



AGENDA
Jefferson County Planning Commission
Tuesday, February 9, 2016, 7:00 PM

Planning Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street in the City of Charles Town.

All Citizens that desire to speak must sign-in prior to the Agenda Item being addressed.

1. Approval of the minutes from the following Planning Commission Meetings:
 - January 12, 2016
2. Citizen Communications: If you wish to comment, please sign-in to speak for issues that are not on the agenda or items that are not open for public comment. Items not open for public comment will be so noted.
3. Request for postponement.
4. **Public Hearing:** Request by applicant Daniel Zappe (File #PCW16-01) for a waiver from Section 21.104.B.1 of the Subdivision Regulations requiring a 3:1 depth to width ratio to allow the property owner to subdivide his lot to create two legal lots where Route 9 divides his parcel. The property is located at 1195 Chestnut Hill Road. Tax District: Harpers Ferry (04); Tax Map: 13; Parcel: 37; Zoned: Rural; Size: 99.27 Acres.

There is no public comment for the remaining items.

5. Reports from Legal Counsel and legal advice to the Planning Commission.
 - a) Active Litigation:
 - Far Away Farms: Report on legal action in Jefferson County Circuit Court, Case # 11-C-325 Possible Executive Session
 - Shiloh Citizens Association: Report on legal action in Supreme Court, Docket #15-1031 Possible Executive Session.
6. Director's Report.
7. Planning Commission Exchange and Liaison Reports:
 - County Commission
 - Health Department
 - Public Service District
 - Parks and Recreation
 - Jefferson County Development Authority
 - Water Advisory Committee
 - Planning Commission Exchange
 - Historic Landmark Commission
8. President's Report.
9. Actionable Correspondence.
10. Non-Actionable Correspondence.

All files are made available for public review Monday through Friday, 9:00 AM to 5:00 PM (excluding Holidays). The Planning Commission welcomes written comments at any time. Submitting a document no later than the Thursday before a scheduled meeting will provide the Commission an advanced opportunity to review your comments prior to the meeting. Please note that documentation and exhibits submitted at a Planning Commission meeting are retained as part of the official record. Feel free to submit your comments to office of the Departments of Planning and Zoning.

Any party desiring a transcript of these proceedings will be responsible for providing a competent stenographer at their own expense. Minutes, video and/or audio recordings of past meetings, the Jefferson County Subdivision Regulations, Zoning Ordinance and Comprehensive Plan, as well as any working proposed amendments are located on the Departments page within the County's website at www.jeffersoncountywv.org. Minutes and audio recordings of older meetings that are not on the County's website are available for review in the office.

DRAFT

Jefferson County Planning Commission
January 12, 2016

The Jefferson County Planning Commission met on January 12, 2016 with the following Commission members present: Steve Stolipher, President; Wade Louthan, Vice President; Gene Taylor, Secretary; Eric Bell, Gary Phalen, Mike Chapman, Donnie Fisher, Dick Childs, and Peter Fricke. Staff members present included Jennie Brockman, Director of Planning and Zoning; David Simon, County Planner; Lydia Lehman, Assistant Prosecuting Attorney; and Rhonda Greenholtz, Planning Clerk

Mr. Stolipher called the meeting to order at 7:00 PM.

1. Approval of the Minutes from the following Planning Commission Meeting
 - December 8, 2015

The minutes were approved with no objections.

2. An Election of Officers was held.
 - Mr. Stephen Stolipher nominated Mr. Mike Chapman for the position of President. Mr. Wade Louthan seconded the nomination. A vote was taken which passed unanimously.
 - Mr. Dick Childs nominated Mr. Wade Louthan for the position of Vice President. Mr. Gary Phalen seconded the nomination. A vote was taken which passed unanimously.
 - Mr. Stephen Stolipher nominated Mr. Donnie Fisher for position of Secretary. Mr. Gary Phalen seconded the nomination. A vote was taken which passed unanimously.

Mr. Mike Chapman presided over the remainder of the meeting.

3. Citizen Communications.

Mr. Dale Manuel spoke on the proposed text amendments to the Zoning and Land Development Ordinance regarding Campgrounds. Mr. Dale Manuel expressed concerns about the Planning commission's action changing the proposed 200' setback from adjoining properties to a 20' setback.

4. Request for postponement. None.
5. Mr. Mike Chapman scheduled a second regular Planning Commission meeting on February 23, 2016 for the purpose of a holding a Public Hearing for the Daniels Forest Final Plat.
6. **Public Hearing:** Proposed draft redlined edits to Article 12 of the Zoning Ordinance RE: Zoning Map and Text Amendments (File #ZTA 15-03). The amendment includes revising the text to reflect State Code Chapter 8A Proposed draft redlined edits to Article 12 of the Zoning Ordinance.

Ms. Jennifer Brockman provided an overview of the proposed amendment.

Mr. Chapman opened the Public Hearing. No public input was received. The Public Hearing was closed.

Mr. Stephen Stolipher made a motion to forward this amendment to the County Commission.

Mr. Gary Phalen seconded the motion which carried unanimously.

7. Reports from Legal Counsel and legal advice to the Planning Commission. (This item was heard in reverse order with Agenda Item # 7 as Ms. Lydia Lehman needed to excuse herself early)
 - a) Active Litigation
 - Far Away Farms: Report on legal action in Jefferson County Circuit Court Case # 11-C-325, Possible Executive Session. No updates.
 - Shiloh Citizens Association: Report on legal action on Supreme Court Docket #15-1031, Possible Executive Session.

- Ms. Lydia Lehman provided a brief update on this case. The HOA has appealed this case and is asking for an extension of time. Negotiations with the Board of Education are ongoing.

8. Discussion and possible action regarding the proposed text amendment to the Zoning Ordinance related to Mass Events (File #ZTA14-02). Review and discussion regarding public input received. Possible recommendation to County Commission.

Ms. Jennifer Brockman presented comments from the public, as well as by staff, in matrix form. The comment matrix including the Planning Commission action on the recommended changes has been attached to these meeting minutes.

- Mr. Stephen Stolipher made a motion to forward the document to the County Commission as amended on the matrix in this meeting.

Mr. Eric Bell seconded the motion which carried unanimously.

9. Directors Report.

- A Stakeholders' Roundtable Discussion is scheduled for January 27, 2016 at 3:00 PM in the Old Charles Town Library Meeting room.
- Ms. Brockman provided an update on the status of the various proposed text amendments. She noted that the County Commission has scheduled a Public Hearing on January 21, 2016 at 7:00 PM on the pending Zoning Ordinance and Subdivision Regulations pertaining to Campgrounds.

12. Planning Commission Exchange and Liaison Reports. None.

13. President's Report. None.

14. Actionable Correspondence. None.

15. Non-Actionable Correspondence. None.

Mr. Mike Chapman thanked Mr. Dale Manuel for his assistance and guidance during his service on the Planning Commission and welcomed Mr. Eric Bell as the newest member of the Planning Commission.

Mr. Mike Chapman motioned to adjourn the meeting.

Mr. Stephen Stolipher seconded the motion.

The meeting was adjourned at 8:50 PM.

**Planning Commission action taken at the 1/12/16 PC Meeting regarding
Public Comment Received at 12/8/15 Public Hearing and/or within 2 week public input timeframe**

Comment	Staff Response	PC Action (taken 1/12/16)
		<p>Mr. Eric Bell made a motion to delete “Minor” Mass Events.</p> <p>Mr. Stephen Stolipher seconded the motion which carried unanimously.</p>
<p>Mass Events should be a Conditional Use (not a Principal Permitted Use) based on the definitions in the Zoning Ordinance (reference Page 30 of the Zoning Ordinance) and the Envision Jefferson Comprehensive Plan (Page 39 of Envision Jefferson 2035, Recommendation #4.b).</p>	<p>The proposed ordinance states that the use be permitted but requires BZA consideration of compatibility conditions that may need to be imposed. This is, in effect, a modification of the CUP process for a commercial use as recommended by the Comp Plan. Note that the CUP section will be comprehensively revised in 2016.</p>	<p>Mr. Peter Fricke made a motion to remove Mass Events from Appendix C. Mr. Wade Louthan seconded the motion which carried unanimously.</p>
<p>Mass event applications need to include fire services review and contracting with fire services and should under the list of agencies requiring contracts.</p>	<p>If PC determines this is desired, it should be added to Section B(3)(g).</p>	<p>Mr. Stephen Stolipher made a motion to Amend Section 8.16B(3)(g) to add the Local Fire Dept. to the Departments that must be contracted; to move Garbage and Towing Companies under the list of Consulting Companies; to remove the JCESA Board from the contracting agencies; and to remove Homeland Security from the list of Consulting Agencies.</p> <p>Mr. Stephen Stolipher amended the motion to add to Towing and Garbage Companies “if required by BZA”.</p> <p>Mr. Eric Bell seconded the motion which carried unanimously.</p>

<p>Proposed regulations might have an effect on family reunions and farm sales/auctions, etc. which should not have to process for a mass gathering permit; regulations for events with 250-1,000 attendees is too restrictive.</p>	<p>Consider modifying the definition to clarify that the provisions of this section apply only to events that involve charging admission or are solely performance events – or exclude events that do not charge admission.</p>	<p>Mr. Eric Bell made a motion that events with under 1,000 attendees do not need to process as a Mass Event. Mr. Stephen Stolipher seconded the motion which carried unanimously</p>
<p>Written Comments Received:</p>		
<p>“The Contribution of the All Good Music Festival Event Planning and Patron Spending to the Jefferson County Economy, 2015” by Daniel Eades, Extension Specialist, West Virginia University Extension Service</p> <p>A study prepared by WVU regarding the Employment, Labor Income, Value Added, and Sales Impacts of the 2015 All Good Music Festival on the Jefferson County economy</p> <p>(see attached report)</p>	<p>This was provided for the PC members’ information.</p> <p>No changes required.</p>	<p>No action required.</p>

<p>Mass Events should not be a PPU or should not require BZA approval</p>	<p>The intent of the draft ordinance is that the use is permitted but may require conditions; which is the purpose of the BZA hearing. It may be useful to state that the purpose of the BZA hearing is similar to that of the Major Site Plan Concept Plan Public Workshop found in Sec. 24.117 of the Subdivision Regulations. The purpose is to determine if there are special circumstances that would require additional conditions to be imposed during the processing of the Zoning Certificate application.</p>	<p>A previous motion removed Mass Events from the list of PPUs in Appendix C.</p>
<p>Because Mass Events are not a specific land use, it should not be listed in Appendix C</p>		<p>Mr. Peter Fricke made a motion to remove Mass Events from Appendix C. Mr. Wade Louthan seconded the motion, which carried unanimously.</p>
<p>Questions whether the Comprehensive Plan supports Mass Events as a permitted use</p>	<p>The Comp Plan clearly supports the creation and promotion of rural and recreational tourism to help achieve the County's economic goals. The Comp Plan recommends that a modified conditional use process be developed for capability non-residential uses. In essence, that is what is proposed with this draft as it require BZA public hearings for certain types of uses.</p>	<p>Ms. Jennifer Brockman will be drafting a letter to the County Commission advising that the Comprehensive Plan supports the promotion of Rural and Recreational Tourism.</p>

<p>Proposed language should be under Article 9 “Exceptions” instead of Article 8 “Supplemental Use Regulations”</p>	<p>Article 9 is primarily a list of exceptions to other provisions in the Ordinance that are administratively enforced. Article 8 has other uses requiring BZA review and appears to be the appropriate location for this amendment.</p>	<p>The PC agreed with staff and no action was taken.</p>
<p>Mass Events, Major, should include the requirements of a sketch plan mirroring the requirement in Mass Event, Minor (item 3e)</p>	<p>Staff agrees that this should be added under Mass Events, Major</p>	<p>Mr. Stephen Stolipher made a motion to require a sketch plan with the application.</p> <p>Mr. Wade Louthan seconded the motion which carried unanimously.</p>
<p>Applications should be submitted more than 60 days prior to the event.</p>	<p>The proposed ordinance requires a multi-step process. First the use itself needs to be approved. Then the applicant needs to work with entities including the Board of Health, Department of Highways, the Sheriff’s Dept, prior to applying for the Zoning Certificate. The referenced section is an application intended to confirm that all requirements have been met and cannot occur until the event is imminent.</p>	<p>No action required by PC.</p>
<p>JCESA should have an approval role related to the Emergency Medical Services and Fire Suppression Plan</p>		<p>This language is not required and will be removed.</p>
<p>Page 6 of 7 paragraph C3 change “will” to “shall” and clarify “event fee”</p>	<p>This penalty section may need to be revisited; at a minimum the word “event fee” should be changed to “application fee”</p>	<p>Mr. Stephen Stolipher made a motion to accept the proposed language change and to reword “the maximum fine allowable by law in accordance with Section 3.3 of the Zoning Ordinance”.</p> <p>Mr. Eric Bell seconded the motion which carried unanimously.</p>

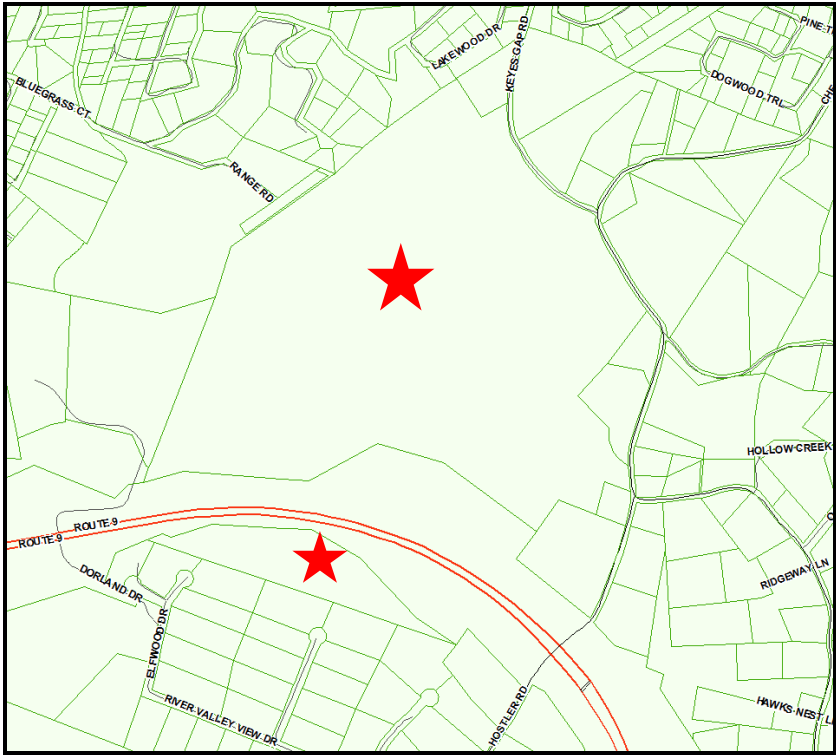
<p>Section C(5)(d) needs to have the words “once per calendar year” added.</p>	<p>It should be noted that the word “calendar” should probably also be added to Section A(3)(c) and B(3)(c).</p>	<p>Mr. Stephen Stolipher made a motion to change “one Mass Event per calendar year...” with “Each Mass Event shall require a separate application”.</p> <p>Mr. Donnie Fisher seconded the motion which passed 8-1 (Mr. Dickie Childs opposed)</p>
<p>Staff Comments:</p>		
<p>Section B(3)(g) and (h) under Mass Event, Major references items that needs to accompany the Zoning Certificate Application. These items need to be moved to Section C – between #3 and #4, as they are proposed as a part of the Zoning Certificate application.</p>	<p>Move the section as proposed</p>	<p>Mr. Stephen Stolipher made a motion to move the section as proposed.</p> <p>Mr. Eric Bell seconded the motion which carried unanimously.</p>
<p>Some clarification needs to occur regarding the definitions which say “regardless of length of time” and the 3 day limitation on Minor events and 7 day limitation on Major events. Particularly, a statement needs to be added regarding how an event of less than 1,000 participants but greater than 3 days should process.</p>		<p>With the removal of the “Minor Mass Event designation” this statement no longer applies.</p>
<p>A statement needs to be added that clearly states that the event set up and tear down may take place outside of the delineated time period.</p>		<p>Mr. Stephen Stolipher made a motion to add the statement to C (5)d and to incorporate the next two comments.</p> <p>Mr. Eric Bell seconded the motion which carried unanimously.</p>

<p>A statement needs to be added that clarifies that all references to camping and/or overnight lodging relates to customers or attendees. Performers, presenters, or production crews that are a part of the event may stay on site overnight without further approval.</p>		<p>The Planning Commission unanimously approved this change (see above).</p>
<p>Section B(3)(e) should be modified to clarify that the applicant is responsible for the required mailing and is obligated to provide the Planning Office with a list of mailing addresses, a copy of what was mailed, and the certified mail receipts for the file (rather than reimbursing for costs).</p>		<p>The Planning Commission unanimously approved this change (see above).</p>
<p>It may be advisable to add an introductory “purpose statement” at the beginning of Section 8.16.</p>		<p>No action taken on this comment.</p>
<p>Additional Planning Commission Action:</p>		
		<p>Mr. Stolipher made a motion to delete 8.16B(3)(f) and to replace it with “All Mass Events must be insured and bonded. The Insurance and Bonding shall be posted 60 days in advance of the event. The County Commission shall be listed as additionally insured on any insurance policy. The documentation of liability insurance and bonding shall be submitted with the Zoning Certificate Application. The Bond amount is to be determined by the Board of Zoning Appeals using the sliding scale in this ordinance as a minimum.”</p>

		<p>Mr. Dickie Childs seconded the motion which carried unanimously.</p> <p>Staff clarified that the PC intended to leave in the language “The applicant for any Mass Event must post a Letter of Credit (LOC) or Cash in Escrow Bond, payable to the Jefferson County Commission, from a bank or financial institution within a 150 mile radius of Charles Town, WV, to cover any unexpected costs to the County related to the Mass Event” and recommended modifying the revision to state “in an amount determined by the Board of Zoning Appeals, which shall use this sliding scale as a minimum: . . .”, which the PC agreed to.</p>
		<p>Mr. Stephen Stolipher made a motion that Non Profit and Government Agencies be required to pay a \$100.00 application fee.</p> <p>Mr. Eric Bell seconded the motion which carried unanimously.</p>
		<p>Mr. Dickie Childs made a motion that events held on County owned property should be exempt from the Mass Event Ordinance.</p> <p>Mr. Donnie Fisher seconded the motion which carried unanimously.</p>

Staff Report
 Jefferson County Planning Commission Meeting
 February 9, 2016

Item #4: **Public Hearing:** Request by applicant Daniel Zappe (File #PCW16-01) for a waiver from Section 21.104.B.1 of the Subdivision Regulations requiring a 3:1 depth to width ratio to allow the property owner to subdivide his lot to create two legal lots where Route 9 divides his parcel.

APPLICANT:	Daniel Zappe
OWNER:	Same as above
DEVELOPER:	Same as above
SURVEYOR/ENGINEER:	None
PROPERTY LOCATION:	1195 Chestnut Hill Road, Harpers Ferry, WV 25425
LEGAL DESCRIPTION:	District: Harpers Ferry (04); Map: 13; Parcel: 37 Zoning: Rural
	
SURROUNDING PROPERTIES:	North: Rural East: Rural South: Rural West: Rural
LOT AREA:	99.27 acres
PROPOSED ACTIVITY:	Subdivision of property due to new WV 9 alignment through property
APPROVALS:	

Staff Report
Jefferson County Planning Commission Meeting
February 9, 2016

Background:

In 2004, the WV Division of Highways acquired a portion of this property through a Condemnation Order for the purpose of constructing the four lane portion of WV Route 9 between the Shenandoah River and the Virginia state line. The land acquired by the DOH for this right-of-way, in effect, divided the property into two parcels on either side of the road, one of which is 6.85 acres and one of which is 92.63 acres. The two parcels have no cross access to each other and have separate points of access to state roads.

The Request:

The applicant would like to process a subdivision plat in order to formally create these two parcels as separate lots. The result of such a division would be the creation of one lot of 6.85 acres which is elongated to the point that it will not meet the required 3:1 ratio. The proposed lot is 1,560 feet long and 340 feet wide at its widest point.

Sec. 21.104 B(1) of the Jefferson County Subdivision and Land Development Regulations requires that the lot shape be rectangular if possible and that “the ratio between lot depth and lot width shall not exceed 3:1”. The purpose of having a 3:1 depth to width ratio is to prevent pipestem lots from being created. Because the division requested is a result of action taken by the WV DOH and the applicant’s request is to divide the property along the DOH right-of-way, the lot size and shape is predetermined.

Waiver Requirements:

The applicant addressed the criteria found in the Jefferson County Subdivision and Land Development Regulations, Section 24.300 which have to be reviewed when analyzing a requested waiver from these Regulations:

The design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, and parkland consistent with the County parks plan

The waiver, if granted, will not adversely affect the public health, safety or welfare, or rights of adjacent property owners or residents

The waiver, if granted, will be in keeping with the intent and purpose of these Regulations

The waiver, if granted, will result in a project of better quality and/or character

Staff has no additional comments on these criteria.

Recommendation

Staff believes that the requested waiver of the lot to depth ratio is reasonable as the situation was created by the DOH’s action.



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338

Charles Town, WV 25414

Staff Initials: AB

Sketch Received:

List of Adjoiners: _____

Fees Paid: \$100.00

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Waiver Request

Note: Waivers from the 2008 Amended Subdivision Regulations must comply with Division 24.300 of the Subdivision Regulations.

Sketch on a separate sheet of paper the shape and location of lot. Show the location of the intended construction or land use indicating building setbacks, size, and height. Identify existing buildings, structures, or land uses on the property. Sign and date the sketch. Provide a vicinity map of the area and a list of the adjoining property owner's mailing addresses.

Property Owner Information

Name: Daniel ZAPPE
Mailing Address: 1195 CHESTNUT HILL RD HF 25425
Phone Number: 302-670-2777 Email: _____

Applicant Contact Information

Name: SAMIZ
Mailing Address: _____
Phone Number: _____ Email: _____

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

Physical Property Details

Physical Address: 1195 CHESTNUT HILL RD
City: Harpers Ferry State: WV Zip Code: 25425
Tax District: Harpers Ferry (04) Map No: 13 Parcel No: 37
Parcel Size: 99.27 acres Deed Book: 1157 Page No: 79

Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential-Light Industrial-Commercial (R-LI-C)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RECEIVED JAN 07 2016 JEFFERSON COUNTY PLANNING, ZONING & ENGINEERING			Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (OC)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Date Stamp Here

What Section of the Subdivision Regulations are you Requesting to Waive?

Section 21.104, Lot Width + Frontage
Subsection B.1: 3:1 ratio

Briefly Describe the Nature of Your Waiver Request:

When Rt 9 was constructed, it split my parcel into 2 pieces. The piece on the Southern side of Route 9 is the piece I am requesting a waiver for. It does not meet the lot dimension requirements.

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

There really is no significant benefit. However, the separated lots will allow both to be better maintained.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

The waiver will NOT change any existing lot lines except that line that delimites the WV DOT line will be a new lot line.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

The reality is that the lines already exist. Also in my opinion the lot is large enough and the adjacent property is Rt 9, therefore there will be no adverse affects in appearance.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

Currently, there is no access from one side of the lot to the other side because of the Rt 9 split. Creating a separate lot will allow for better maintenance of the Southern lot.

Original signature is required. The information given is correct to the best of my knowledge.



7 JAN 16

Signature of Property Owner

Date

Signature of Property Owner

Date

To Be Completed By Office

02-09-16 Date of Public Meeting/Public Hearing

01-26-16 Date Property to be Posted By

Official/Administrative Body

01-26-16 Date Adjoiner Letters to be Mailed

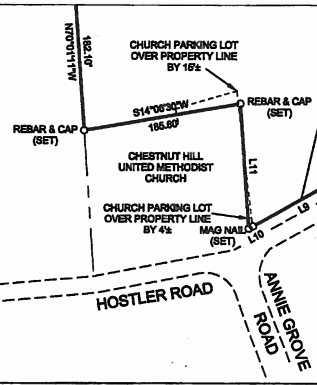
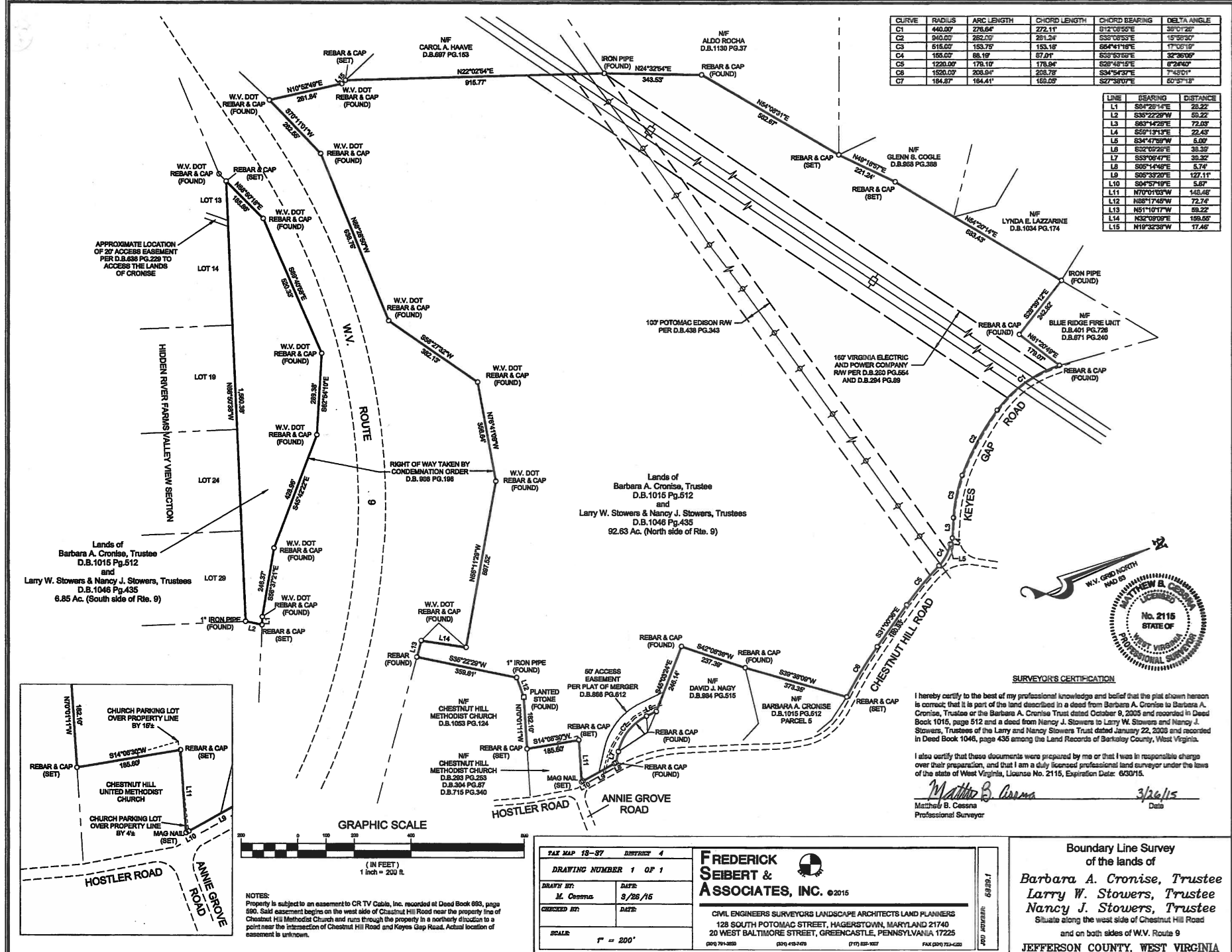
Approved/Denied by a vote of _____ for and _____ against this _____ day of _____,

Approved

Denied

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	440.07	276.64'	272.11'	S12°05'55"E	35°01'25"
C2	840.07	552.28'	529.22'	S35°05'55"E	15°56'30"
C3	515.07	319.79'	313.19'	S54°11'15"E	17°05'15"
C4	195.07	98.19'	97.01'	S33°35'35"E	32°30'05"
C5	1220.07	178.10'	178.84'	S25°45'15"E	6°28'40"
C6	1520.07	203.84'	203.78'	S34°54'35"E	7°43'01"
C7	184.87	184.41'	169.05'	S27°38'07"E	60°37'15"

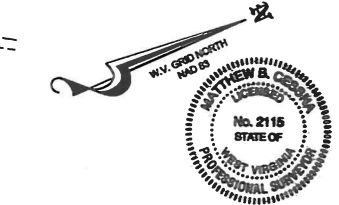
LINE	BEARING	DISTANCE
L1	S5°25'14"E	23.22
L2	S35°22'29"W	53.22
L3	S65°14'29"E	72.63
L4	S57°13'13"E	72.43
L5	S54°47'03"W	5.00
L6	S02°05'25"E	33.33
L7	S53°08'47"E	39.32
L8	S05°14'49"E	5.74
L9	S35°35'29"E	127.11
L10	S20°23'19"E	8.97
L11	N70°01'03"W	148.48
L12	N68°17'45"W	72.74
L13	N51°10'17"W	89.22
L14	N32°09'09"E	189.55
L15	N19°32'33"W	17.49



NOTES:
 Property is subject to an easement to CR TV Cable, Inc. recorded in Deed Book 693, page 560. Said easement begins on the west side of Chestnut Hill Road near the property line of Chestnut Hill Methodist Church and runs through the property in a northerly direction to a point near the intersection of Chestnut Hill Road and Keyes Gap Road. Actual location of easement is unknown.

FAX MAP 18-87 DISTRICT 4
 DRAWING NUMBER 1 OF 1
 DRAWN BY: M. Cressna DATE: 3/25/15
 CHECKED BY: DATE:
 SCALE: 1" = 200'

FREDERICK SEIBERT & ASSOCIATES, INC. ©2015
 CIVIL ENGINEERS SURVEYORS LANDSCAPE ARCHITECTS LAND PLANNERS
 128 SOUTH POTOMAC STREET, HAGERSTOWN, MARYLAND 21740
 20 WEST BALTIMORE STREET, GREENCASTLE, PENNSYLVANIA 17225
 (301) 791-3200 (301) 419-7400 (717) 837-1027 FAX (301) 773-6200



SURVEYOR'S CERTIFICATION
 I hereby certify to the best of my professional knowledge and belief that the plat shown hereon is correct, that it is part of the land described in a deed from Barbara A. Cronise to Barbara A. Cronise, Trustee or the Barbara A. Cronise Trust dated October 9, 2005 and recorded in Deed Book 1015, page 512 and a deed from Nancy J. Stowers to Larry W. Stowers and Nancy J. Stowers, Trustees of the Larry and Nancy Stowers Trust dated January 22, 2000 and recorded in Deed Book 1046, page 435 among the Land Records of Berkeley County, West Virginia.
 I also certify that these documents were prepared by me or that I was in responsible charge over their preparation, and that I am a duly licensed professional land surveyor under the laws of the state of West Virginia, License No. 2115, Expiration Date: 6/30/15.
 Matthew B. Cressna
 Matthew B. Cressna
 Professional Surveyor
 3/25/15
 Date

Boundary Line Survey
 of the lands of
Barbara A. Cronise, Trustee
Larry W. Stowers, Trustee
Nancy J. Stowers, Trustee
 Situate along the west side of Chestnut Hill Road
 and on both sides of W.V. Route 9
 FREDERICK COUNTY, WEST VIRGINIA



Jefferson County, West Virginia

Departments of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

Director's Report Planning Commission Meeting February 9, 2016

1) Pending Zoning Ordinance and Subdivision Regulation Amendments

a) Campgrounds:

- i. County Commission action tentatively scheduled for 2/18/16

b) Mass Events Ordinance (#ZTA 14-02):

- i. Referred to the County Commission at their 2/4/16 CC Meeting

c) Article 12 Zoning Ordinance

- i. Referred to the County Commission at their 2/4/16 CC Meeting

b) Pending amendments:

- i. LESA/Conditional Use and Cluster Subdivision Provision Modifications
 - Staff had a follow up meeting with Legal on 2/3/16
- ii. Historic Resource Demolition and Adaptive Reuse
 - Staff anticipates a meeting with the HLC to discuss their efforts on the draft ordinance in February 2016
- iii. Parking Standards
- iv. Landscape Standards
- v. Signage

2) Upcoming PC meeting

- a) **REMINDER:** Second Regular Meeting called for **February 23, 2016** regarding Daniels Forest Final Plat

- b) Next Regular Meeting: **March 8, 2016**