

**West Jefferson Ohio Planning & Zoning Commission**

28 East Main Street

Virtual Meeting 6:30 PM

Wednesday, July 8, 2020

*Meeting Minutes*

**Call to Order:** Chairperson Hay called the meeting to order of the West Jefferson Planning & Zoning Commission and asked for a Roll Call at 6:30 PM.

**Roll Call:** Mrs. Paula Hay, Mrs. Sandy Boucher, Mr. James Graham, and Mr. Roy VonAlmen

**Absent for Roll Call:** Mr. Little

**Approval to accept the June 3, 2020 minutes:**

Motion by Mrs. Boucher to accept the minutes, seconded by Mr. Graham to approve the minutes from the June 3, 2020 meeting.

**VOTE YES:** Mrs. Boucher, Mr. Graham, Mr. VonAlmen and Mrs. Hay

**VOTE NO:** none

**Motion Carried**

**New Business:**

**Case # P2020-0006 - Property address: 106 South Chester - Request: Adding a driveway at alley location.**

Mr. Arnie Booth (Staff), explained that the applicant resides at 106 South Chester and had spoken with Mr. Booth in regards to the abandoned alley in which he owes half. The applicant would like to build a driveway within 6 inches of the property line. Mr. Booth stated that ordinance 1115.02 allows the driveway to be no more than 3 feet of the property line. His request would require a variance.

Mr. Matthew McGrath (Applicant), explained he would like to install and pave concrete to the garage in the rear of the property. Currently it is pea gravel and hard to maintain. He would like to clean it up and remove some of the retaining wall to use that space.

Mr. Graham asked the applicant what the neighbor to the north thought.

Mr. McGrath said that yes, he has spoken to him but who is living there is actually a tenant. He did reach out to Mr. Miller, the owner of property, and got his verbal approval for the driveway and a fence that he wants to put up.

Mr. Graham said it looked like the fence would be intrusion of his neighbor.

Mr. McGrath explained it would have to be at the back of the house along the edge. Ideally, he would like to not have to intrude on the neighbor's property to access the garage in the back.

Mrs. Boucher said she felt it would be a great improvement also,

Mr. VonAlmen asked the applicant if it was concrete he was going to pour.

Mr. McGrath said yes that is correct he would like to have a concrete drive poured.

**A motion was made by Mrs. Boucher and seconded by Mr. Graham to approve the variance as presented.**

**VOTE YES:** Mrs. Boucher, Mr. Graham and Mr. VonAlmen

**VOTE NO:** none

**Motion Carried**

**Case # PZC20-0050 - Property address: 76 East Town Street - Request: A new sign.**

Mr. Booth (Staff), stated the owner of 76 East Town Street is putting a machine shop in and is proposing to have 2 signs. Mr. Booth said after calculating the width of the building, the applicant had to reduce the sizes down. One sign would be on the street side and one on the side of the building. Mr. Booth said the applicant would not be available for tonight's meeting.

Mr. Graham stated he did drive by and it looked like it made sense.

Mrs. Hay asked if it was going to be made out of metal.

Mr. Booth said yes that is correct.

**A motion was made by Mr. Graham and seconded by Mr. VonAlmen to approve the sign as presented.**

**VOTE YES:** Mr. Graham, Mr. VonAlmen and Mrs. Boucher

**VOTE NO:** none

**Motion Carried**

**Old Business: Discussion – Food Trucks**

Mr. Hale spoke about the latest version of the food truck vending. He asked if anyone on the commission had any comments. He reminded the commission that it has not been sent for legal review which is needed before it can go to council.

Mr. Graham asked for clarification of the statement "approved commissary" on page 1 number 4.

Mr. Hale explained that an approved commissary is where they prepare the food off site.

Mrs. Hay stated that we have been working on this for awhile and needed to be careful with it.

Mr. Hale then said that Mrs. Boucher pointed out that we did not get detailed in the plan about ice cream trucks and the ability for them to play their music while delivering their product.

Mr. Graham asked if we would make ice cream trucks separate from this or include it in there.

Mrs. Boucher explained that an ice cream truck needs music so people would know they are coming.

Mr. Hale point out 100.06 that there needs to be the zones listed on there.

Discussion among the board on ice cream trucks being in a residential area.

Mr. Hale pointed out that there is section with special events to think about, too.

Mr. Hale then commented on the change for the ice cream trucks that needed made. He explained we need to clarify the zoning areas that they would be allowed and that the zoning classification would need to be defined.

Mr. Hale stated that we would make the changes and email it to the board.

**A motion was made by Mr. Graham and seconded by Mr. VonAlmen to recommend, after the corrections are made as instructed, for staff to take it to legal then to council.**

**VOTE YES:** Mr. Graham, Mrs. Boucher and Mr. VonAlmen

**VOTE NO:** none

**Motion Carried**

Mrs. Hay asked Mr. Booth if he got complaints about the lot across from the pool in regards to the weeds.

Mr. Booth said a letter went out today for the storage area.

**A motion was made by Mrs. Boucher and seconded by Mr. Graham to adjourn the meeting.**

**VOTE YES:** Mrs. Boucher, Mr. Graham and Mr. VonAlmen

**VOTE NO:** none



The meeting was adjourned at 7:08 PM.

Next Meeting: August 5, 2020.

Chairperson: Paula Hay  
Mrs. Paula Hay

Date: 8-5-2020

Respectfully submitted:  
Kristie West, Staff  
Building, Planning, and Zoning Department