



Dutch John Planning & Zoning Regular Meeting

Minutes

Wednesday, June 4, 2025 at 7:00 pm

Notice of Public Meeting & Agenda

Electronic participation will be available. See <https://dutchjohn.gov/pages/calendar> for more details.

1. Call to Order / Pledge of Allegiance

Minutes:

- Call to order at 7:30pm

2. Attendance

Minutes:

- Committee & Town Members: Jared Marquis, James McGuirk, Rachel Albritton, Dave McDonald, Allen Parker (online)

3. Establishment of Voting Members

4. Consent Agenda

a. Minutes of Meeting

Minutes:

- No corrections recommended.
- James made a motion to accept the minutes. Dave McDonald second.

b. Correspondence

Minutes:

- Trevor Brooksby has followed up several times on the Water and Sewer plans. Matt Tate received the plans three weeks ago and Trevor is still waiting on the review to be completed. Trevor is frustrated with the delay.
- Scott Barrus - started construction

c. Building Permits

Minutes:

- Final inspection was completed for the mancamp at DJR. A CO can be issued.
- Building permits were issued to Scott Barrus, DJR (manufactured home), and Amy McDonald
- Email was sent to Kat Mueller about their building permit expiring on June 10.
- Followups are needed for the Morton building permits which are also set to expire.

5. Public Comment

Minutes:

- none

6. Committee / Staff Reports**a. Mayors Report****b. Land Use Administrator****7. New Business****Minutes:**

- Ordinance updates are to be adopted by January 1 and July 1 annually. In order to meet these deadlines and all of the requirements for review and public hearings an internal deadline for ordinance updates needs to be set that will allow for these deadlines to be met successfully. It was determined that internal deadlines should be March 31 and September 30.
- General Breakdown
 - Jan 1 -Feb / July-August: Focus on ordinance updates and schedule special work sessions if needed.
 - March / September: Finalized revisions and prepare draft ordinance for review
 - April / October: PNZ will hold their public hearing and submit the draft ordinance to the TC for review and public hearing.
 - May / November: Planning and Zoning to finalize ordinance changes that were adopted and prepare for publication.
- With the above proposed timeline the Committee does have 3-4 weeks of wiggle room. IT was agreed to keep this as a cushion so to accommodate for unforeseen circumstances.

8. Old Business**9. Closed Session, if nessary* Pursuant to 52-4-204****10. Adjournment****Minutes:**

- Rachel made a motion to adjourn. James Second. All in favor.
- Adjourned at 8:15pm

| Minutes published on 07/02/2025, adopted on 07/02/2025

Rachel Albritton, Deputy Clerk