look at some of the ones that you had suggested out there. I did enjoy the being able to go and just, I mean, it was user friendly on the two that I looked at. It was easy to get to, I liked that you were able to put your comments in, in right there on the page with your email. But I don't see that we've got anything that offers that.

**Kelly Woodward (Staff):** That's probably something we would need some help with, I think. So, I could start looking for people who would be willing to help create that kind of a project web page, or website.

**Commissioner Rudolph:** No, definitely, with everyone going to the web now that would be so handy.

**Chairman Johnson:** So, Kelly, what input do you need from the Planning Commission as far as setting a more firm timeline on when we're going to actually get this done? And secondly, how to balance everything that you and Erin are doing in the office at this point, versus outside needs? Are you going to think about this for a while and come back to us about your thoughts of what level of outside consultation is probably essential?

**Kelly Woodward (Staff):** Well, I would really like the idea of starting with having you guys meet with the County Commission and discussing what do we really want to achieve in this update process. And then we can come up with a plan of attack. You know, there again, I don't want to work on something that somebody thinks is not even needed or not appropriate. So, I really need some direction on what would be the goals. You know, ones that I put out, there are ones that I think are potentially good goals, but I definitely think that needs to come from you and from the County Commission, and then that's kind of like the base of the whole deal. So, if you want to give the goals a little bit more thought and suggest to me a time that you might want to meet with them via zoom. I suppose that I don't know. They're not too big meeting on zoom, either. But Erin, do you have any suggestions on that, how we can maybe do that? They meet every Monday during the day, which might not work for a lot of you. But I could talk to them about whether they would be willing to just get on a zoom meeting to talk with you about this one thing, you know, the goals for updating the comprehensive plan.

**Commissioner Phillips:** It's much easier for me to meet during the day if it is on zoom than it is, you know, because I work in Topeka then I have to drive to Oskaloosa. So, a meeting on Mondays is doable. Any Monday is probably doable for me.

**Kelly Woodward (Staff):** Well, that might work really good, because they would be there together in the meeting. You guys could join by zoom on the big screen, they would be able to see you all. I think that would work right, Anna? Yeah. So, if you picked a certain Monday, I can put you on the agenda.

**Chairman Johnson:** When was the last time the Planning Commission met with the County Commission?

**Secretary Scherer:** Believe it never has in my tenure, maybe in yours.

**Chairman Johnson:** I would certainly welcome the opportunity, but I'm getting into gardening season so I'm a lot closer to my farm, so I would drive in for such an event.

**Secretary Scherer:** I don't want to be a spoilsport, but isn't that technically a meeting of the county Planning Commission? And needs to be public?

**Commissioner Phillips:** Yeah, that's doable, though.

**Secretary Scherer:** Yeah, just takes a little more time. And we're not going to do it next Monday.

**Kelly Woodward (Staff):** Yeah, I wouldn't want to hit them with it right away. We need to give them a heads up and so they'll have time to think about it, too. Maybe in a month, you know, or something?

**Chairman Johnson:** I don't know if it's a fair question to you Kelly, but what is your sense of an interest on the part of the County Commissioners to even produce a new comprehensive plan?

**Kelly Woodward (Staff):** And I haven't talked to David Christy about it, but when I had my interview, and Lynn and Richard were there, that was something they talked about with me, and they seemed very interested in doing.

**Chairman Johnson:** Did they raise issues about inadequacies of what we have now or

**Kelly Woodward (Staff):** no, no, no, they just

**Chairman Johnson:** What improvements they would like, you know, I mean it's just that it's 20 years old so it's time to do it again.

**Kelly Woodward (Staff):** Yeah, I think they just were thinking generally it needed to be updated and then there were some issues that they would like to see covered or thought about during the process.

**Commissioner Rudolph:** I don't even think Jefferson County has a vision statement in what I'm seeing so yeah, there can be some updates on here.

**Kelly Woodward (Staff):** Even just a visual update would be really great.

**Commissioner Rudolph:** Yeah, definitely.

**Chairman Johnson:** Is it fair to ask what, would they list for our consideration some of the issues that they have with the comp plan at this point.

**Kelly Woodward (Staff):** I could meet with them during the department head portion of the meeting or even before the meeting and ask if they're willing to do that. But then I won't meet with you for another month.

**Chairman Johnson:** Well, you could send out notes about it, right?

**Kelly Woodward (Staff):** Yeah, yes, I could do that. I just thought it would be a great opportunity for you guys to talk together.

**Chairman Johnson:** Well, I'm all for it. I mean, I think we need to be able to same, you know, playing field or whatever, this sports lexicon that, that we have, and they're clearly the ones that are going to have to adopt anything that we've proposed, so it'd be nice to start out on an understanding of kind of where we're headed.

**Commissioner Phillips:** Yeah, I'd sure like some direction from them. We've gotten very little feedback and it makes things difficult.

**Secretary Scherer:** And I just checked and none of the commissioners were commissioners when we adopted the last one.

**Chairman Johnson:** Lynn was elected pretty close after that though wasn't she?

**Secretary Scherer:** I don't know, I just, I just checked the three commissioners' names.

**Chairman Johnson:** Let's talk a little about the timeline here. So maybe in a couple months, we'll try to set up on a Monday meeting with the commissioners to start the process. And then we'll maybe get a sense from them about what kind of timeline they're looking at for, you know, the eventual adoption of a new comp plan. And then they give us some specifics about particular goals.

**Kelly Woodward (Staff):** It is my understanding that there is some money put aside, that's been being put aside to help with the update as well.

**Chairman Johnson:** Do you think they'll be a player in how we need to set up community engagement or stakeholder input?

**Kelly Woodward (Staff):** I think it'd be good to ask them about the strategies.

**Commissioner Phillips:** This is Steve, something I wish that I knew was the economics of development. What kind of development costs the county more in services than it brings in in tax revenue? And that's something I just have no clue about. And I don't know if there is an expert that can advise us on that, or if there's a treatise or an article on that.

**Kelly Woodward (Staff):** Yeah, I mean, there's a lot of information out there about sprawl, rural sprawl, urban sprawl, and how it's more costly, but I think it would be useful like you're saying to have some more specific information to the county situation and the county finances specifically.

**Chairman Johnson:** Let's see, are you talking about potential impact fees, and how the county has to respond in terms of Sheriff or roads, or you know, would development cost me and the county in terms of responding to those needs?

**Commissioner Phillips:** Yes, exactly. And, you know, does the density of development matter, does the size of the house matter? I just have no clue on any of that.

**Chairman Johnson:** I had a county commissioner I knew from Douglas County that sent me an analysis about, I want to say it's I don't know if it's the right name of the county but it's around Lincoln, Nebraska, I want to say Lancaster County, but anyway, they did an assessment of what kind of value a home would have to have to pay for all of the fees that the county was going to have to provide and this was 15-20 years ago and at that point in up there it was if you didn't build a house over a quarter of a million dollars, you know, for the property taxes generated, then the county was losing money. Now, I don't know if that place in Jefferson particularly and, and I'm worried about, you know, pricing out, you know, a lot of people who could relocate here.

**Secretary Scherer:** I might remind everyone we had our own county commissioner a few years ago who, I believe used a Texas example that had similar results that it just cost the county more than most of the homes that were built then the county brought in, I guess you'd say. But I'm not sure, I think that's particularly not a good analysis, since it was a completely different environment.

**Chairman Johnson:** It's something we've shied away from and it's not, while on occasion, we've talked a little bit about it, you know, that in our zoning cases and planning cases, we don't ask questions about how much property taxes this development going to bring in. What's a quarry going to do in the northern part of the county, you know, term in terms of value? I mean, it seems like that's been outside of our scope of concern or consideration.

**Commissioner Phillips:** But I think there's a difference between not considering it with individual parcels. But the need to consider it when you're making a big picture set of rules. I certainly wouldn't want to make those considerations with individual parcels. Big picture, I think they need to be taken into account somehow.

**Secretary Scherer:** Yeah, I have to concur with Steve completely on that. That's an individual parcel, we had no business doing that. In the comprehensive plan, that's one of the things that we really should be (inaudible).

**Chairman Johnson:** Well, for what it's worth, this lobbyist sitting where I do and watching state finances and county finances, and all promises the State made to reimburse counties for various taxes and, and city county sharing. And, yeah, the state took away property tax on business, machinery, etc. And then the county doesn't. I mean, it survives on its own, but it doesn't. I mean, it's a mixed bag as to how you put the revenue package together for these counties to function.

**Secretary Scherer:** I know, it's not exactly a segue but I would like to go back to something Kelly suggested, addressing the update to the comprehensive plan in a piecemeal fashion as we go through each chapter, rather than trying to do the whole thing, all at once. I wonder if that wouldn't be very useful to us, because the first thing you do is look at the existing data. And that'll make it much easier for us to figure out what questions we should be asking and what, what other data. For example, the first chapter in our current plan is pretty much basic data. I think the first two chapters are.

**Kelly Woodward (Staff):** I could start putting together a new format for that, especially if you saw a plan that you really liked. We could get everything ready, and then we could just put the numbers in and then leave a section for analysis after we find out what the numbers are.

**Chairman Johnson:** In building off of that, something that we know we've looked at in the past, but I mean, is there a good inventory out there of zoned land for particular? Probably rural residential primarily, that is already in place, but undeveloped? Is there a good real estate inventory in Jefferson County, about how much is already zoned out there, particular development that hasn't been developed?

**Kelly Woodward (Staff):** Oh, we can work on that right away, too, with the help of our GIS department, hopefully they'll have time.

**Secretary Scherer:** Erin, may have already noticed that we asked that question a couple years ago and got some sort of response. I don't recall what it was, a table I believe.

**Kelly Woodward (Staff):** Yeah, and Kirk created an interactive map of undeveloped parcels under 40 acres for me at the last meeting, but we didn't run any real analysis, he just created the map.

**Chairman Johnson:** Then that gets into the whole question about the undeveloped lots around the lake to?

**Kelly Woodward (Staff):** Yes. All of them.

**Chairman Johnson:** That's all private land around the lake. Right? And then the question is, if we wanted to make some of those lots of little more appealable, as far as joining a few of them together for a larger lot? Is that all within the homeowner associations? And if some of those lots have fallen into our County Land Bank, does that give us more opportunities to put together different size lots?

**Kelly Woodward (Staff):** Yeah, I think we would have to see if they had any rules about that in their HOA if there is an active HOA, because that sometimes can impact their dues that they collect, you know, if they collect based on the number of lots, for example. But that's somebody we really do need to also talk to is to start talking to these HOAs to find out what their issues are, what they would like to see, how we can help.

**Chairman Johnson:** How many HOAs do we have in Jefferson County?

**Kelly Woodward (Staff):** Erin is that something that you know?

**Commissioner Benyshek:** I can think of at least five off the top of my head, and there's probably a few more than that, just to be honest.

**Chairman Johnson:** And where would those five be Tim?

**Commissioner Benyshek:** They're all in the subdivisions along the lake.

**Kelly Woodward (Staff):** Plus, I live in one, which is Lake Dabinawa, which is more east of there. I don't know if the Meril Vanderpool one has an HOA, for example, I think there'll be others.

**Commissioner Rudolph:** I do believe that there is one right off 40, I'm sorry, 92<sup>nd</sup>, right across from the Tee It Up, golf shooting thing? I think it's just one road, but I believe they even have one.

**Kelly Woodward (Staff):** We should figure out who they are, put together a contact list, and then you guys can come up with a plan of how you'd like us to involve them.

**Chairman Johnson:** Well, I appreciated the comprehensive plans that you drew up and some of your comments about plans we ought to be looking at, at this point. So, if we have a, you know, if we set up a meeting with the county commission that say within a couple months, that starts to set us a baseline for moving forward. And then hopefully the County Commission can offer their thoughts about goals that the Planning Commission can react to. What other action

steps seem essential at this point to I mean I guess I can see us at every meeting going forward for this year and next year, having you know, kind of continual updates on how this process is moving forward?

**Kelly Woodward (Staff):** Well, it depends on how much you guys want to be involved in, how much homework you want to have, or if you want to have an exercise at each meeting that we work through, or give us direction of something to accomplish before the next meeting, and we'll bring you back a report or, you know, we probably can figure that out as we go.

**Commissioner Rudolph:** I do have a couple of questions, Kelly. For the meeting in a box, about how long would it take to put something like that together? Would it be something they can access online? Is it something you would have to put together and possibly email to say, whoever wants to conduct that kind of meeting or to the association head person? And then who would man hotlines? I was kind of curious when I saw that, what kind of hotline would that involve?

**Kelly Woodward (Staff):** Um, so if we came up with a stakeholder group of people who wanted to sort of lead this process or help lead this process, they could be participants in the hotline, we set up a hotline for people who'd rather call in to give their input. It could be the county commissioners, you never know, who might want to do that? Might be you guys? It could be a Chamber of Commerce organization, some of them, you know, could be anybody. We'd have to give them guidance of what we're trying to find out.

**Commissioner Rudolph:** So, it would be the questions that you printed out towards the end?

**Kelly Woodward (Staff):** No, not necessarily. I mean, that was just an example of some survey questions. But as far as the meeting in the box, I think as soon as we get the project webpage put together, it'd be great to just have anybody be able to download that meeting in a box right from the site. And it's safer technology wise. But if they can't, you know, we certainly can print everything out for them. We have people that just don't want to go to a website and download and print things, we can print them. And they can pick them up or we can mail them. So, I think we just have to keep our options open because it's never, you just can't make everybody happy with one strategy. I do have to do some research into county wide mailings, because whenever they're going out, I think we need to take advantage of that. For notices to get sent out about a survey, if you liked, you know, the survey that I put together, for example, I would want to be able to put that out whenever the next direct mailing goes out, because that saves us money. I want to have a plan for when we're going to do that outreach.

**Commissioner Rudolph:** That would definitely be something to look into. Because I know when I get my water bill, they've got quite a few announcements that are set in that as well.

**Kelly Woodward (Staff):** Maybe we can piggyback with the water districts.

**Commissioner Rudolph:** That would be great because they've got a printout on when the meetings are sometimes what their test analysis is. So that could be a good possibility.

**Commissioner Phillips:** I think we only get one of those once a year and everything else is a postcard from our water district.

**Chairman Johnson:** They say the water quality, or they tell you what their tests were.

**Commissioner Rudolph:** I think once they had that where they were going to have some meeting and then another time, I got the water quality.

**Secretary Scherer:** Some of us receive our water from districts that are not in the county.

**Kelly Woodward (Staff):** A lot of them, there are so many water districts.

**Chairman Johnson:** Well, the county also has a phone network that goes out for Do Not Burn Days, you know, or if maybe some highway construction pieces. That was on my landline now I've moved to a cell phone. I'm not sure what the capabilities are of the county to reach residents at this point.

**Kelly Woodward (Staff):** That would be a good thing to talk to the County Commission about too.

**Commissioner Phillips:** I know that people appreciate unsolicited calls and texts.

**Kelly Woodward (Staff):** We have a pretty strong network through Keith Jeffers through social media and other email blasts and things where he, I can see how many people he actually covers. It's a lot. So that's something we could start with, too.

**Chairman Johnson:** What else do you need from us tonight?

**Kelly Woodward (Staff):** Well, let me tell you what I think I've heard from you so far.

**Chairman Johnson:** I hope this is coherent.

**Kelly Woodward (Staff):** Well, I heard the first thing is yes, we like the joint meeting with the County Commission and try to do that within a couple of months. That maybe you think starting with the first two chapters, or I think Matt said it's two chapters, but the data chapters, maybe trying to get a format put together so that we can update those and see what other studies we might need to do. And that would also include the inventory or basically the undeveloped lot inventory.

**Chairman Johnson:** And building permits, and how's the housing changing in Jefferson County?

**Kelly Woodward (Staff):** Yeah, so usually, there's housing income, population, commuting patterns, your work kind of stuff. I can put together sort of an outline of what kind of information would be in there, at least by the next meeting.

**Commissioner Rudolph:** And out of curiosity, that I've seen, where some counties don't have accessibility to the internet, do we have any issues like that up this way? That that's something that might be prohibitive to people wanting to come as well.

**Kelly Woodward (Staff):** Yeah, and I'm not sure. It seems like the providers don't like to really advertise their service areas do they? We're going to have to probably find that out by asking people in a survey, how's your internet service? Who is your provider?

**Commissioner Rudolph:** With more people working from home, that is quite an issue. My internet, I had to get the next package up so that I could work from home. And it thankfully, it doesn't drop. But, you know, I'm lucky enough to be in this area where it's provided, but not too far from here, I've understood that there hasn't been any accessibility. And, you know, there, they weren't able to work from home unless they did the satellite situation. So that's just a curious, you know, if you you're able to obtain that as well, or maybe put it on a survey.

**Kelly Woodward (Staff):** Yeah.

**Commissioner Phillips:** There is a map that shows which areas received federal government grants for expansion of broadband and which didn't. I can't say the name, there's an acronym. My house received it right across the road from me didn't and I understand the people across the road from me just have essentially no internet at all. I mean, I got really lucky.

**Commissioner Benyshek:** I can tell you there are several areas in Jefferson County where there is, as far as like what you would consider your standard T1 line internet, which is what you think of like an ethernet cable type style internet does not exist in lots of Jefferson County. I know. My house is one of those. My only option where I live is Satellite Internet.

**Secretary Scherer:** I would think that KCC would have some information along those lines.

**Chairman Johnson:** Department of Commerce is probably the one that has, you know, had the task force and taking some of the Federal COVID money etc. to expand broadband. Do we get any of that information out of all these cell towers that we approve in Jefferson County?

**Kelly Woodward (Staff):** No, I think that might be one of the things you cannot ask them under the new legislation. Ok, and then I think I was going to search for potential people to help with a project web page. The Economics of development question. Do some preparations for discussions on that with the county commission. The real estate inventory we talked about that. Get more land bank information, we can definitely do that. Start getting some information on the HOAs. And how to contact them and how to involve them. I think that's it.

**Commissioner Rudolph:** Oh, Perry Lake plan looking to see if they had anything.

**Kelly Woodward (Staff):** Oh, yeah. So, if I can find another plan that sort of has some synergies with a public area plan of another agency or jurisdiction?

**Commissioner Rudolph:** Yeah, because I see on the Jefferson County Comprehensive plan page 32, they stated the source as the Perry Lake master plan from December of 1991.

**Kelly Woodward (Staff):** And then I guess, if you can continue to think about the survey questions that I put out there, and the different methods of public participation, so you can talk about those with the county commission as well, that'd be helpful. Does that sound good? Okay. I appreciate the input. Definitely. Want to do something that you guys feel is useful and will make you proud. So?

**Commissioner Rudolph:** Well, we appreciate your guidance.

**Commissioner Phillips:** I think meeting with the County Commission is just essential, so we get some direction.

**Kelly Woodward (Staff):** I like doing that because then people are bought into it from the beginning. We don't want to spring it on them later.

**Commissioner Phillips:** Absolutely.

**Secretary Scherer:** I had one comment on the survey, so that I don't forget it that I'd like to make, I think it's important to ask people what kind of restrictions they find are acceptable in order to achieve the various improvements that the rest of the questions talk about? What kind of restrictions they find acceptable on these private properties? Or what kind of extra regulation that (inaudible).

**Kelly Woodward (Staff):** So, try to find out a way to figure out where the value tips so much that they're willing to tolerate some regulation to do that?

**Secretary Scherer:** Exactly. How much are you willing to pay for this? I've noticed in a lot of these kinds of surveys, that question doesn't get asked.

**Kelly Woodward (Staff):** Yeah, and I think I have had some survey questions like that, that I have put together before so I will take a look at that.

**Commissioner Rudolph:** How did you word that again, please, Matt?

**Secretary Scherer:** Well, I've had a lot of trouble wording it. But basically, how much are you willing to pay for what you're going to get? In this case, it's not just economic payment, it's how much restrictions there might be on an individual's use of their own property. For example, if you were going to actually protect a view shed, that means people



in the view shed that are restricted to what they can do with their property. I think it's important to ask people what limitations they (inaudible).

**Commissioner Rudolph:** And I'm also curious. I'm sorry. Kelly, I was also going to ask, I know that there's some historic places around that need to be preserved. Do you guys have anything on record what we already have historical preservation?

**Kelly Woodward (Staff):** I think there were a few of them in the plan, but are most of them in the cities or not? I don't know.

**Commissioner Rudolph:** I only know of, I think two, maybe. So, I was just curious.

**Secretary Scherer:** I don't see anything in the existing plan that refers to historical sites.

**Kelly Woodward (Staff):** But you do or don't?

**Secretary Scherer:** Do not. But that's just looking at the table of contents.

**Kelly Woodward (Staff):** I think it had strategies in there for historic preservation and other kinds of preservation, but it probably didn't have a historic inventory, did it?

**Commissioner Rudolph:** I don't remember seeing one, but I didn't look close enough. I was just curious, because, you know, we don't, I don't think any. I mean, we've got Perry Lake as an attraction. We've got the little, tiny museums in the rented, you know, rented out in the buildings, but I don't, I was just curious if that was any kind of draw for our community.

**Commissioner Phillips:** Listed properties. I'm sure you could get a list from the State Historical Society and for national list of properties I think it'd be relatively easy to get those lists.

**Kelly Woodward (Staff):** Yeah. There might be other ones that aren't protected yet that we want to protect. Maybe that would be a question for a survey. You know, are you aware of any historic properties that should be protected?

**Commissioner Phillips:** Property owners aren't always enthusiastic about that though.

**Kelly Woodward (Staff):** Yeah, they love historic design standards, Steve.

**Secretary Scherer:** And there's also all the little cemeteries around along those same lines.

**Kelly Woodward (Staff):** Oh, yeah. So as far as county recreational facilities we have the Memorial Park by where the trails are by the police station right? What I'm not sure really what else we have at this point. But do you guys have some that you know?

**Commissioner Rudolph:** I can't think of anything outside the lake, aside from that one near the jail.

**Secretary Scherer:** Access points to the Kansas River.

**Commissioner Phillips:** Doesn't Wildlife and Parks own some new land, kind of

**Kelly Woodward (Staff):** What was that? Kansas Wildlife and Parks?

**Commissioner Phillips:** Yeah, there's some new land that I think was donated to them it's kind of northeast of Billtown. They put some trails on it. If you look at a county ownership map, you can spot it pretty easy.

**Chairman Johnson:** It's a hunting reserve that Lance Burr and Roger Johnson donated 600 or 800 acres that's right along Buck Creek between 35th then not sure how far south it goes.

**Commissioner Phillips:** That's what I'm talking about. That's it.

**Chairman Johnson:** Well, have we exhausted all the details right now.

**Commissioner Phillips:** I'm exhausted.

**Kelly Woodward (Staff):** I think you guys did a good job for your first time out on the comp plan right?

**Kelly Woodward (Staff):** So, I guess we don't have to get specifically into the timeline and the other things that are in here. The examples, that's just something you might want to, if you have extra time and you want to look at these examples more and if you find awesome ideas that you'd like to see in your plan then let us know and we can try to incorporate that.

**Secretary Scherer:** Kelly, not to beat a dead horse, but did Marion County not have a comprehensive plan?

**Kelly Woodward (Staff):** I did look for them. But I don't remember if they didn't have one. I don't think I found one.

**Secretary Scherer:** I just wonder because it's similarly situated county with a federal reservoir, smack dab in the middle of it.

**Kelly Woodward (Staff):** Okay. Maybe I was looking at them for the regulations but not the plan. So, I'll check that out. Any other suggestions for plans we should look at?

**Commissioner Rudolph:** Right now? I can't think of any myself.

**Kelly Woodward (Staff):** Okay, you can always send me an email too. Any suggestions that pop in your head, always feel free to send them along? I don't see a planning department. There it is. Okay, I found it. So, I'll send that link out. Guess that's all we have then Mr. Chair.

**Chairman Johnson:** Well, we're pushing this rock up a hill, so we'll just keep at it for the next year or so. Anybody else have anything they want to add this evening? For new business or interesting tidbits. I'll gladly take a motion for adjournment.

**Commissioner Benyshek moved to adjourn the meeting. Commissioner Rudolph seconded.**

**Item 9. Adjournment – 8:31 PM**

Minutes taken by: \_\_\_\_\_  
Erin George

Approved: \_\_\_\_\_  
Date

Chairman: \_\_\_\_\_  
Paul Johnson

Secretary: \_\_\_\_\_  
Matt Scherer III