

West Jefferson, Ohio Planning & Zoning Commission

28 East Main Street

Council Chambers 6:30 PM

Wednesday, January 8, 2020

Meeting Minutes

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

Mayor Martin administered the Oath to the new members: Mr. James Graham, Mr. Jimmy Little, and Mr. Roy VonAlmen.

Roll Call: Mrs. Paula Hay, Mrs. Sandy Boucher, Mr. Jim Little, Mr. Graham and Mr. VonAlmen

Absent for Roll Call: none

Nomination for 2020 Chair: Mrs. Boucher nominated Mrs. Hay for that position and Mr. Graham seconded.

Nomination for 2020 Vice Chair: Mrs. Hay nominated Mrs. Boucher for that position and Mr. Little seconded.

Approval to accept the December 18, 2019 minutes:

Motion by Mrs. Sandy Boucher to accept the minutes, seconded by Mrs. Paula Hay to **approve** the *amended* minutes from the December 18, 2019 meeting.

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

VOTE NO: none

Motion Carried

Approval to accept the agenda:

Motion by Mrs. Sandy Boucher to accept the agenda, seconded by Mrs. Paula Hay.

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

VOTE NO: none

Motion Carried

New Business: Case #20-01: Hill & Hamilton – Property Address: 94 East Main Street, West Jefferson – Request: new sign on vinyl awning.

Mr. Arnie Booth, (Staff) introduced himself. He explained that this is an insurance agency. The applicant is requesting to change the name on the awning. Mr. Booth pointed out that the name is going to be Coverlink Insurance.

Mr. Booth stated that ordinance 1141 is a sign ordinance. All signs within the Village must come before this board per this ordinance for a vote. Mr. Booth said that no one for this sign will be here and that it was not necessary. The sign will not be increasing just changing the name.

Ms. Lisa Wooton, (Audience) asked what the ordinance was again.

Mr. Booth replied it is ordinance 1141.

Case #20-01: Hill & Hamilton – Property Address: 98 East Main Street, West Jefferson – Request: new sign on awning.

A motion was made by Mr. Graham to approve the variances as requested and seconded by Mr. Little.

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

VOTE NO: none

Motion Carried

Case #20-02: Ashley King – Property Address: 254 East Main Street, West Jefferson – Request: new sign.

Mr. Booth stated that there was a new business moving in. It is to be a hair salon at 254 East Main Street. The location is the old Boost Mobile building. The applicant's requesting to change the plaque on both sides that is along the street. Mr. Booth pointed out that applicant is just changing the sign on the awning as well. He also showed that there would be a sign in the window.

Mrs. Hay said that she saw a for sale sign, it looks like the building is for sale and the sign will be there for a long time in the window and asked the applicant how long that would be there.

Mrs. Ashley King, (Applicant) said that those are velcro and replaceable. Mrs. King explained that they would be there for a long period of time when services or products are advertised for sale.

Mr. Booth asked the applicant if the window sign was attached on the inside.

Mrs. King said yes.

Mr. Booth stated in that case it was allowed in the sign ordinance.

Mr. Little asked about maintaining the pole if there was an ordinance as far as that goes.

Mr. Booth said yes it must be maintained.

Mrs. King said they will be repainting it.

Mrs. Boucher asked what was the plastic banner that it mentioned on the application.

Mr. Booth replied that is the sign in the window that was referred to.

Case #20-02: Ashley King – Property Address: 254 East Main Street, West Jefferson – Request: new sign.

A motion was made by Mr. Little to approve the variances as requested and seconded by Mr. Graham.

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

VOTE NO: none

Motion Carried

Old Business: Discussion on meeting times and dates for the 2020 year. (Possible work sessions)

Mrs. Boucher stated that she feels if we go to a once a month meeting it should be the 1st Wednesday after the council meeting.

Mr. Tom Hale, (Director Building, Planning and Zoning Department) stated that if any development issues come up it could be the potential for a special meeting.

Mr. Booth stated that a special meeting by charter can be called by the Chairman at any time. Mr. Booth said that the Building, Planning and Zoning Department is recommending this.

Mr. Graham just explained that there is a learning curve for the new members.

Mrs. Hay explained that we would call a special meeting as the need arises but for most things one meeting a month should take care of it.

Mr. Graham asked if it would have any reflection on the people in the Village that would like to attend.

Mrs. Hay said it would open it up more and not conflict with the Council meetings.

Mr. Booth stated that for special meeting it needs to be advertised 24 hours in advance.

Mr. Booth said that one factor in changing it to once a month is the public notification.

Mrs. Boucher asked if work sessions had to be advertised.

Mr. Hale said they do not and that they are not public.

A Motion was made by Mrs. Boucher that they meet on the first Wednesday after the first Monday Council meeting of the month and seconded by Mrs. Hay.

Dates; February 5th, March 4th, April 8th, May 6th, June 3rd, July 8th, August 5th, September 9th, October 7th, November 4th, December 9th at 6:30 PM

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

VOTE NO: none

Motion Carried

Old Business: Contractor Registration Ordinance

Mrs. Boucher explained that she understood the necessity but if the contractor must pay these high fees won't the residents have to pay more?

Mr. Booth stated that we have had in place this contractor registration for some time. It was a \$25 fee and that they had to provide their state license, workers compensation and certificate of liability. The ordinances were codified in 2006. Prior to that there was a West Jefferson book. However, there were a lot of differences. So, Mr. Booth made the discussion to get rid of the West Jefferson book. Mr. Booth said that in the codified ordinances that there was nothing in there. That is why there is a need for this ordinance and he would like to have a decision on this tonight.

Mr. Hale stated that he saw some errors and felt it would need to be tabled for this meeting.

Contractor Registration Ordinance

A motion was made by Mr. Little to table the contractor registration ordinance and seconded by Mr. Graham.

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

VOTE NO: none

Motion Tabled

Adjournment:

Motion by Mrs. Boucher and seconded Mr. Graham.

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

VOTE NO: none

Motion Carried

The meeting was adjourned at 7:17 PM

Next Meeting: February 5, 2020

Chairman: Mrs. Paula Hay
Mrs. Paula Hay

Date: Feb. 5, 2020

Respectfully submitted;

Kristie West

Building, Planning & Zoning Department