

Jefferson County Planning Commission
June 13, 2017

The Jefferson County Planning Commission met on June 13, 2017 with the following Commission members present: Donnie Fisher, President; Steve Stolipher, Vice President; Peter Onoszko, J Ware, and Ray Bruning. Staff members present included Jennifer Brockman, County Planner; Jonathan Saunders, County Engineer; Nathan Cochran, Assistant Prosecuting Attorney; and Alex Beaulieu, Zoning Administrator.

Mr. Gary Phalen, Mr. Wade Louthan, Mr. Gene Taylor, and Mr. Ron Thomas were absent with prior notification.

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

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

- May 23, 2017 (Postponed from May 9, 2017)

The minutes were approved with no objections.

2. Citizen Communications. None.

3. Request for postponement. None.

4. Request for a waiver by Grace Baptist Church from Section 21.401 of the Subdivision Regulations to allow existing parking to remain within the 50' access easement along the eastern boundary line of the property. (PCW#17-02). The property is located at 4272 Charles Town Road and is designated as Tax District: Middleway (07); Tax Map: 2; Parcel 2.6; Size: 3.91 acres; Zoned: Rural.

Ms. Jennifer Brockman provided an overview of the staff report and noted that the site was the former location for Walls Nursery. On April 11, 2017 the Planning Commission reviewed the Concept Plan for Grace Baptist Church and provided direction to proceed with the Site Plan. Ms. Brockman stated that the applicant submitted a Site Plan and during Staff's review of the Site Plan, it was determined that a waiver was required to allow the existing 10 parking spaces to remain within the 50' access easement.

Ms. Lisa McCauley with Allegheny Surveys, spoke on behalf of the applicant and provided an overview of the request. Ms. McCauley noted that the Pastor was in contact with the adjoining property owners to the west and the south. Both property owners are in favor of the proposed project. She stated that the Pastor would be submitting letters of support from both property owners. Ms. McCauley noted that the parcel to the east is vacant and that the Pastor did not receive feedback from the property owner.

Mr. Fisher opened the floor to public comment.

No public comment was made.

Mr. Fisher closed the floor to public comment.

Mr. Steve Stolipher made a motion to grant the waiver as presented. Mr. Jay Ware seconded the motion which carried unanimously.

5. Discussion and recommendation: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment by property owner Harpers Ferry Holdings, LLC for a property located at 126 Alstadts Hill Road is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. This property is currently zoned Residential Growth (RG), and the applicant is requesting Residential/Light Industrial/Commercial District (R-LI-C) zoning. The property is designated as Tax District: Harpers Ferry (04); Tax Map: 9; Parcel: 58.1; Size: 1 acre. The County Commission has scheduled a Public Hearing on this petition for June 29, 2017 at 7:00 PM in the Old Charles Town Library Meeting room.

Ms. Brockman pointed out the property location on the Zoning Map and noted that the surrounding parcels were zoned Residential-Light Industrial-Commercial.

Mr. Paul Raco, with PJRaco Consulting, applicant's representative and Mr. Matt Knott, applicant were present.

Mr. Raco provided an overview of the request and noted that the subject parcel is located within the identified Preferred Growth Area for US 340 East as referenced in the *Envision Jefferson 2035 Comprehensive Plan* and shown as Future Residential or Commercial on the Future Land Use Guide.

Ms. Beaulieu, Zoning Administrator, stated that Staff found the request to be consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Mr. Stolipher moved to make a recommendation to the County Commission that the petition to rezone the property is consistent with the *Envision Jefferson 2035 Comprehensive Plan*.

Mr. Ray Bruning seconded the motion which carried unanimously.

6. 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 Possible Executive Session.

Mr. Cochran stated there are no new reports on this case.

7. Planners Memo.

a) Ms. Brockman informed the Planning Commission members that Mr. Gary Phalen resigned from his position on the board and that the County Commission had advertised the vacant position.

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- b) A roundtable discussion with the Surveyors will be scheduled sometime in July and Planning Commission members will be included on the meeting notification.
- c) JCHLC is working with staff on proposed language for Historic Resource Demolition and Adaptive Reuse. The proposed Amendments are scheduled to be heard at the July 11, 2017 Planning Commission meeting.
- d) Upcoming PC meeting

Next Regular Meeting: July 11, 2017

- 8. President's Report. None
- 9. Actionable Correspondence. None
- 10. Non-Actionable Correspondence. None

Mr. Fisher motioned to adjourn the meeting at 7:21 PM with no objections.