

Jefferson County Planning Commission
August 8, 2017

The Jefferson County Planning Commission met on August 8, 2017 with the following Commission members present: Jack Hefestay, Wade Louthan, Secretary; J Ware, Donnie Fisher, President; Peter Onoszko, and Ray Bruning. Staff members present included Jennifer Brockman, County Planner; Nathan Cochran, Assistant Prosecuting Attorney; Alex Beaulieu, Zoning Administrator and Rhonda Greenholtz, Planning Clerk

Mr. Steve Stolipher, Mr. Gene Taylor, and Mr. Ron Thomas were absent with prior notification.

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

1. Approval of the minutes from the following Planning Commission Meeting
July 11, 2017. The minutes were approved with no objections.

2. Citizen Communications.

Mr. Than Hitt, Planning Commission member for the Town of Shepherdstown spoke on Agenda Item 5C as there is no Public Comment for that Agenda item. Mr. Hitt expressed that a draft of guidelines for the Shepherdstown Special Design Area (SDA) should be a priority of this Planning Commission as this was a key component of the Envision Jefferson 2035 County Comprehensive Plan. He also asked that this be completed before the approval of any projects within the SDA limits.

3. Request for postponement. None.

4. **Review and Discussion** 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.

Ms. Alex Beaulieu presented a matrix of the comments received at a Public Hearing held on July 11, 2017 along with an explanation of the proposed changes in each section of the draft amendment to the Planning Commission. Discussions ensued on the rights of the land owners, protection radii, the construction of new structures on properties deemed historical and any tax incentives that may benefit property owners.

The Planning Commission members approved the proposed changes and asked that a clean copy be presented to them at the next Planning Commission meeting for further review and approval prior to recommending this amendment to the County Commission.

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) The 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 was presented by Ms. Brockman for approval and recommendation by the Planning Commission to be forwarded to the County Commission for their approval.
- b) A summary of the status of the implementation of the recommendations of *Envision Jefferson 2035 Comprehensive Plan* was presented to the Planning Commission for inclusion with the Annual Report to the County Commission.

Ms. Brockman provided a status on the implementation of the *Envision Jefferson 2035 Comprehensive Plan*. She suggested that the presentation of this item to the County Commission be delayed pending contact with the various entities involved with the implementation of the Plan relative to their division provides input.

- c) Ms. Brockman responded to the 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 (SDA) stating that this will become a priority after the current amendments being worked on have received approval.

Mr. Peter Onoszko stated that the Mayor of Shepherdstown approached the County Commission to discuss the Memorandum of Understanding (MOU). There were legal reasons why the MOU could not be consummated.

The County Commission is requesting the Planning Commission prioritize the drafting of these guidelines. The Planning Commission suggested that the interested representatives of Shepherdstown provide input to the County regarding their concerns related to this special design area and that the Planning Commission could utilize this input for the development of standards for the Route 45 SDA. The Planning Commission directed County Staff to work with the Town of Shepherdstown staff to initiate a discussion that would lead to the guidance of the development of SDA guidelines.

Mr. Peter Onoszko made a motion to approve the Annual Report and forward it to the County Commission separately from the other items listed above for approval with a few minor edits.

A secondary motion was made by Mr. Onoszko that the presentation of the summary of the implementation of the *Envision Jefferson 2035 Comprehensive Plan* be sent to the County Commission for approval as an addition at a later date.

Mr. J Ware seconded the motions. Votes were taken which carried unanimously

6. Planning Commissioner Training Video

A Video on “Signage” was to be shown to meet a portion of training hours recommended by the County Commission. This item has been postponed. A fourth Tuesday meeting will be held in September or October to fulfill this requirement.

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 Possible Executive Session.

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

8. Planners Memo.

- Ms. Brockman informed the Planning Commission that Planning and Engineering staff are currently working on amendments to the Jefferson County Subdivision and Land Development Regulations. Edits to the subdivision regulations are being made in part by recommendations that were submitted at a roundtable meeting that was held on July 25, 2017 with surveyors and engineers. A more substantial edit that involves the restructuring of the Regulations is currently being drafted as well. The Zoning staff is currently working on the drafting of Landscape and Sign Ordinances.
- Upcoming PC meeting

Next Regular Meeting: September 12, 2017

9. President’s Report. None

10. Actionable Correspondence. None

- Non-Actionable Correspondence. 2017-07-26, Cindy Jo Feeser RE: ZTA16-02

Mr. Fisher motioned to adjourn the meeting at 8:33 PM with no objections.