



AGENDA
Jefferson County Planning Commission
Tuesday, August 8, 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.

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

1. Approval of Meeting minutes:
 - July 11, 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.

There is no public comment for the following items.

4. **Review and Discussion** by the Planning Commission on the Public Hearing for 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. **Review and Approval** of the Planning Commission's FY 2017 Annual Report to the County Commission per WV Code §8A-2-11. The Planning Commission is required by State Code to make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction.

- a) Approval of Annual Report of Planning Commission, Board of Zoning Appeals and Office of Planning and Zoning staff activities during FY2017, including graphic depicting FY15-FY17 activities
 - b) Presentation of a summary of the status of the implementation of the recommendations of *Envision Jefferson 2035 Comprehensive Plan* to the Planning Commission for inclusion with the Planning Commission's Annual Report to the County Commission
 - c) Response to request by the County Commission for the Planning Commission to initiate a draft development of standards for the Shepherdstown Route 45 Corridor Special Design Area.
6. Planning Commissioner Training Video
- Video (to be determined. 50 minutes) to meet a portion of training hours recommended by the County Commission (tentative).
7. 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.
8. Planners Memo
- Overview of the Roundtable meeting held on July 25, 2017 at 3:00 PM by County Staff to discuss with Engineers, Surveyors and Consultants the draft Amendments to the Jefferson County Subdivision Regulations. Topics included Boundary Line Adjustments, Family Transfers and the Final Plat checklist.
9. President's Report.
10. Actionable Correspondence.
11. 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.