

Jefferson County Planning Commission
October 10, 2017

The Jefferson County Planning Commission met on October 10, 2017 with the following Commission members present: Donnie Fisher, President; Steve Stolipher, Vice President; Jack Hefestay, Wade Louthan, Secretary; J Ware, Ron Thomas and Ray Bruning. Staff members present included Jennifer Brockman, County Planner; Roger Goodwin, Director of Engineering, Planning & Zoning; Jonathan Saunders, County Engineer; Nathan Cochran, Assistant Prosecuting Attorney; Alexandra Beaulieu, Zoning Administrator; and Rhonda Greenholtz, Planning Clerk.

Mr. Gene Taylor and Mr. Peter Onoszko were absent with prior notification

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

1. Approval of the September 12, 2017 minutes.
The minutes were approved with no objections.
2. Citizen Communications. None
3. Request for postponement. None
4. At the request of the County Commission, the Planning Commission reviewed, discussed, and made a recommendation regarding whether the petition for a Zoning Map Amendment by property owner Rankin Properties, LLC. (File # Z17-03) for a property located at the NW corner of the intersection of Alternate WV 45/Potomac Farms Road and WV 480/ Kearneysville Pike is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. The applicant requested to rezone the property from Residential Growth (RG) to General Commercial (GC).

Ms. Jennifer Brockman presented an overview of the request showing commercial and residential uses in proximity to the site. She also pointed out that the location is included within the Shepherdstown Preferred Growth Area and shown as Future Mixed Use Residential/Commercial on the Future Land Use Guide. Staff recommended that the Planning Commission find that the request to rezone the property from Residential Growth (RG) to General Commercial (GC) zoning is consistent with the *Envision 2035 Jefferson Comprehensive Plan* and recommend approval.

Mr. Paul Raco, PJ Raco Consulting, LLC, representative for Christopher Rankin (Rankin Properties, LLC), made a presentation pointing out items that makes this request consistent with the Comprehensive Plan. Rezoning the property from Residential Growth to Commercial will reduce the impact on schools and traffic as the “residential” impact will be taken out. He stated that a commercial use of this property would integrate the proposed commercial development with existing and approved future residential development on

adjoining properties and in the surrounding area. This property is served by central sewer and water that is supplied by Shepherdstown and the system had just been updated and expanded. The property also has direct access to Alternate WV 45/Potomac Farms Road.

Mr. Steve Stolipher made a motion to recommend to the Jefferson County Commission that this request is in conformance with the *Envision 2035 Jefferson Comprehensive Plan*. Mr. J Ware seconded the motion. A vote was taken which carried unanimously.

5. A work session was held 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.

This item was postponed from the September 12, 2017 Planning Commission meeting.

Ms. Jennifer Brockman stated that the goal of this work session is for the Planning Commission to schedule a Public Hearing on the above amendments. The amendments were based primarily on questions received regarding Minor Subdivisions and Site Plans. Ms. Brockman provided an overview of the proposed changes in each section. The items that are to be revised, once approved, will be reflected on the checklists.

Mr. Steve Stolipher made a motion to schedule a Public Hearing on the proposed text amendments with minor modifications as directed by the Planning Commission at the next regular scheduled Planning Commission meeting to be held on November 14, 2017.

Mr. Wade Louthan seconded the motion. A vote was taken which carried unanimously.

6. A 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 was to be held at this meeting. Ms. Brockman asked that the discussion be held in January as she is trying to get feedback from the other agencies involved.

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.

No new updates on this item.

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8. Planners Memo.

- An Ethics and Open Meetings Training will be held on Wednesday, October 18, 2017 at 7:00 PM in the Old Charles Town Library Meeting Room.
- Training for the Planning Commission on Signage Laws is tentatively scheduled for November 28, 2017.
- Upcoming PC meeting:

Next Regular Meeting: November 14, 2017

9. President's Report. None

10. Actionable Correspondence. None

11. Non-Actionable Correspondence. None

Mr. Fisher motioned to adjourn the meeting at 7:54 PM with no objections.