

**Jefferson County, Missouri County Council
Master Plan Ad Hoc Committee**

March 19, 2025

I. CALL TO ORDER

Committee Chair Charles Groeteke called the meeting to order at 3:08 p.m.

II. ROLL CALL

District 1 - Brian Haskins:	Present
District 2 – Billy Crow:	Absent
District 3 – Lori Arons:	Present
District 4 - Charles Groeteke:	Present
District 5 - Scott Seek:	Absent
District 6 – Tim Brown:	Present
District 7 - Bob Tullock:	Present

Note: Also in attendance were County Executive Dennis Gannon, County Counselor Jasha Kuenzel, Mr. Alan Leaderbrand and Mr. John Giancola .

III. APPROVAL OF THE AGENDA

Councilman Bob Tullock made a motion to approve the Agenda as presented, seconded by Councilwoman Arons.

Vote:

District 1 - Brian Haskins:	Yes
District 2 – Billy Crow:	Absent
District 3 – Lori Arons:	Yes
District 4 - Charles Groeteke:	Yes
District 5 - Scott Seek:	Absent
District 6 – Tim Brown	Yes
District 7 - Bob Tullock:	Yes

Motion carried.

IV. DISCUSSION OF MASTER PLAN DRAFT

After reviewing Chapters 1, 2, & 3 of the Master Plan draft the following questions were brought up for discussion:

Chapter1

Page 1 states that the plan serves as a foundation for policy and guiding...over the next 20 years.
Page 3 states adequately guide...next 20 years. However, the Vision Statement on Page 24, is based on 10 years and reference year 2035. Why the discrepancy between the guiding years and vision years? Should these be the same?

Page 1 contains the opening paragraph of the Master Plan (MP). The committee is suggesting a reference to Charter section 3.4.2.31 which requires the Council to provide for the plan, along with that section's final requirement stating a review must occur not less frequently than once every five years. This will inform and remind others of their origins and duties.

The term "key stakeholders" is used alongside others such as County staff, elected/appointed officials, residents, and businesses. Who are these other key stakeholders? Although it wasn't suggested to add specific individuals to the plan, it was suggested that a list of these stakeholders is valuable information to keep and provide a more complete understanding from where input was received and to provide consistency in future reviews.

Minor suggestion to be consistent on the name of Chapter 1. The title on page 1 is "About the Plan" but the page footer refers to it as "Introduction". All other chapter/footers in the plan are consistent with each other.

Chapter 2

There is a small mention of the transportation network in the first paragraph of Regional Settings, but it has no section that outlines any statistics or other information. The other areas such as Demographics and Real Estate Market Assessment contain vast amounts of statistical data and charts that become helpful in later chapters in supporting recommendations. Is there statistical data that can be added around the Transportation Network and Services (utilities, sewer, internet, etc.) that sets the basis for the information and recommendations in later chapters such as chapter 7 Transportation and Mobility and sections of chapter 8.

What is the rule for record retention on documents involved with the Master Plan? Will all data collected during Planning Process Steps, i.e., map.social, questionnaires and responses, stakeholder interviews and comments, be retained and be made publicly available for the life of the MP? The committee feels this data will be a valuable reference many years down the road to understand the baseline and to compare against newer data which can assist with keeping the plan relevant, such as when a five-year review occurs.

To go along with the above, how long will Houseal Lavigne keep the information available publicly and/or by request?

There are terms used throughout the MP where the definition is not well understood. The suggestion is to have a glossary or definitions section that can help people understand the meaning of these words. A list can be compiled and shared as these terms are identified.

Chapter 3

Page 25 - Guiding Principles – Managed and Responsible Growth

"Jefferson County will work with service providers to focus growth in strategic locations, fostering walkable neighborhoods and commercial districts while preserving the County's rural identity and natural significance."

Who are the "service providers" the County will work with to focus growth and other contexts within that sentence?

Page 25 - Guiding Principles - Welcoming Neighborhoods

Perhaps a grammatical error or typo in the sentence, "The County will encourage commercial centers where residents can shop, dine, **and entertain** will be conveniently located for all.

V. SET NEXT MEETING DATE

Committee Chair Charles Groeteke announced the next meeting date is March 26, 2025, at 3:00 p.m. in the Annex Training Room.

VI. ADJOURNMENT

Councilman Bob Tullock made a motion to adjourn, seconded by Councilwoman Lori Arons.

Vote:

District 1 - Brian Haskins:	Yes
District 2 – Billy Crow:	Absent
District 3 – Lori Arons:	Yes
District 4 - Charles Groeteke:	Yes
District 5 - Scott Seek:	Absent
District 6 – Tim Brown:	Yes
District 7 - Bob Tullock:	Yes

Motion carried, and the meeting adjourned at 4:47 p.m.