

Jefferson County Planning Commission
September 12, 2017

The Jefferson County Planning Commission met on September 12, 2017 with the following Commission members present: Steve Stolipher, Jack Hefestay, Wade Louthan, Secretary; Gene Taylor, Donnie Fisher, President; Peter Onoszko, and Ray Bruning. Staff members present included Nathan Cochran, Assistant Prosecuting Attorney; Alexandra Beaulieu, Zoning Administrator; and Rhonda Greenholtz, Planning Clerk

Mr. J Ware and Mr. Ron Thomas were absent without prior notification (Mr. Thomas called the Planning Office on September 13, 2017 and apologized for missing the meeting).

Ms. Jennifer Brockman was absent due to a family matter. Mr. Donnie Fisher called the meeting to order at 7:00 PM.

1. Approval of the minutes from the following Planning Commission Meeting
August 8, 2017. The minutes were approved with no objections.
2. Citizen Communications.
No Citizen communication was made.
3. Request for postponement. Item number 4 (below) on the agenda was postponed due to Ms. Brockman not being present and will be heard at a later date.
4. **Review and Discussion** on the summary of the status of the implementation of the recommendations of *Envision Jefferson 2035 Comprehensive Plan* to the Planning Commission to be forwarded to the County Commission as an addendum to the Annual Report (possible speakers representing various Departments).
5. **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 noted the submission of two written comments in opposition to the proposed text amendment, one from Mr. Matt Knott and the other from Dr. James Gibson. Ms. Beaulieu provided copies of Section 3, pages 116-119 of the Comprehensive Plan which pertain to the proposed text amendment as referenced in the two written comments.

The Planning Commission reviewed the revisions from August 8, 2017 and made additional changes. Mr. Stolipher requested that Staff work with Legal to revise the draft amendment

and incorporate the recommendations made by the Planning Commission for review in October.

6. **Review and Discussion** by the Planning Commission on the proposed text amendments to the Jefferson County Subdivision and Land Development Regulations, File# STA16-01, for the purpose of scheduling a Public Hearing. The text amendment, in accordance with WV Code § 8A-4-5 proposes revisions and additions to multiple sections of the Subdivision and Land Development Regulations including Section 20.106, Adjustment of Lot Boundaries; Division 20.200, types of development; Section 20.201, Minor Subdivisions; Section 20.202, Major Subdivisions; Section 20.203, Minor Site Development; and Appendix A, Section 1.4, Final Plat; and Section 1.5, Recordation of Final Plats for Minor and Major Subdivisions.

Mr. Jonathan Saunders, County Engineer gave a brief synopsis of the proposed revisions to the Subdivision Regulations.

Mr. Steve Stolipher made a motion to schedule a work session on October 10, 2017 at 7:00 PM. There will be no public comment taken at this meeting. The Public Hearing will be scheduled at the October meeting. Mr. Donnie Fisher seconded the motion which passed unanimously.

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. Nathan Cochran informed the Planning Commission that this item is being resolved and he will provide updates as they become available.

8. Planners Memo.

- Training for the Planning Commission on Signage Laws is tentatively scheduled for September 26, 2017.
- Upcoming PC meeting:

Next Regular Meeting: October 10, 2017

9. President's Report. None

10. Actionable Correspondence. None

11. Non-Actionable Correspondence.

- The Corporation of Shepherdstown submitted a letter dated August 15, 2017 regarding the development of Special Design Area guidelines along the Route 45 corridor west of town.

Mr. Fisher motioned to adjourn the meeting at 8:44 PM with no objections.