



**AGENDA**  
Jefferson County Planning Commission  
Tuesday, April 12, 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.

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**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:
  - March 8, 2016
  - March 24, 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 Workshop:** Concept Plan for Charles Town Self Storage (File: S16-01). The property is located at 257 Keyes Ferry Road in Charles Town. The proposed project is for the construction of a 37,500 square foot self-storage facility to be located to the east of an existing storage facility. The property is designated as Tax District: Charles Town (02); Tax Map: 9; Parcel: 8.3; Zoned: Residential-Light Industrial-Commercial (RLIC); Owner/Developer: CTSS, LLC.
5. **Public Hearing:** Request by applicant Jefferson County Development Authority (PCW#16-02) for a waiver from Section 21.402D of the Subdivision Regulations which requires that no permanent encroachments, structures or fences be placed within any easement area. The applicant is proposing to install shrubs and a chain link fence in the water easement and sewer easement in two separate locations on the site. The property is designated as Tax District: Charles Town (02); Tax Map: 1; Parcels: 102 & 103; Zoned: Industrial Commercial (IC); Owner/Developer: Jefferson County Development Authority.

**There is no public comment for the remaining items.**

6. Update on the Historic Landmarks Commission mapping and proposed ordinance (Martin Burke).
7. Planning Commission Work Session (continued): Discussion on Envision Jefferson 2035 Comprehensive Plan recommendations regarding modifications to the LESA/Conditional Use Permit provisions of the Jefferson County Zoning and Land Development Ordinance as well as modifications to the Cluster Development provisions of the Rural Zoning District (ZTA16-01).
8. 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.
9. Director's Report.
10. President's Report.

11. Actionable Correspondence.
12. 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](http://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.