

Jefferson County Planning Commission  
April 12, 2016

The Jefferson County Planning Commission met on April 12, 2016 with the following Commission members present: Mike Chapman, President; Wade Louthan, Vice President; Donnie Fisher, Secretary; Steve Stolipher, Gary Phalen, Dick Childs, Eric Bell, and new Planning Commission member J Ware. Staff members present included Jennie Brockman, Director of Planning and Zoning; Lydia Lehman, Assistant Prosecuting Attorney; Jonathan Saunders, County Engineer; and Rhonda Greenholtz, Planning Clerk

Mr. Gene Taylor was absent without prior notification.

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

1. Approval of the minutes from the following Planning Commission Meetings

- March 8, 2016
- March 24, 2016

The minutes were approved with no objections

Mike Chapman took a moment to welcome new Planning Commission member J Ware.

2. Citizen Communications. None.

3. Request for postponement: None

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.

Mr. Steve Stolipher and Mr. Donnie Fisher recused themselves from the following agenda item.

Ms. Brockman gave an overview of the project and presented the staff report. Ms. Brockman stated that this project has recently received approvals of variance requests from the Board of Zoning appeals to reduce rear and side yard setbacks from 50' to 25' (ZV16-05) and a request from Appendix B to reduce the rear setback from 50' to 25' for the existing bowling alley to accommodate a proposed lot line adjustment (ZV16-06)

Ms. Brockman stated that, based on the Subdivision Regulations, the Site Plan can process as a Minor Site Plan.

Ms. Kristen Stolipher, Gordon, representative for the applicant stated the only additional information she could provide is that the travel aisles have been increased and they have received approvals from the Addressing Department and the Fire Department.

Mr. Mike Chapman opened the floor for public comment. No public comment was made. Mr. Chapman closed the floor to public comment.

Mr. Dick Childs made a motion to approve the Concept Plan. Mr. Gary Phalen seconded the motion. A vote was taken which carried unanimously.

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.

Mr. Fisher re-entered the meeting. Mr. Stolipher and Mr. Chapman recused themselves from this agenda item. Vice President Wade Louthan presided over this portion of the meeting.

Ms. Brockman presented the staff report stating the Staff supports the concept proposed in the original site plan in which landscaping meeting the County's requirements is proposed along the edge of the stormwater management easement and, therefore, supports the requested waiver which allows this landscaping and fencing to cross the utility easements in conformance with the provisions that the utility companies put on the easement encroachment.

Ms. Kristen Stolipher, Gordon, applicant for the representative, stated that two additional crossings would be required in addition to the ones shown on the plan provided. These crossings relate to the fencing on the northern property line adjacent to James Burr Boulevard. The Public Service District (PSD) and Jefferson Utilities (JUI) have approved these proposed crossings areas. Landscaping in these areas are to have shallow rooted shrubs and the fence posts are to be located on each side of the easement. The ownership of the property now belongs to Decker Holdings, LLC.

Mr. Louthan opened the floor to public comment. No public comment was made. The floor was closed to public comment.

Mr. Gary Phalen made a motion to approve the waiver. Mr. Louthan seconded the motion. A vote was called for and passed unanimously.

Mr. Stolipher and Mr. Chapman re-entered the meeting.  
Mr. Chapman presided over the rest of the meeting

6. Mr. Martin Burke, Historic Landmark Commission (JCHLC), gave a PowerPoint presentation to update the Planning Commission members on the status of the JCHLC's Historic Resources mapping efforts as well as the status of the Commission's proposed Zoning Ordinance amendments based on the goals and recommendations in the Envision Jefferson 2035 Comprehensive Plan.
7. Planning Commission Work Session (continued): Discussion on the Envision Jefferson 2035 Comprehensive Plan recommendations regarding modifications to the LESA/Conditional Use Permit provisions of the Jefferson County Land Development and Zoning Ordinance as well as modifications to the Cluster Subdivision provisions of the Rural zoning district (ZTA16-01).

Ms. Brockman provided an overview of the revisions to the proposed text amendment as recommended by the Planning Commission on March 24, 2016. Previous revisions from the March 24, 2016 meeting were reviewed and approved with two exceptions.

- Page 24 of 130 Definition of Green Space. The last sentence in the definition previously deleted shall remain. "*Green space may include open space as defined herein*".
- Page 74 of 130 Section 5.7 D2(C). "*Maximum lot size shall be 3 acres*". Mr. Stolipher made a motion to delete this sentence. Mr. Eric Bell seconded the motion. A vote was taken which carried unanimously.

A Public Hearing for this item will be held at the next Planning Commission meeting

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. None
    - Shiloh Citizens Association: Report on legal action in Supreme Court, Docket #15-1031 Possible Executive Session. None
9. Director's Report.
  - Department Reorganization
  - Pending Zoning Ordinance and Subdivision Regulation Amendments
  - Upcoming PC meeting
    - The Planning Commission meeting scheduled for May 3, 2016 was cancelled due to lack of Agenda Items. A special called meeting will be held on May 17, 2016 for a Public Hearing relating to the proposed Text Amendments to multiple sections of the Jefferson County Zoning and Land Development Ordinance (ZTA 16-01).
10. President's Report.
11. Actionable Correspondence.
12. Non-Actionable Correspondence.

Mr. Mike Chapman motioned to adjourn the meeting at 8:45 PM.