



AGENDA  
Jefferson County Planning Commission  
Tuesday, July 11, 2017, 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 Meeting minutes:
  - June 13, 2017.
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:** Public Hearing on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA 16-02. The text amendment, in accordance with WV Code §8A-7-13 proposes revisions and additions to multiple sections of the Zoning Ordinance including Section 2.2, Terms Defined; Section 3.4 Boards and Commissions; Section 4.6, Distance requirements; Section 4.14 Historic Preservation; Section 5.10, Village (V) District; Section 8.19, Adaptive Reuse of Historic Structures; Section 10.4, Signs Requiring a Zoning Permit and Appendix C: Principal Permitted and Conditional Uses Table.
5. **Public Hearing:** Request by applicant Roderick Planes, LLC / Aspen Greens Phase IIB (File #PCV17-01) to be represented by Gates Associated, Inc. for a variance from Article 6, Section 6.3 of the 1979 Jefferson County Subdivision Ordinance which requires a public hearing within 24 months of the previous phase. The applicant is requesting a 36-month extension from June 9, 2017 to June 10, 2020, to advance through the Final Plat public hearing for this development. Property location: Northeast of the intersection of Old Country Club Road with Flowing Springs Road. The property is designated as Tax District: Charles Town (02); Tax Map: 4; Parcel: 19; Size: 110.71 acres; CUP approved for 203 lots total; Zoned: Rural (R).
6. **Public Hearing:** Request by applicant Family Adventure Resort, LLC. (File#PCW17-03) to be represented by P.J. Raco Consulting, LLC, for a waiver from Appendix B, Table 2.2-1, Roadway Design Standards requiring a 9% maximum road grade for Non-Residential/Industrial & Commercial Streets to allow an increased slope from Alstadts Hill Road to the Clarion Hotel (formerly Cliffside) provided the WVDOH approves the connection. The applicant is also requesting a waiver from Appendix B, Section 2.5.I, Off-Street Parking Standards requiring parking area access driveways and entrances leading from the public road or subdivision street, and also the parking area internal access drives connecting physically separated parking bays, to not exceed an 8% grade. The applicant is only citing this section in the event the road would be classified as an internal access road. The property is designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcel: 66; Size: 13.95 acres; Zoned: Residential-Light Industrial-Commercial (R-LI-C).

There is no public comment for the remaining items.

7. Staff request for Planning Commission decision as to whether a Final Plat for the Sticket Minor Subdivision which was approved by the Planning Commission on August 22, 1989 but never recorded is still valid under the 1979 Subdivision Ordinance or if the current property owner would need to process under the current Subdivision Regulations currently in effect. The property is designated as Tax District: Charles Town (02); Tax Map: 14; Parcel: 4.9 and 4.12. Size: Parcel 4.9 contains 8.048 acres and Parcel 4.12 contains 5.089 acres; Zoned: Rural (R).
8. Staff request for clarification on the revised cluster provision in Section 5.7D.2 of the Zoning Ordinance amended March 16, 2017 (discussion and possible action).
9. Reports from Legal Counsel and legal advice to the Planning Commission.
  - a) Active Litigation:
    - Shiloh Citizens Association: Report on legal action in Supreme Court, Docket #15-1031.
10. Planners Memo.
11. President's Report.
12. Actionable Correspondence.
13. 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.