



**CITIZEN'S ADVISORY COMMITTEE MEETING MINUTES
OCTOBER 28, 2004 – 4:00 P. M., ROOM 303, YENNI BUILDING**

Members of the Citizen's Advisory Committee Present:

Norbert White
Connie Casey
Lee Giorgio
Steve Stumpf
Jim Fantaci
Bruce Layburn

Charles Miller
Ben Zahn
Bruce O'Neil
Cocie Rathborne
Debbie Settoon

Planning Works Staff Present:

Michael Lauer

UNO Staff Present:

Tim Joder

Burk-Kleinpeter Staff Present:

Ed Elam

Planning Department Staff Present:

Ed Durabb, Director
Terri Wilkinson, Planner III
Wanda DeWailly, Steno Clerk III

Mr. Joder opened the meeting by asking for consideration of the minutes of the September 8, 2004 meeting. Mr. Rathborne said a correction needed to the fifth sentence of paragraph three on page six. After some discussion the committee voted to add the words "Mr. Joder said" to the sentence to read, "Mr. Joder said a plan needs to be established to provide housing for everyone, all income ranges, and in a fashion that caters to the needs of the population that we expect to have in the future which includes a graying population."

Mr. Giorgio made a motion to have a more abbreviated form of the minutes, except that when the committee takes action the minutes would be verbatim. The motion was seconded by Mr. Rathborne and it passed unanimously.

Mr. Lauer provided an update on revisions to the subdivision regulations (details of which are summarized in the October 12th memo included in the packet mailed to committee members).

Based on work to date with the Subdivision Regulation Technical Advisory Committee, the regulations would include changes to the process so that final approval and

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recording is not given until a construction plan review process is completed and improvements are either completed or guaranteed. Outstanding issues are the following:

- Should plat approval be adoption by ordinance or resolution
- Should the Parish retain administrative approval of minor subdivisions
- Should there be an appeals process for determinations by the Public Works Director

Mr. Lauer also mentioned that his work includes the creation of the organizational structure for a Unified Development Code (UDC), an umbrella document that would include all of the Parish's development regulations.

After Mr. Lauer's presentation, the committee considered the next agenda item: the appointment of a representative to the Thoroughfare Plan's Technical Advisory Committee. Mr. Giorgio said Mr. O'Neil had expressed interest in representing the group. Ms. Settoon made a motion to nominate Mr. O'Neil and Mr. Layburn seconded the motion. The motion passed unanimously.

Mr. Joder said that under Any Other Matters for Discussion there is the matter of the chart for the Envision Jefferson 2020 planning activities. This chart is an effort to divide the activities into three categories—tasks that are finished, continuing and in-progress tasks for 2004 – 2005, and future tasks for 2006 and beyond.

Mr. Rathborne asked what the committee would be doing specifically in the coming months.

Mr. Joder said he would be sending out another chart to the committee on the components of the Cooperative Endeavor Agreement (what money is being spent, what this money is expected to produce) and what role the committee will have in addressing the review of these components. Mr. Joder said the committee would be reviewing, commenting and recommending on what new parts of the Plan are adopted; or as some parts of the existing Plan might be amended, the committee would be doing the same.

Dr. Wilkinson said each of the contracts have a requirement for the consultants to meet with the committee and provide them with updates on the issues as Mr. Lauer did today at this meeting.

Ms. Settoon asked if a list of the members on the Thoroughfare Plan Committee, Housing Element Committee and the Subdivision Technical Advisory Committee could be mailed with the committee's next packet.

Mr. O'Neil brought up that he is concerned about the lack of attendance by members on the committee. Mr. Giorgio answered that if someone misses three meetings, then the committee will inquire as to their ability to perform; if they cannot then the committee will proceed from there.

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Mr. Giorgio mentioned that there is still one opening on the committee to be filled by Councilman Capella. Before the next meeting of this committee, Mr. Giorgio said he would try to contact Councilman Capella and get the name of his appointee.

Mr. Joder asked if there were any other matters for discussion. There being none, the next meeting of the committee was scheduled for December 9, 2004 and a tentative date of January 20, 2005 for the first meeting of the new year.

Ms. Settoon made a motion to adjourn the meeting and Mr. Giorgio seconded the motion. There being no objection, the meeting adjourned at 5:37 P. M.