



AGENDA
Jefferson County Planning Commission
Tuesday, February 13, 2018 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:
 - January 9, 2018
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.
4. **Public Workshop:** Request by applicant Larry & Donna Boyd for a Concept Plan approval for a proposed 8 Lot Major Subdivision cluster development to be known as Ancient Oaks Estates (PC File# 17-20) to be located on the North side of Middleway Pike west of Willingham Road. The property is designated as Tax District: Middleway (07); Tax Map: 20; Parcel 8. Zoned: Rural. Size: 43.96 acres.
5. **Public Hearing:** Request by applicant Robert Adkins (PCW#18-01) for a waiver from Section 20.201A (2) that requires all subdivision lots created through the Minor Subdivision Process to have motor vehicle access to a road right-of-way via a 50' access easement which extends from the subdivided lots to the existing road right-of-way. The property is designated as Tax District: Harpers Ferry (04); Tax Map: 10; Parcel 11. Zoned: Residential/Light Industrial/Commercial. Size: 124.39 acres
6. **Public Hearing:** Request by applicant TeMa USA (PC File#PCW18-02) for a waiver from Section 20.402D which requires no permanent encroachments, structures, fences, or landscaping within an easement area. The applicant is proposing asphalt paving over an existing sanitary sewer easement. The property is designated as Tax District: Charles Town (02); Tax Map: 9; Parcel 120,121 & P/O 122. Zoned: Industrial- Commercial. Size: 3.83 acres

There is no public comment for the following items.

7. **Review and Recommendation:** Planning Commission review and recommendation to the County Commission regarding whether or not the petition for a Zoning Map Amendment request by property owner Summit Point Ventures, LLC (File # Z18-01) located at 500 Motorsports Park Circle in Summit Point is consistent with the *Envision Jefferson 2035 Comprehensive Plan*. This 3.35 acre property is currently zoned Rural (R) and the applicant is requesting General Commercial (GC) zoning. The property is designated as Tax District: Kabletown (06); Tax Map: 17; Parcel 2.3.
8. **Review and Possible Action:** Staff's proposed draft amendment to Article 10 of the Zoning Ordinance to allow electronic signs in the County. Request to schedule a work session (optional) or Public Hearing (required) on the proposed amendment.
9. 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.

10. Planners Memo

- Distribution of final revised Planning Commission Meeting schedule

11. President's Report.

12. Actionable Correspondence.

13. Non-Actionable Correspondence;

DRAFT

Jefferson County Planning Commission

January 9, 2018

The Jefferson County Planning Commission met on January 9, 2018 with the following Commission members present: Donnie Fisher, President; Steve Stolipher, Vice President; Wade Louthan, Secretary; Peter Onoszko, County Commission Liaison; Jack Hefestay, Ron Thomas, J Ware, and Ray Bruning. Staff members present included Jennifer Brockman, County Planner; Jonathan Saunders, County Engineer; Alex Beaulieu, Zoning Administrator; and Rhonda Greenholtz, Planning Clerk.

Mr. Gene Taylor and Mr. Nathan Cochran were absent with prior notification.

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

1. An Election of Officers was held.
 - Mr. Jack Hefestay nominated Mr. Donnie Fisher for the position of President. Mr. Peter Onoszko made a motion to do this by acclamation. Mr. J Ware seconded the motion. A vote was taken which carried unanimously.
 - Mr. J Ware nominated Mr. Steve Stolipher for the position of Vice President. Mr. Jack Hefestay seconded the nomination. A vote was taken which carried unanimously.
 - Mr. Steve Stolipher nominated Mr. Wade Louthan for position of Secretary. Mr. J Ware seconded the motion. A vote was taken which carried unanimously.
2. The minutes from the December 12 and December 19 meetings were approved with no objections.
3. Citizen Communications. None
4. Request for postponement. None
5. A Public Hearing was held by the Planning Commission for applicant Sandra K. Armstrong (PC File #08-20) for the purpose of lifting the Single Family restriction from lots 1, 2, and 3 (Residue) (note #3) of the Sandra K. Armstrong Minor Subdivision in accordance with Section 24.202.A(1) of the Subdivision Regulations.

Mr. Paul Raco, representative for the applicant, presented the request. The subdivision is a 3 lot Minor Subdivision that was recorded in September of 2008. New Subdivision Regulations were adopted by the County Commission in November of 2008 and the single family restriction is no longer a requirement of the minor subdivision process. The applicant is also requesting to amend the Plat setbacks to reflect the newer provisions for corner lots in the current Zoning and Land Development Ordinance.

Ms. Jennifer Brockman spoke that staff has no objection with the request as this is no longer a requirement in the current Regulations and the setbacks will conform with the new requirements.

Mr. Fisher opened the floor to public comment.

No public comment was had.

Mr. Fisher closed the floor to public comment.

Mr. Stolipher made a motion to approve the final plat amendment request as presented and to allow staff to review and approve the amended plat administratively.

Mr. Bruning seconded the motion, a vote was taken which carried unanimously.

6. A Public Hearing was held on the proposed text amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA17-03. The text amendment, in accordance with WV Code §8A-7-13 proposes revisions to Section 5.7(D) Maximum Number of Lots Allowed [in the Rural zoning district].

Ms. Alex Beaulieu presented the amendment stating that as discussed at the previous Planning Commission meeting, the proposed amendment would allow subdivisions that were processed under the “1 lot per 10 acre” provision in the Zoning Ordinance that was removed under the 2016 Zoning Text Amendment be allowed to continue with that provision. The Planning Commission’s recommended revisions from the previous meeting had been made. A date has been added to the revision as recommended at the previous Planning Commission meeting.

Mr. Fisher opened the floor up to Public comment.

Mr. Paul Raco. Local land use consultant spoke that the omission of this provision was an unintended consequence of the last set of revisions to the Zoning Ordinance. No rights were to be taken away from any “Subdividers” with that amendment. This request is consistent with the *Envision 2035 Jefferson Comprehensive Plan*.

Mr. Fisher closed the floor to Public comment.

Mr. Stolipher made a motion that this request is consistent with the *Envision Jefferson 2035 Comprehensive Plan* and recommends sending the Proposed Amendment to the County Commission for the purpose of scheduling a Public Hearing.

Mr. Hefestay seconded the motion. A vote was taken which carried 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.

No new updates on this item.

Minutes
Planning Commission
January 9, 2018

8. Planners Memo. Mrs. Brockman updated the Planning Commission on the staff's attendance at the Shepherdstown Planning Commission meeting to discuss the proposed WV45 Gateway Design Standards and informed them that the County Commissions has scheduled a Public Hearing on the STA16-01 text amendment for January 18, 2018 at 1:30 pm.
9. President's Report. None
10. Actionable Correspondence. None
11. Non-Actionable Correspondence. None

Mr. Fisher motioned to adjourn the meeting at 7:18 PM with no objections.

Staff Report
 Jefferson County Planning Commission Meeting
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Item #4: Public Workshop: Concept Plan for Ancient Oaks Estates (File #17-20), a proposed 8 Lot Major Subdivision under the Cluster provisions (Section 5.7D(2) of the Zoning Ordinance).

APPLICANT:	Larry K. & Donna Boyd	
OWNER:	Same as above	
DEVELOPER:	Same as above	
SURVEYOR/ENGINEER:	Roberts Land Surveying	
PROPERTY LOCATION:	North side of Middleway Pike, West of Willingham Drive	
LEGAL DESCRIPTION:	Tax Dist.: Middleway (07) Tax Map: 20; Parcel 8; Size: 43.96 acre parcel	
ZONING DISTRICT:	Rural	
SURROUNDING PROPERTIES:	North: Rural East: Rural	South: Rural West: Rural
LOT AREA:	43.96 Acres	
PROPOSED ACTIVITY:	8 Lot Major Cluster Subdivision	
Approvals		
Concept Plan	Submitted:	12/28/2017
	Staff Review Meeting:	01/04/2018
	County Planner Approval:	01/11/2018
	County Engineer Approval:	01/11/2018
	Zoning Administrator Approval:	01/16/2018

1. Summary of Request

The applicant is proposing an eight (8) Lot Major Subdivision which includes seven (7) single family detached residential lots in a cluster subdivision with a 43.63 acre residue/greenspace. The applicant is proposing to process under the 1 lot per 5 acre provision which requires a minimum of 50% of the

Staff Report
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property to be retained as green space which contains no further development rights. The Single Family lots are proposed to be a minimum of 2 (two) acres in size and to front on a cul-de-sac with the approved name of Ancient Oaks Court. The cul-de-sac will access WV 51 (Middleway Pike) approximately 570 ft. west of the intersection with Shirley Road.

The proposed seven (7) lots will contain individual well and septic systems. The proposed residue/greenspace parcel currently contains a 2-story single family dwelling with a detached garage and several barns and outbuildings. This parcel is currently served by an onsite private well and septic system and accesses Willingham Road (Route 51/3).

If Middleway Pike has a WVDOH documented 60' right-of-way, no additional highway improvement easement dedication will be required along Middleway Pike (Rte. 51). A highway improvement easement may be required along the secondary Willingham Road.

Required green space for this cluster subdivision is 23.020 acres (50% of parent tract based on 1988 acreage). The applicant is proposing 27.935 acres for green space which includes 1.265 acres of storm water management easement area. Storm water management will be provided by a proposed drainage easement to be located on the residue/greenspace parcel provided at the Preliminary Plat stage of the project.

2. Staff Determination of Application Sufficiency and Concept Plan Completeness Review

In accordance with the amended Subdivision Regulations, the Concept Plan process incorporates a sufficiency and completeness review in a single step. Staff found the submitted plan “sufficient” upon resubmittal (i.e. meeting all requirements of Section 24.110 of the Jefferson County Subdivision and Land Use Regulations). In addition to the Concept Plan requirements of the Subdivision Regulations, a Cluster Subdivision is required to meet the Concept Plan requirements of Section 5.7D(2)(b)(iv) and are required to process as a Major Subdivision. These requirements, as well as the current review status for each requirement for the Ancient Oaks Estates application, are provided below:

Required Items from Section 24.110(A-J)	Description	Staff Comments
B. Submission Contents	The submission shall contain the following elements:	
1. General Location	A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.	Provided (SHT 1)
2. Concept Plan	A Concept Plan shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, Plan & Plat Standards.	Provided
3. Zoning Information	This shall include: a) Determination of the zoning district in which the proposed project is situated. b) Density calculations. c) Site resource map.	Provided based on Cluster provisions of Rural District (SHT 2)

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4. Proposal Description	This site shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is residential.	Provided (SHT 3)
5. Traffic Impact Data	This shall include: a) Average Daily Trip figures for the adjoining or accessible State road. b) Trip generation figures c) Nearest key intersection that will serve the proposed project. A “key intersection” is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan. d) “Highway Problem Areas” according to the current Comprehensive Plan that falls within a one-mile radius of the project.	Provided (SHT 4)
Trip Generation	e) In the event trip generation in the peak hour exceeds 100 or the limitation designated in the most current DOH Traffic Engineering Directive, a traffic study will be required which includes generators, etc. unless waived by WV DOH. This type of study should be performed by a traffic engineering consultant. The effect of phasing the subdivision shall be cumulative.	Trip generation is less than 100; approval from WVDOH required with Preliminary Plat
6. Agency Reviews	The reviewing agencies shall conduct reviews of the proposed concept plan. Agency comments shall be received by the Department fourteen (14) days prior to the schedule public workshop. The applicant shall distribute the concept plan to all reviewing agencies no later than 7 days after the review. Reviewing agencies are found in Section 23.203 and 23.204. Applicant shall provide copy of letters sent to outside agencies to the Departments of Planning and Zoning within 7 days of submission of Concept Plan. If any review agency fails to respond, they shall be deemed by these Regulations to have approved the plan.	Letters to required agencies provided; response received from JCHLC
7. Adjoining Property	Accurate list of all properties and owners’ addresses adjoining the subject property to be notified by staff of the date of the workshop.	Provided
8. Other Data	Because this is a cluster subdivision being developed under Section 5.7D(2) of the Zoning Ordinance the Concept Plan is also required to address the following requirements:	See below

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	(1) Soils: The cluster plan should minimize the use of the higher quality soils (class I, II and III as designated in the soils classification study) and maximize the use of steeper sloped areas, areas of poorer soils and areas which are otherwise less productive for agricultural uses.	All the property is in Class 2 or 3; Tm soils is class 2 with Poor soil drainage; OaB soils is class 2 with susceptibility to erosion
	(2) Surrounding land use and zoning: The cluster plan shall consider the existing land uses and zoning in the vicinity. Generally, new lots which are adjacent to existing development or residential zoning are preferred to creating an isolated cluster of new houses.	Cluster is proposed closest to Middleway Pike adjacent to other residential subdivisions and creating least road construction requirement
9. Other Reviews	Any other staff or agency reviews of the plans.	GIS/Addressing approved subdivision and road names
C. Review Content	The Department and agency reviews shall address the areas indicated in D through G below and any other areas of concern to the agencies.	See below
D. Department	The Department review shall include the following: <ol style="list-style-type: none"> 1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the concept plan submission. Staff shall identify conditions that would enable the plan to meet the standards. It shall also identify any other zoning issues the developer shall address in a preliminary plat submittal. 2. Staff opinion as to whether the plan meets the site development planning or subdivision criteria of these Regulations. The Department shall review the concept plan for modifications that would improve the plan. 	Staff determined that the proposed Concept Plan met the requirements of the cluster provisions of the Zoning Ordinance and the Subdivision Regulations <u>with the conditions noted below in “Staff Recommendation”</u>
E. WVDOH	The WVDOH approval is necessary prior to preliminary plat approval. The County defers to the WVDOH requirements and approval.	Noted
F. Traffic Impact	The WVDOH shall determine whether a traffic impact study will be required during the preliminary plat stage.	Defer to WVDOH

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G. Public Service	The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County’s needs in that area of the County.	Subdivision proposed to be served by well and on-site septic systems
H. Recommended Conditions	All reviews shall contain recommended conditions for moving forward to a preliminary plat or reasons why the plat should be denied.	DOH and Board of Health Approval Required before Preliminary Plat approval
I. Approval	Unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors that make the development impossible, Planning staff shall accept or deny the concept plan as complete.	Planning Staff accepts the Concept Plan as complete.
J. Effect	Upon accepting the application as complete, Planning staff shall place it on the next possible Planning Commission agenda as a Public Workshop. Staff shall advertise the Public Workshop in a local newspaper and the applicant shall post notice on the property in accordance with the Subdivision Regulations.	The Concept Plan was scheduled for a Public Workshop consistent with this requirement.

3. External Agency Reviews

- Jefferson County Historic Landmarks Commission’s (JCHLC) comments are attached and they have no concerns.
- WV Division of Highways (DOH) provided the attached comments stating that they have no concerns with the proposed concept at this time.

As of this date, no other agency review comments have been received.

4. Staff Recommendation related to Concept Plan

The Planning, Zoning and Engineering Staff find the Ancient Oaks Estates Concept Plan to be “complete” based on the information provided related to the criteria above; however, the following standards will need to be addressed prior to approval of the Preliminary Plat.

- a. Section 2.3 of the Subdivision and Land Development Regulations, “Subdivision and Site Development Access Management”, Subsection A, “Subdivision Access to Public Roads” states that, “generally”, individual lots in a subdivision shall not have direct access to public roads and must be served by internal subdivision roads unless otherwise approved by the Planning Commission.

Additionally, Sec. 21.103D of the Subdivision Regulations states that “In all districts where the subdivision for residential use is to occur, lots shall only have access via internal subdivision roads, except for rural lots as provided in Section 20.201”. For these reasons, a waiver will be required prior to the approval of the Preliminary Plat to allow the

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residue/greenspace lot to have separate access to Willingham Road. The Planning Commission motion should include this as a condition of approval of the Concept Plan.

- b. Section 5.7D(2)(b)(iii) of the Zoning and Land Development Ordinance also requires all clusters of three (3) or more lots to be served by an internal road. Generally a waiver of this standard would require a Zoning Variance approved by the Board of Zoning Appeals; however the Zoning Administrator has determined that if the Planning Commission waiver is approved, this variance is not required.
- c. Division of Highways and Board of Health approval are both required prior to Preliminary Plat approval.

Staff recommends approval of the Concept Plan with the conditions noted above which should be included in the Planning Commission motion.

Based on the Zoning Ordinance and Subdivision Regulations, noted above, this project will process as a Major Subdivision and the next step is to process a Preliminary Plat, which will require a Public Hearing. Upon approval of the Preliminary Plat by the Planning Commission, the Final Plat will be administratively reviewed and approved.

5. Planning Commission Direction

The Concept Plan Public Workshop allows for the Planning Commission and the general public to comment on the proposed plan before complete engineering design and cost are incurred. The Subdivision and Land Development Regulations outline the procedure:

- 1. The applicant makes a short presentation.
- 2. Staff explains outside agency comments and whether the plan can meet the standards of the Zoning Ordinance.
- 3. Public comment is solicited.

Following the applicant's presentation, staff's explanation and the solicitation of public comment, the Planning Commission shall provide direction to the applicant as required under Concept Plan Direction outlined in the Subdivision Regulations. The Planning Commission has the option of providing this direction at the same meeting during which the Concept Plan public hearing takes place, or at a subsequent meeting that occurs within 14 days of the meeting at which the Concept Plan public hearing is closed.

The Subdivision and Land Development Regulations outline the direction to be provided to the applicant:

“The Planning Commission shall direct the preparation of a Preliminary Plat subject to conditions to be addressed in the application. The purpose of this review is to guide the developer so that when the Preliminary Plat is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.”

It should be noted that the direction provided to the applicant in the Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to the Subdivision and Land Development Regulations or the Zoning and Land Development Ordinance in the second year shall be applicable.

From: Willis, Trixie A
To: [engineering](#); [Jennifer Brockman](#); [Planning Department](#); miker002395@frontier.com
Subject: Ancients Oaks Estates
Date: Monday, February 5, 2018 1:08:22 PM

Mr. Roberts et al:

The major subdivision concept plan for the subject project was reviewed by WVDOH. The WVDOH does not have any concerns with this plan.

However you will need to provide further details in order for this encroachment permit to be issued.

Thanks,

Trixie Willis

Permit Reviewer

WVDOH

District Five

P.O. Box 99

2120 Northwestern Turnpike

Burlington, WV 26710

304-289-2229



January 17, 2018

Mr. Michael Roberts
Roberts Land Surveying
2068 Palmer Road
Hedgesville, West Virginia 25427

Re: Jefferson County Concept Plan Submittal
Ancient Oaks Estates

Dear Mr. Roberts,

I have reviewed the Concept Plan for the Ancient Oaks Estates, dated December 19, 2017, and submitted to the JCHLC January 2018 by Roberts Land Surveying of Hedgesville, West Virginia. The submittal documents outline the proposed site plan and topography of the proposed residential development along State Route 51 in Jefferson County, WV.

Two Category III County Historic Resources are in proximity of the project site, directly west of the parcel, along Hartack Lane. One Category IV County Historic Resource is in proximity of the project site, to the south across Route 51. There are no cataloged County Historic Resources from the 2007 JCHLC survey located on the development parcel described in these submittal documents. The parcel is located within the Smithfield Crossing Battlefield Study Area.

The JCHLC has no objections to the proposed Ancient Oaks Estates Concept Plan since there are no listed County Historic Resources on the development parcel and the proposed development does not extend beyond the current parcel boundaries.

If you have any questions or need additional information, please feel free to contact me.

A handwritten signature in blue ink, appearing to read "Sara Lambert".

Sara Lambert
Commissioner, JCHLC
P.O. Box 23
Charles Town, West Virginia 25414
707-326-6443

cc: Ms. Jennifer Brockman, Jefferson County Planning Department (via email)
Mr. Martin Burke, JCHLC Chair (via email)



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning
116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: 17-20
Staff Initials: rlg
Total Fee(s): N/A

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Concept Plan Review Checklist

The Concept Plan submittal shall be on white paper and shall show in simple form the proposed project. Further details can be found in the checklist below. The Concept Plan shall be accompanied by a tract location map and a tentative list of restrictive covenants and conditions or a tentative statement of project objectives, rules, and regulations.

In order to determine sufficiency, this application and a copy of the Concept Plan must be submitted to the Jefferson County Departments of Planning and Zoning 45 days prior to the next regularly scheduled Planning Commission meeting. Please refer to Article 24 of the Subdivision Regulations for Concept Plan Requirements.

Property Owner Information

Name: LARRY K. & DONNA BOYD
Mailing Address: 303 WILLINGHAM ROAD CHARLES TOWN WV 25414
Phone Number: 304-582-7009 Email: N/A


Registered Engineer(s), Surveyor(s), or Consultant(s) Information

Name: ROBERTS LAND SURVEYING
Mailing Address: 2068 PALMER ROAD HICKESVILLE, WV 25427
Phone Number: 304-671-5406 Email: mlk002395@comcast.com

Physical Property Details

Physical Address: 303 WILLINGHAM ROAD
City: CHARLES TOWN State: WV Zip Code: 25414
Tax District: MIDDLEMAN Map No: 20 Parcel No: 8
Parcel Size: 43.96 AC. Deed Book: 979 Page No: 478

Zoning District (please check one)

Residential Growth (RG) <input type="checkbox"/>	Industrial Commercial (IC) <input type="checkbox"/>	Rural (R) <input checked="" type="checkbox"/>	Residential-Light Industrial Commercial (RLIC) <input type="checkbox"/>	Village (V) <input type="checkbox"/>	Neighborhood Commercial (NC) <input type="checkbox"/>	General Commercial (GC) <input type="checkbox"/>	
			Highway Commercial (HC) <input type="checkbox"/>	Light Industrial (LI) <input type="checkbox"/>	Major Industrial (MI) <input type="checkbox"/>	Planned Neighborhood Development (PND) <input type="checkbox"/>	Office/Commercial Mixed-Use (O/C) <input type="checkbox"/>
Place Received Date Stamp Here							

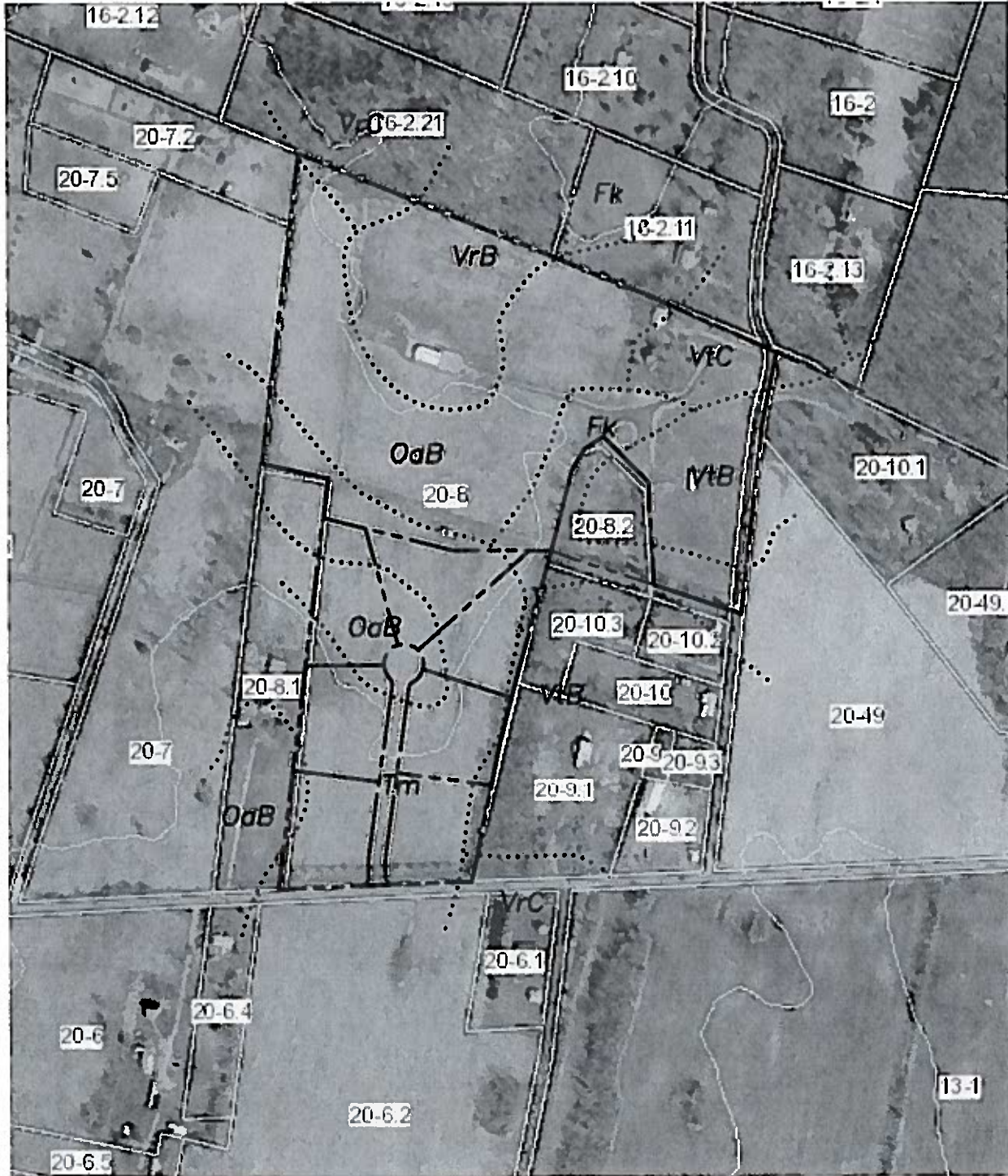


Larry Boyd 1-2-18
Signature of Property Owner Date

JAN 09 2018
Signature of Property Owner COUNTY Date
PLANNING, ZONING AND ENGINEERING

*This replaces original application that was not signed by owner

ANCIENT OAKS ESTATE GENERAL LOCATION MAP



DATE: 12-22-17
REV: 01-09-18
DRAWN: MSR
CHECKED: MSR
SCALE: N/A

ROBERTS LAND SURVEYING
2068 PALMER ROAD – HEDGESVILLE, WV 25427
304.671.5406 miker002395@frontier.com

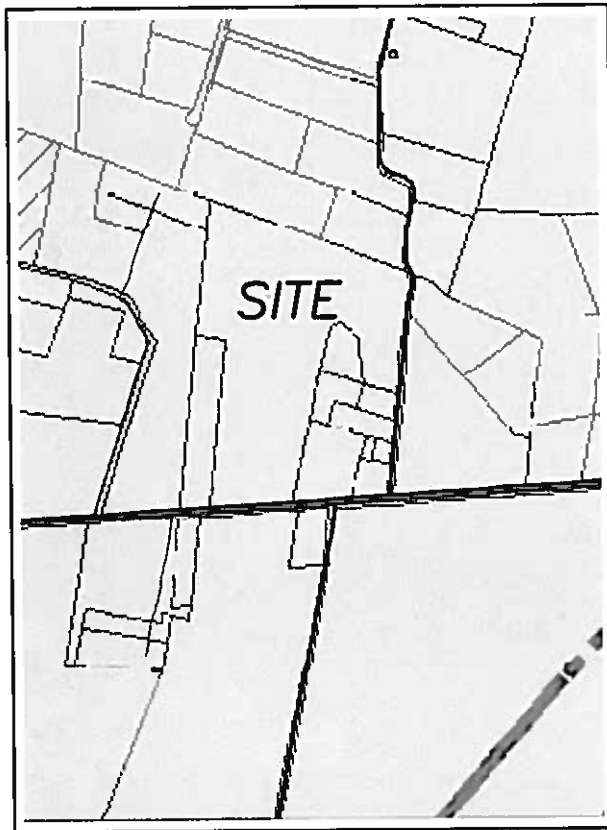
ANCIENT OAKS ESTATE ZONING INFORMATION

a.) SUBJECT PROPERTY IS CURRENTLY ZONED "RURAL"

b.) DENSITY CALCULATIONS FOR CLUSTER DEVELOPMENT

1988 AREA	46.040 AC.
2017 AREA	43.629 AC.
7 LOTS AND RESIDUE ON 43.63 AC.	1/5.45 AC.
REQUIRED GREEN SPACE	23.020 AC.
PROVIDED GREEN SPACE	27.395 AC.
SWM EASEMENT AREA (LOCATED ON RESIDUE)	1.265 AC.

c.) ZONING MAP



Legend

- Tax District Boundary
- ▭ Urban Growth Boundary
- ▭ Parcels
- ▨ Public/Quasi-Public Land
- ▩ Appalachian Trail

Zoning District

- ▭ Incorporated Town
- ▭ Industrial-Commercial
- ▭ Residential-Growth
- ▭ Residential-Light Industrial-Commercial
- ▭ Rural
- ▭ Village

DATE: 12-22-17
 REV: 01-09-18
 DRAWN: MSR
 CHECKED: MSR
 SCALE: N/A

ROBERTS LAND SURVEYING
 2068 PALMER ROAD – HEDGESVILLE, WV 25427
 304.671.5406 miker002395@frontier.com

ANCIENT OAKS ESTATE PROPOSAL DESCRIPTION

THIS PROJECT PROPOSES SEVEN (7) SINGLE FAMILY (DETACHED) RESIDENTIAL LOTS AND A RESIDUE PARCEL ON 43.63 ACRES, WHICH IS CURRENTLY ZONED "RURAL". THE SINGLE FAMILY LOTS WILL BE A MINIMUM OF 2.00 ACRES IN SIZE AND HAVE FRONTAGE ON AN INTERIOR CUL-DE-SAC STREET. THE INTERIOR STREET WILL ACCESS WV ROUTE 51 (MIDDLEWAY PIKE), 570 FEET WEST OF THE INTERSECTION OF WV ROUTE 51 AND WV SECONDARY ROUTE 11 (SHIRLEY ROAD). THE SEVEN SINGLE FAMILY LOTS WILL CONTAIN INDIVIDUAL ON-SITE SANITARY DRAINFIELDS AND WATER WELLS.

THE RESIDUE PARCEL IS CURRENTLY IMPROVED BY A 2-STORY SINGLE FAMILY RESIDENCE, A DETACHED GARAGE AND SEVERAL BARN/OUTBUILDINGS. THE RESIDUE PARCEL CURRENTLY ACCESS WV SECONDARY ROUTE 51/3 (WILLINGHAM ROAD) VIA A PAVED 12' DRIVEWAY. THE RESIDUE PARCEL IS CURRENTLY SERVED BY AN ONSITE SEPTIC SYSTEM AND PRIVATE WELL.

STORM WATER MANAGEMENT FOR THIS PROJECT SHALL BE PROVIDED ON A DRAINAGE EASEMENT AREA, TO BE LOCATED ON THE RESIDUE PARCEL. STORM WATER MANAGEMENT DESIGN TO BE PROVIDED DURING THE PRELIMINARY PLAT STAGE.

WVDOH CURRENTLY MAINTAINS A 60' WIDE RIGHT OF WAY (30' ON EITHER SIDE OF CENTERLINE) ON ROUTE 51 (MIDDLEWAY PIKE). NO RIGHT OF WAY RESERVATION WILL BE PROVIDED ALONG THE ROUTE 51 FRONTAGE. RIGHT OF WAY RESERVATION WILL BE PROVIDED ALONG THE WV SECONDARY ROUTE 51/3 (WILLINGHAM ROAD) FRONTAGE.

REQUIRED GREEN SPACE FOR THE CLUSTER DEVELOPMENT IS 23.020 ACRES.
PROVIDED GREEN SPACE IS 27.395 ACRES.

COVENANTS AND RESTRICTIONS FOR THIS PROJECT HAVE NOT YET BEEN DETERMINED AND WILL BE SUBMITTED AS PART OF THE PRELIMINARY PLAN SUBMISSION PACKAGE.

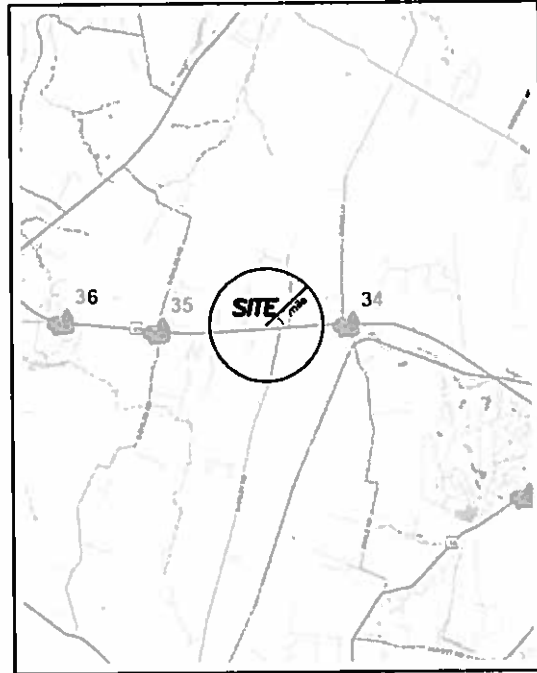
DATE: 12-22-17
REV: 01-09-18
DRAWN: MSR
CHECKED: MSR
SCALE: N/A

ROBERTS LAND SURVEYING
2068 PALMER ROAD – HEDGESVILLE, WV 25427
304.671.5406 miker002395@frontier.com

ANCIENT OAKS ESTATE TRAFFIC IMPACT DATA

- a.) TRAFFIC COUNT (WV ROUTE 51), PER WVDOH AT THE SITE ADT=7,099
- b.) PROJECT AVERAGE DAILY TRIP DATA (SINGLE FAMILY - PEAK HOUR)
WV STATE ROUTE 51 (7 LOTS) ADT=56
WV SEC. RT. 51/3 (RESIDUE) ADT=8
- c.) THE SUBJECT PROPERTY IS LOCATED ON THE NORTH SIDE OF WV ROUTE 51 (MIDDLEWAY PIKE), 2.48 MILES EAST OF INTERSECTION OF WV ROUTE 51 AND WV ROUTE 1 (LEETOWN ROAD).
- d.) HIGHWAY PROBLEM AREAS - NONE WITHIN 1 MILE RADIUS OF SITE.

Highway Problem Areas
Jefferson County, WV



- e.) TRIP GENERATION (8X8=64 PEAK HOUR) IS LESS THAN 100, NO TRAFFIC STUDY IS REQUIRED.

DATE: 12-22-17
REV: 01-09-18
DRAWN: MSR
CHECKED: MSR
SCALE: N/A

ROBERTS LAND SURVEYING
2068 PALMER ROAD - HEDGESVILLE, WV 25427
304.671.5406 miker002395@frontier.com

ANCIENT OAKS ESTATE ADJOINING PROPERTY OWNER INFORMATION

MIDDLEWAY DISTRICT – TAX MAP 16

PARCEL 2.11
DANIEL L. ARMSTRONG
331 WILLINGHAM ROAD
CHARLES TOWN, WV 25414

PARCEL 2.13
PHILLIP E. GAUSH
296 WILLINGHAM ROAD
CHARLES TOWN, WV 25414

PARCEL 2.21
DANIEL M. ARMSTRONG JR.
38766 RAMBLING FARM DRIVE
HAMILTON, VA 20158

MIDDLEWAY DISTRICT – TAX MAP 20

PARCEL 10.1
THOMAS J. CLATTERBUCK
71 WILLOW WELL LANE
KEARNEYSVILLE, WV 25430

PARCEL 49
JASON W. MAGAHA
7348 MIDDLEWAY PIKE
CHARLES TOWN, WV 25414

PARCEL 10.2
DORTHY L. BARGER-FULLER
157 WILLINGHAM ROAD
CHARLES TOWN, WV 25414

PARCEL 8.2
LARRY H. BOYD
303 WILLINGHAM ROAD
CHARLES TOWN, WV 25414

PARCEL 10.3
GREGORY A. LONGERBEAM
115 WILLINGHAM ROAD
CHARLES TOWN, WV 25414

PARCEL 9.1
CLIFTON HOTT
105 DELAWARE AVENUE
HAMILTON, VA 20158

PARCEL 6.2
HENRY B. DAVENPORT, III
P.O. BOX 27
CHARLES TOWN, WV 25414

PARCEL 8.1
RUSSELL MEADOWS
7179 MIDDLEWAY PIKE
KEARNEYSVILLE, WV 25430

PARCEL 7
MICHAEL PROPST
736 NORTH CHILDS ROAD
KEARNEYSVILLE WV 25430

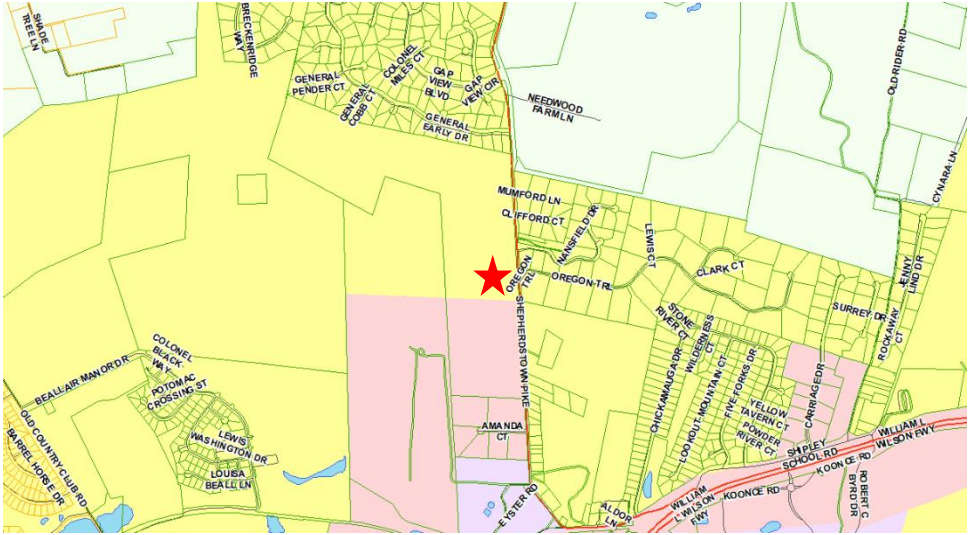
PARCEL 7.2
ROBIN HULL
476 HARTACK LANE
KEARNEYSVILLE, WV 25430

DATE: 12-22-17
REV: 01-09-18
DRAWN: MSR
CHECKED: MSR
SCALE: N/A

ROBERTS LAND SURVEYING
2068 PALMER ROAD – HEDGESVILLE, WV 25427
304.671.5406 miker002395@frontier.com

Staff Report
 Jefferson County Planning Commission Meeting
 February 13, 2018

Item #5 Public Hearing: Request by applicant Robert Adkins (PCW#18-01) for a waiver from Section 20.201A(2) that requires all subdivision lots created through the Minor Subdivision Process to have motor vehicle access to a road right-of-way via a 50' access easement which extends from the subdivided lots to the existing road right-of-way.

APPLICANT:	Robert Adkins
OWNER:	Thomas Weller C/O Randy Delawder, POA (Power of Attorney)
DEVELOPER:	Same as above
SURVEYOR/ENGINEER:	Gary A. Frey, PS
PROPERTY LOCATION:	1043 & 1073 Shepherdstown Pike Harpers Ferry, WV 25425
LEGAL DESCRIPTION & ZONING MAP DESIGNATION:	<p>Tax District: Harpers Ferry (04); Tax Map: 10; Parcel: 11 Size: 124.39 acres</p> 
ZONING DISTRICT:	Residential Growth (RG) & Residential /Light Industrial/Commercial (RLIC)
SURROUNDING PROPERTIES:	North: Residential Growth East: Residential Growth South: RLIC West: Residential Growth
APPROVED ACTIVITY	Single Family Residences
APPROVALS:	<p>One 10-acre lot created in 1996 as Mary C. Weller Minor Subdivision (Lots 1 & 2 (Residue)) which was subsequently processed as a major non-residential 4 lot subdivision; and</p> <p>One 10-acre lot created in 1998 as Estate of Mary Catherine Weller Minor Subdivision (Lots 2&3 (Residue)) which was subsequently processed as a major non-residential 2 lot subdivision.</p>

Staff Report
Jefferson County Planning Commission Meeting
February 13, 2018

Background

The 124.39 acre residue that is the subject of this request is split zoned, partially Residential Growth and partially Residential-Light Industrial-Commercial. The proposed one-lot subdivision is fully within the Residential Growth zoning district. As only two lots (10 acres each) have been previously subdivided from this lot since October 5, 1988 via the Minor Subdivision process, the proposed division may occur as a Minor Subdivision. Note that the property also has the right to divide one additional lot (plus the residue) under the Minor Subdivision process and has additional rights that can be processed under the Major Subdivision process

The Request

Applicant is proposing to process a Minor Subdivision to subdivide the tenant house from the existing farm on its own lot and is requesting that each lot be permitted to utilize the existing driveways. Section 20.201A(2) requires that all subdivision lots created through the Minor Subdivision Process have motor vehicle access to a road right-of-way via a 50' access easement which extends from the subdivided lots to the existing road right-of-way. The proposed lot encompasses an existing tenant house, shed, well, septic system and driveway. The residue has a separate farmhouse, barn, shed, well, septic system and a separate driveway. No construction is proposed for this subdivision as each proposed lot already contains an existing house.

The applicant is requesting a waiver from Section 20.201A(2) of the Subdivision Regulations to allow each lot to continue to utilize their existing driveway when the minor subdivision plat is processed. The following criteria are required to be addressed when considering a waiver:

The design of the project will provide public benefit in the form of reduction in County maintenance cost, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature.

Minor plats do not require open space or parkland and incur no County maintenance costs. This criteria does not relate to the requested waiver.

The waiver, if granted, will not adversely affect the public health, safety or welfare or the rights of adjacent property owners or residents.

The creation of two lots, each of which will be occupied by an existing house and each of which is proposed to be accessed by an existing driveway from Shepherdstown Pike (WV 230) will not change the existing conditions and therefore should not impact the public health, safety, welfare or rights of adjacent property owners or residents.

The waiver, if granted, will be in keeping with the intent and purpose of these Regulations.

The intent of the requirements of Section 20.201A(2) is to require lots created through the Minor Subdivision process to share a 50' access easement onto existing state roads to minimize the impact on the state roads. The Regulations do not address divisions that create lots that are occupied by existing houses with existing driveways. The proposed subdivision will meet the intent of the Zoning Ordinance which generally permits one single-family home per lot in the Residential

Staff Report
Jefferson County Planning Commission Meeting
February 13, 2018

Growth zone. In this case the waiver allows an existing condition to continue through the subdivision process.

The waiver, if granted, will result in a project of better quality and/or character.

The proposed subdivision is creating two lots which will be occupied by exiting houses and utilizing existing driveway. The waiver does not change the quality or character of the existing condition.

Staff Recommendation

Planning staff recommends approval of this waiver provided WV DOH approval is received for both accesses.



JEFFERSON COUNTY, WEST VIRGINIA
Dept. of Engineering, Planning, and Zoning
Office of Planning and Zoning
 116 East Washington Street, P.O. Box 716
 Charles Town, WV 25414
 www.jeffersoncountywv.org

File Number: PCW18-01
 Staff Initials: rlg
 Sketch Received: ✓
 List of Adjoiners: ✓
 Fees Paid: 100.00

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Waiver Request

Note: Waivers from the 2008 Amended Subdivision Regulations must comply with Division 24.300 of the Subdivision Regulations.

Sketch on a separate sheet of paper the shape and location of lot. Show the location of the intended construction or land use indicating building setbacks, size, and height. Identify existing buildings, structures, or land uses on the property. Sign and date the sketch. Provide a vicinity map of the area and a list of the adjoining property owner's mailing addresses.

Property Owner Information

Name: Thomas W. Weller c/o Randy Delawder, POA
 Mailing Address: 1073 Shepherdstown Pike Harpers Ferry, WV 25425
 Phone Number: 304.707-2252 Email: _____

Applicant Contact Information

Name: Robert Adkins
 Mailing Address: 1043 Shepherdstown Pike Harpers Ferry, WV 25425
 Phone Number: 304-279-3003 Email: _____

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: Gary A. Frey, P.S.
 Mailing Address: P.O. Box 1218 Harpers Ferry, WV 25425
 Phone Number: 304-820-9331 Email: gfrey.surveyor@frontier.com

Physical Property Details

Physical Address 1043 & 1073 Shepherdstown Pike Harpers Ferry, WV 25425
 Tax District: Harpers Ferry Map No: 10 Parcel No: 11
 Parcel Size: 124.39 acres Deed Book: WB 1 Page No: 43

Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential-Light Industrial-Commercial (R-LI-C)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (OC)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Date Stamp Here

What Section of the Subdivision Regulations are you Requesting to Waive?

~~Section 20.201(A)2: "...All other lots, regardless of the zoning district, shall have motor vehicle access to a road right-of-way via a 50' access easement which extends from the subdivided lots to the existing road right-of-way"~~

Briefly Describe the Nature of Your Waiver Request:

The proposed lot encompasses an existing "tenant" house, shed, well, septic system and driveway. The residue has a farmhouse, barn, sheds, well, septic system and a separate driveway. The driveways are of long duration for separate accesses to Shepherdstown Pike, WV 230. The owner and applicant desire to separate the facilities of the "tenant" house from the remainder of the farm and maintain the existing driveways. No construction is proposed for this subdivision and it does not create a new dwelling. If denied, construction of a driveway from the "tenant" house to the farmhouse lane will be required.

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

In this instance, the criteria does not relate to the requested waiver. The County does not maintain Shepherdstown Pike, WV 230, and no open space or parkland will increase or decrease from the request. The waiver will have no effect.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

Since the existing driveways to the dwellings on the Weller property have been utilized, by continual use, prior to the adjacent developments around it, no adjacent property owners will have their property impeded by the granting of the waiver.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

The waiver, if granted, would be keeping with the intent of the Subdivision Ordinance to allow one dwelling per lot. The purpose of the Ordinance is to provide adequate and quality access that can be upgraded as the number of proposed new dwelling lots increase, however it does not specifically address existing dwellings that have their own access to a public road.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

In this instance, the quality and/or character will not be affected in any significant way. The granting of the waiver would have no affect. While it is preferred that all subdivision lots access an internal subdivision road, allowing the "tenant" house lot and the farmhouse on the residue to utilize their existing access points to Shepherdstown Pike, WV 230 does not negatively impact the quality or character of the subdivision.

Original signature is required. The information given is correct to the best of my knowledge.

Randy DeLande, POA ^{for Thonny Weller} 1/22/2018
Signature of Property Owner Date

Signature of Property Owner Date

To Be Completed By Office

Date of Public Meeting/Public Hearing

Official/Administrative Body

Date Property to be Posted By

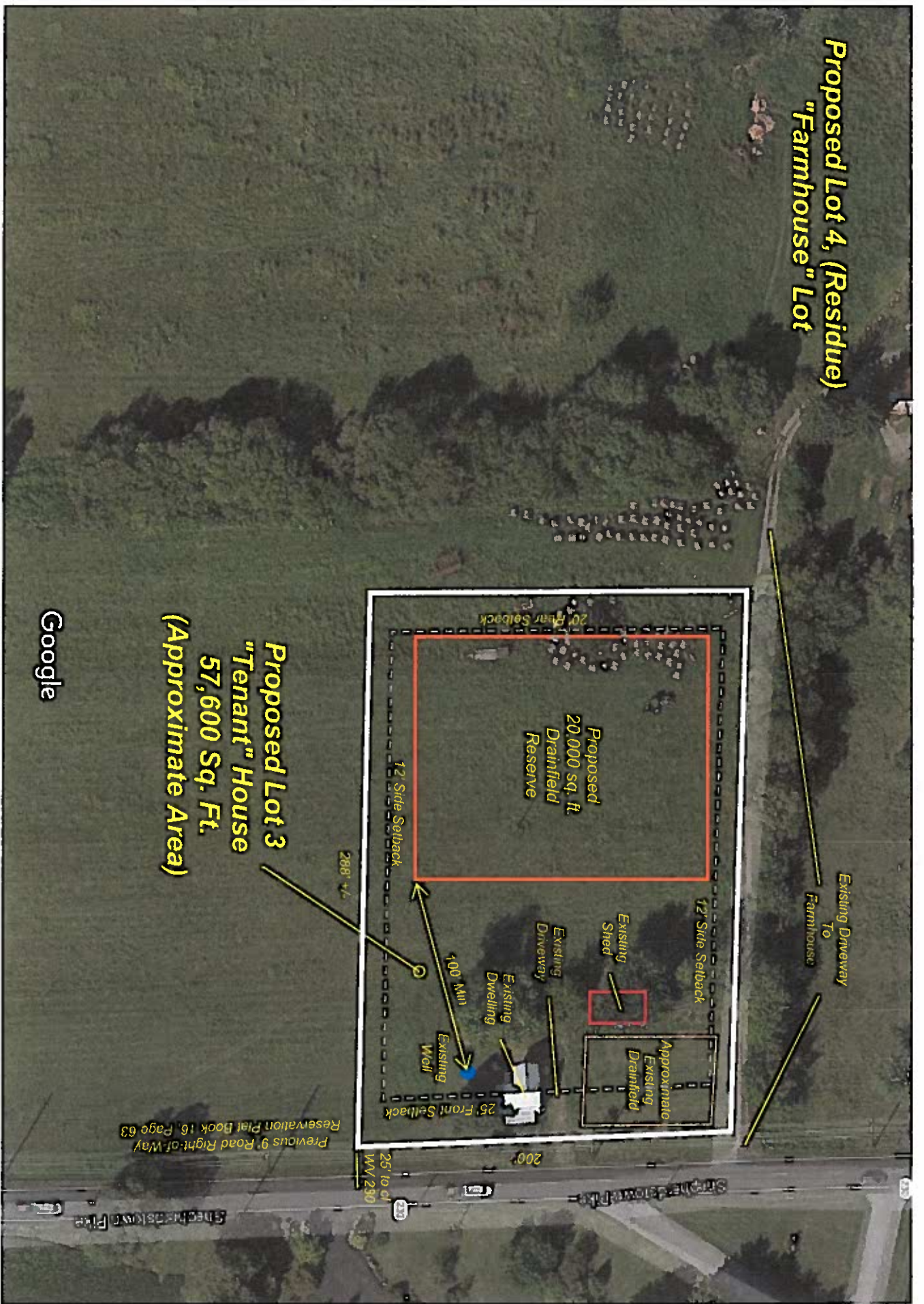
Date Adjoiner Letters to be Mailed

Approved/Denied by a vote of _____ for and _____ against this _____ day of _____, _____

Approved Denied

**Proposed Lot 4, (Residue)
"Farmhouse" Lot**

MINIMUM FRONTAGE: 200'
SETBACKS: 25' Front, 12' Side, 20' Rear
MINIMUM LOT SIZE REQUIRED: 40,000 Sq. Ft. (On-Lot Water & Septic)



Google

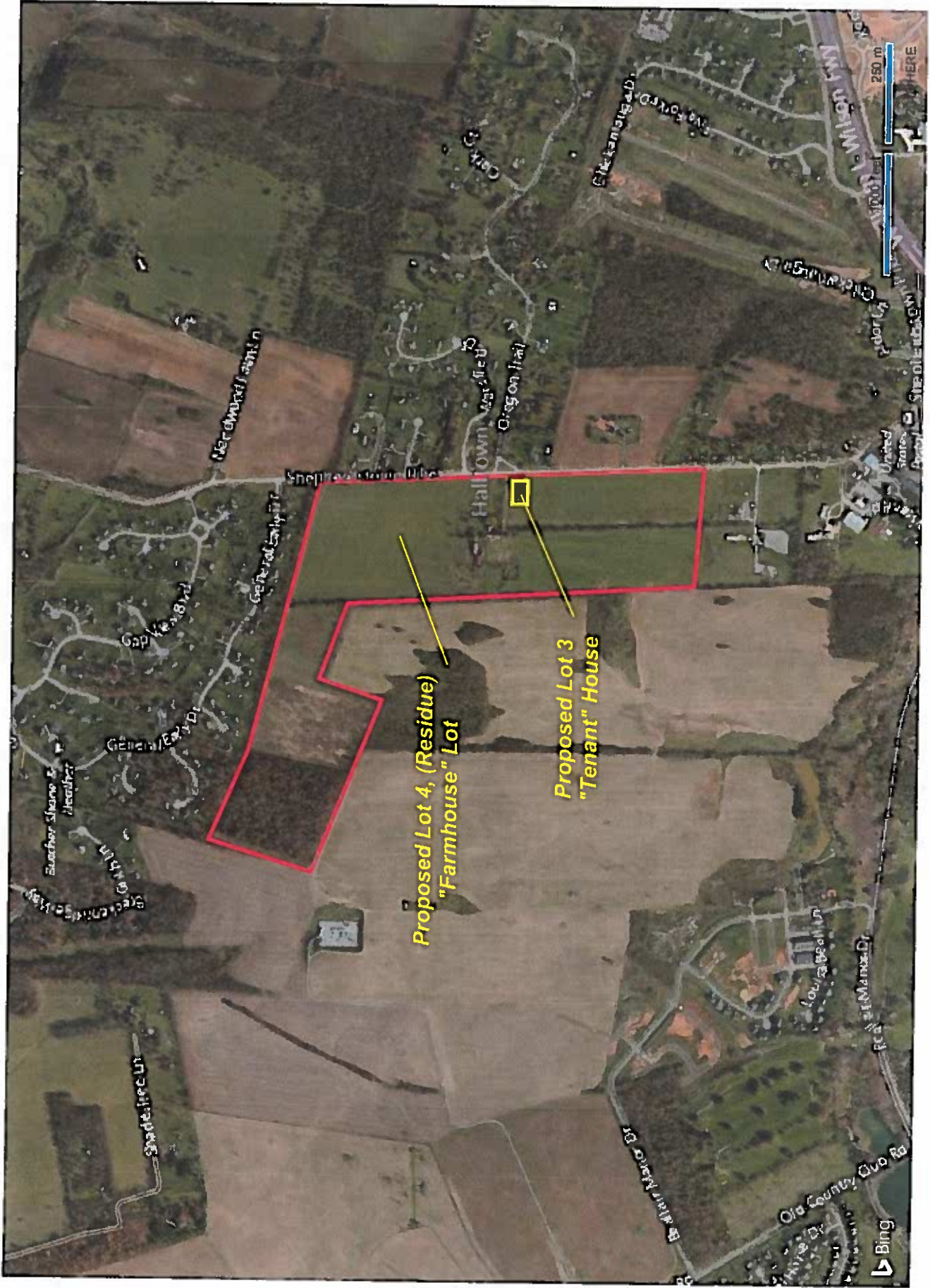
**Proposed Lot 3
"Tenant" House
57,600 Sq. Ft.
(Approximate Area)**

Imagery ©2018 Commonwealth of Virginia, DigitalGlobe, U.S. Geological Survey, Map data ©2018 Google 50 ft

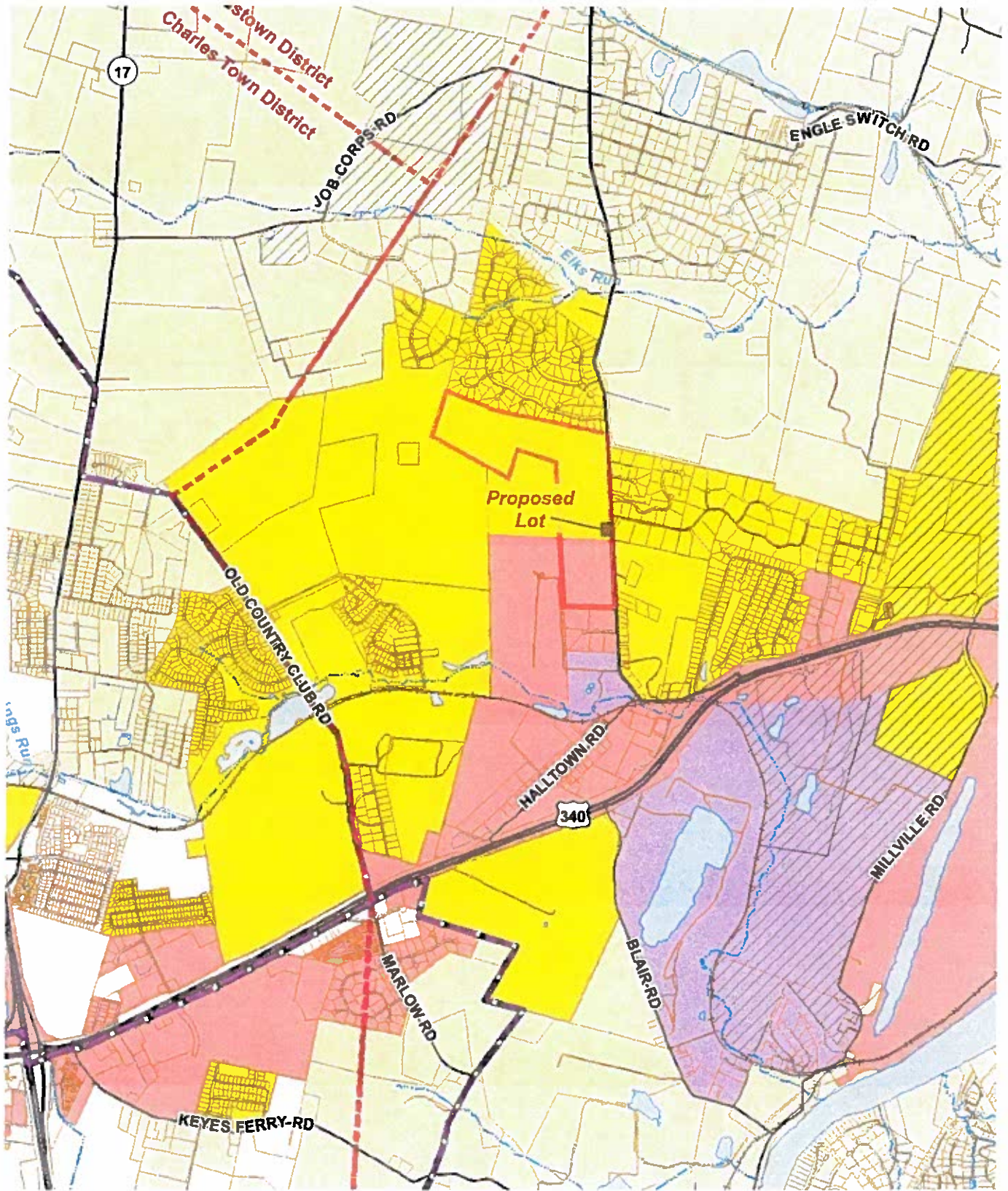
WAIVER REQUEST SKETCH
OWNER: Thomas W. Weller
APPLICANT: Robert Adkins

Previous 9' Road Right-of-Way
 Reservation Plat Book 16, Page 63

25' to old
 MW 290



WAIVER REQUEST VICINITY MAP
OWNER: Thomas W. Weller
APPLICANT: Robert Adkins



**2017 ZONING MAP
SHOWING
THOMAS W. WELLER PROPOSED LOT**

TAX MAPPING RESEARCH

PROJECT: Robert Adkins / Thomas Weller

COUNTY: Jefferson

FILE NO.: 17-08-J-HF

DISTRICT: 04-Harpers Ferry

DATE: 22-Jan-18

BY: G. Frey

TAX MAP/ PARCEL: M 10 / P 11

DEED REF: WB 1 / PG 43

ADJOINER MAP / PARCEL	TAX	OWNER	DEED REFERENCE	COPY	PLAT REFERENCE	COPY
M 10 / P 11.18		Trustees Victory Free Will Baptist Church P.O. Box 819 Kearneysville, WV 25430	955-254			
M 10 / P 11.17		David Barry Waddell 41593 Springvalley Lane Leesburg, VA 20175-6421	1101-492			
M 10 / P 10		B C Partners Inc. 24024 Frederick Rd. Clarksburg, MD 20871	850-470			
M 10 / P 30		B C Partners Inc. 24024 Frederick Rd. Clarksburg, MD 20871	850-470			
M 5D / P 53		Roger N. & Treasure P. Sexton 111 General Pender Ct. Harpers Ferry, WV 25425	1148-336			
M 5D / P 52		Jennifer J. Subleski 97 General Pender Ct. Harpers Ferry, WV 25425	1005-586			
M 5D / P 51		Micheal R. & Peggy P. Young 77 General Pender Ct. Harpers Ferry, WV 25425	961-320			
M 5D / P 50		Paul D. & Margaret A. Greene 67 General Pender Ct. Harpers Ferry, WV 25425	1056-639			
M 5D / P 45		Mathew & Marcia M. Derrick 58 General Cobb Ct. Harpers Ferry, WV 25425	966-388			
M 5D / P 44		Irma C. Tice 59 General Cobb Ct. Harpers Ferry, WV 25425	1183-539			
M 5D / P 43		Frank G. & Catherine G. Costantino 42 General Cobb Ct. Harpers Ferry, WV 25425	963-328			

TAX MAPPING RESEARCH

M 5D / P 39	Clayton K. & Heather A. McCabe 26 General Lawton Ct. Harpers Ferry, WV 25425	1045-672			
M 5D / P 38	Jeffrey W. & Andrea L. Murray 27 General Lawton Ct. Harpers Ferry, WV 25425	952-152			
M 5D / P 37	Christopher T. & Kristen S. Letterman 19 General Lawton Ct. Harpers Ferry, WV 25425	988-319			
M 5D / P 35	Jerome D. Papajohn 239 General Early Dr. Harpers Ferry, WV 25425	954-233			
M 5D / P 34	Richard L. Schwartzbeck 226 General Early Dr. Harpers Ferry, WV 25425	974-668			
M 5D / P 33	William A. & Ruth A. Smith 203 General Early Dr. Harpers Ferry, WV 25425	951-391			
M 5D / P 32	Ronald J. & Gloria A. Reyzer 179 General Early Dr. Harpers Ferry, WV 25425	951-63			
M 5D / P 31	Ricky A. & Carolyn T. Brewer 153 General Early Dr. Harpers Ferry, WV 25425	1007-278			
M 5D / P 30	Michael J. & Kristin Brunty 119 General Early Dr. Harpers Ferry, WV 25425	955-20			
M 5D / P 29	James M. & Cynthia Gilfillan 89 General Early Dr. Harpers Ferry, WV 25425	1089-27			
M 5D / P 28	James G. & Sharon L. Adams 61 General Early Dr. Harpers Ferry, WV 25425	952-283			
M 5D / P 27	Robert A. & Kathryn M. Stukey 33 General Early Dr. Harpers Ferry, WV 25425	1192-380			
M 5D / P 26	Benjamin F. & Amy J. Brown 20 N Stonewood Dr. Franklinton, NC 27525	1007-83			
M 5 / P 11.1	Urath C. Gibson II 5905 10th Rd. Arlington, VA 22205	1112-255			

TAX MAPPING RESEARCH

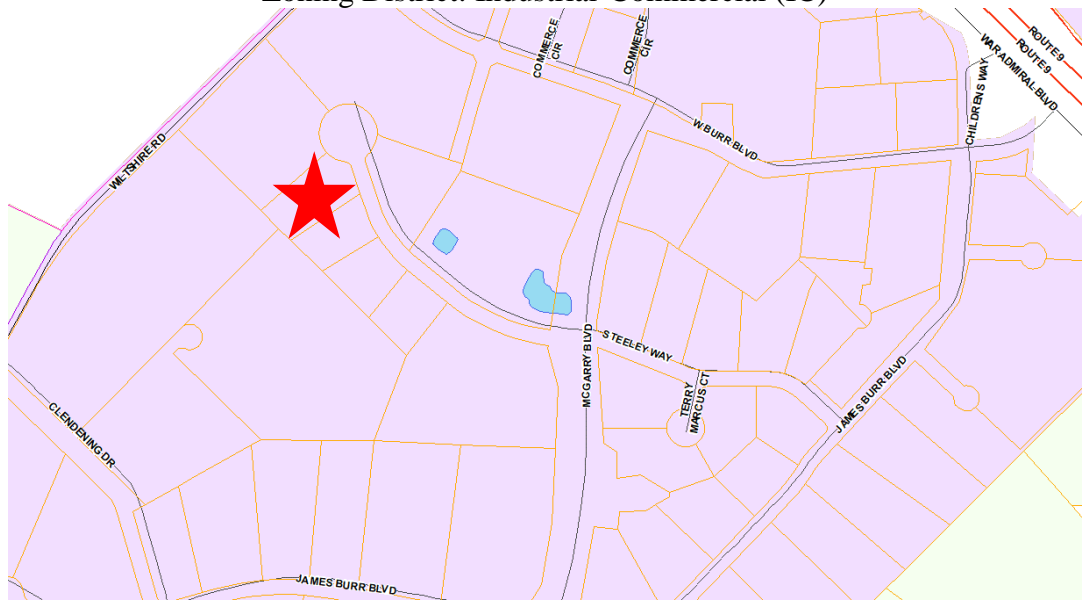
M 10 / P 11.1	Betty J. & Alec W. Carroll, Jr. 1310 Shepherdstown Pike Harpers Ferry, WV 25425	1036-196			
M 10 / P 11.3	Jason L. & Kimberly K. Savage 21 Clifford Ct. Harpers Ferry, WV 25425	1048-230			
M 10 / P 11.16	Gerald P. & Rebecca L. Rhoads 22 Clifford Ct. Harpers Ferry, WV 25425	990-81			
M 9B / P 22	Frederick D, Jr. & Jeanette Sulzen 1172 Shepherdstown Pike Harpers Ferry, WV 25425	1027-351			
M 9B / P 21	William I. Harris 1176 Shepherdstown Pike Harpers Ferry, WV 25425	992-407			
M 9B / P 1	Brian M. & Jamie A. Anderegg 20 Nansfield Dr. Harpers Ferry, WV 25425	1089-291			
M 9 / P 1.3	Doris A. Myers 1030 Shepherdstown Pike Harpers Ferry, WV 25425	830-725			
M 9 / P 2	David G. & Nancy R. Trail P.O. Box 72 Halltown, WV 25423	914-521			
M 9 / P 3.1	Donald L. & Phyliss M. Dillow P.O. Box 27 Halltown, WV 25423	1047-742			
M 9 / P 3	Donald L. & Phyliss M. Dillow P.O. Box 27 Halltown, WV 25423	931-114			
M 9 / P 4	Caleb Dean Bowers P.O. Box 1 Halltown, WV 25423	1157-516			
M 9 / P 5	Lloyd E., Jr. & Jennifer L. Mercer P.O. Box 2 Halltown, WV 25423	810-606			

STAFF REPORT

Jefferson County Planning Commission

February 13, 2018

Item #6 Public Hearing: Waiver request for TeMa USA Manufacturing Facility (PCW#18-02). The applicant is requesting a waiver from Section 21.402.D of the Subdivision and Land Development Regulations that requires no permanent encroachments, structures, fences, or landscaping within the easement area.

APPLICANT:	The Thrasher Group	
OWNER:	Jefferson County Development Authority	
DEVELOPER:	Same as above	
CONSULTANT:	The Thrasher Group	
PROPERTY LOCATION:	Steeley Way Lots 20, 21 & P/O 22 Burr Business Park	
LEGAL DESCRIPTION & ZONING DISTRICT	<p>District: Charles Town (02); Map: 2; Parcels 120, 121 & P/O 122 Size: 3.83 acres (after proposed merger) Zoning District: Industrial-Commercial (IC)</p> 	
SURROUNDING PROPERTIES	North: Industrial Commercial East: Industrial Commercial	South: Industrial Commercial East: West: Industrial Commercial
PROPOSED ACTIVITY	Construction of a 41,598 sq. ft. manufacturing facility with associated parking	
CIS	01/11/05: Planning Commission approved the CIS for Lots 1 - 45	
APPROVALS	09/08/07: Preliminary Plat approved 12/18/07: Final Plat was recorded in the Clerk's Office in Plat Book 24 Page 73	
BOARD OF ZONING APPEALS VARIANCES	01/24/06: BZA approved a variance to exempt the subdivision from the requirements to install curbs, gutters and sidewalks. 07/28/16: BZA approved a request for variance to reduce building setback requirements for commercial and industrial development to 25' for all vacant lots owned by the JCDA; to reduce the landscape buffer requirement on those lots; to allow a modified planting standard; and to reduce the parking and drive aisle setbacks for a proposed industrial use.	

STAFF REPORT

Jefferson County Planning Commission

February 13, 2018

The Request

The applicant has submitted a Site Plan to permit the construction of a 41,598 sq. ft. manufacturing facility with associated parking. The applicant is seeking a waiver from Section 21.402.D that requires that “no permanent encroachments, structures, fences, or landscaping be located within an easement area.” The applicant is proposing merging portions of three lots for the placement of this facility and providing an asphalt driveway, curb, chain link fence, trees and shrubs to be located within an existing sanitary sewer easement.

Waiver Requirements:

In order to grant a waiver the following four criteria must be met. The comments below the criteria are the staff’s comments related to the criteria:

The design of the project will provide public benefit in the form of reduction in County maintenance cost, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature.

This criteria is not relevant to the requested waiver.

The waiver, if granted, will not adversely affect the public health, safety or welfare or the rights of adjacent property owners or residents.

Typically no structures or landscaping are permitted within a utility easement in order to protect the utility itself and to ensure the easement holder has full access to the easement to perform maintenance or make repairs as necessary. Input from the utility provider using this easement needs to be received and considered by the Planning Commission.

The waiver, if granted, will be in keeping with the intent and purpose of these Regulations.

The purpose of the requirement that is requested to be waived is to protect utilities within the designated utility easement and ensure safe and clear access for maintenance and repair. If the easement holder believes that this intent can still be met with the proposed design, the waiver will allow the project to meet the intent of the Regulations. The applicant has indicated that they will provide full access to the sewer line if needed if the placement of the paving over the easement is permitted.

The waiver, if granted, will result in a project of better quality and/or character.

If the waiver is not granted, the applicant may relocate the proposed project or move the existing sewer lines.

Staff Recommendation

If the utility has no objections and the applicant understands that the utility has the right of full access to their sewer line, staff is not opposed to this request.



JEFFERSON COUNTY, WEST VIRGINIA
Dept. of Engineering, Planning, and Zoning
Office of Planning and Zoning
 116 East Washington Street, P.O. Box 716
 Charles Town, WV 25414
 www.jeffersoncountywv.org

File Number: _____
 Staff Initials: _____
 Sketch Received: _____
 List of Adjoiners: _____
 Fees Paid: _____

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Waiver Request

Note: Waivers from the 2008 Amended Subdivision Regulations must comply with Division 24.300 of the Subdivision Regulations.

Sketch on a separate sheet of paper the shape and location of lot. Show the location of the intended construction or land use indicating building setbacks, size, and height. Identify existing buildings, structures, or land uses on the property. Sign and date the sketch. Provide a vicinity map of the area and a list of the adjoining property owner's mailing addresses.

Property Owner Information

Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Applicant Contact Information

Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: _____
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____

Zoning District (please check one)

- | | | | | | | | |
|-------------------------------|----------------------------------|--------------|---|-----------------------------|------------------------------------|---|--|
| Residential
Growth
(RG) | Industrial
Commercial
(IC) | Rural
(R) | Residential-
Light Industrial-
Commercial
(R-LI-C) | Village
(V) | Neighborhood
Commercial
(NC) | General
Commercial
(GC) | |
| | | | Highway
Commercial
(HC) | Light
Industrial
(LI) | Major
Industrial
(MI) | Planned
Neighborhood
Development
(PND) | Office/Commercial
Mixed-Use
(OC) |

Place Date Stamp Here

What Section of the Subdivision Regulations are you Requesting to Waive?

Section 21.402D

Briefly Describe the Nature of Your Waiver Request:

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

Original signature is required. The information given is correct to the best of my knowledge.

Signature of Property Owner

Date

Signature of Property Owner

Date

To Be Completed By Office

_____ Date of Public Meeting/Public Hearing

_____ Date Property to be Posted By

_____ Official/Administrative Body

_____ Date Adjoiner Letters to be Mailed

Approved/Denied by a vote of _____ for and _____ against this _____ day of _____, _____

Approved

Denied

**TeMa USA
Manufacturing Facility
Jefferson County, WV**

January 22, 2018

Waiver Request

List of Ad-joiners

**Tax District = 2
Tax Map = 1**

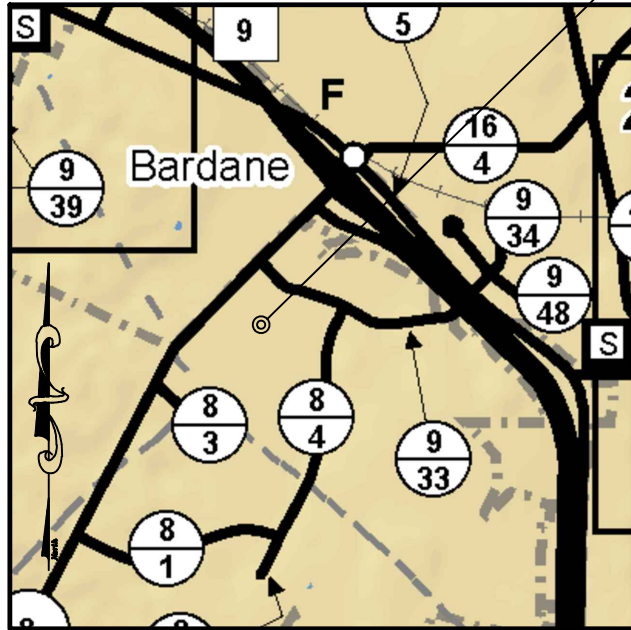
**Parcel = 53, 53.2
Owner = Norton Investments, LLC
601 SW Second Avenue
Suite 2100
Portland, OR 97204**

**Parcels = 118, 122, 123
Owner = Jefferson County Development Authority
1948 Wiltshire Road #4
Kearneysville, WV 25430**

JEFFERSON COUNTY, WV HIGHWAY MAP

CHARLES TOWN, WV-VA-MD & MIDDLEWAY, WV QUAD MAPS

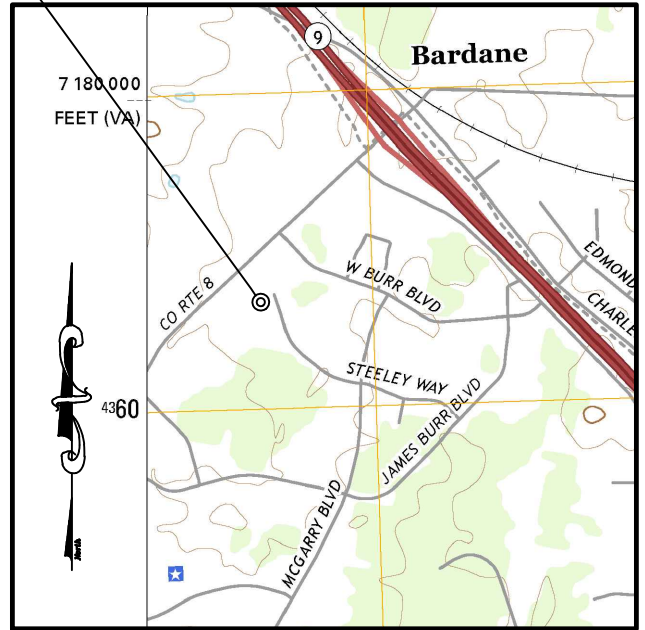
PROJECT LOCATION



1/2 MILE 0 1/2 MILE 1 MILE



HIGHWAY MAP SCALE

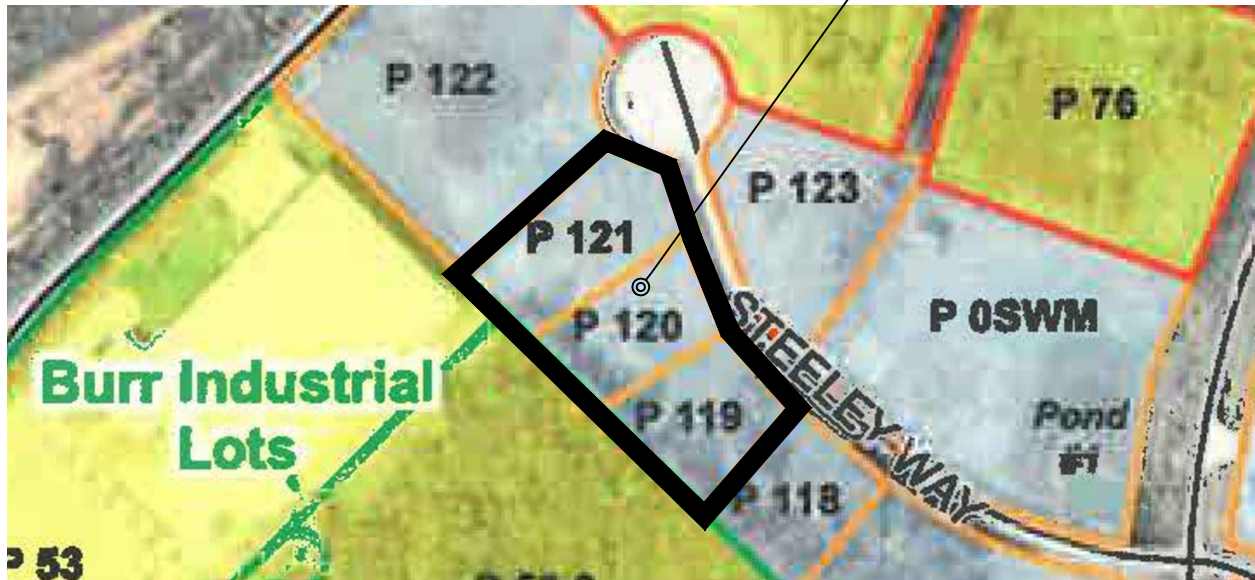


2000' 0 2000' 4000'



VICINITY MAP SCALE

PROJECT LOCATION



NOT TO SCALE

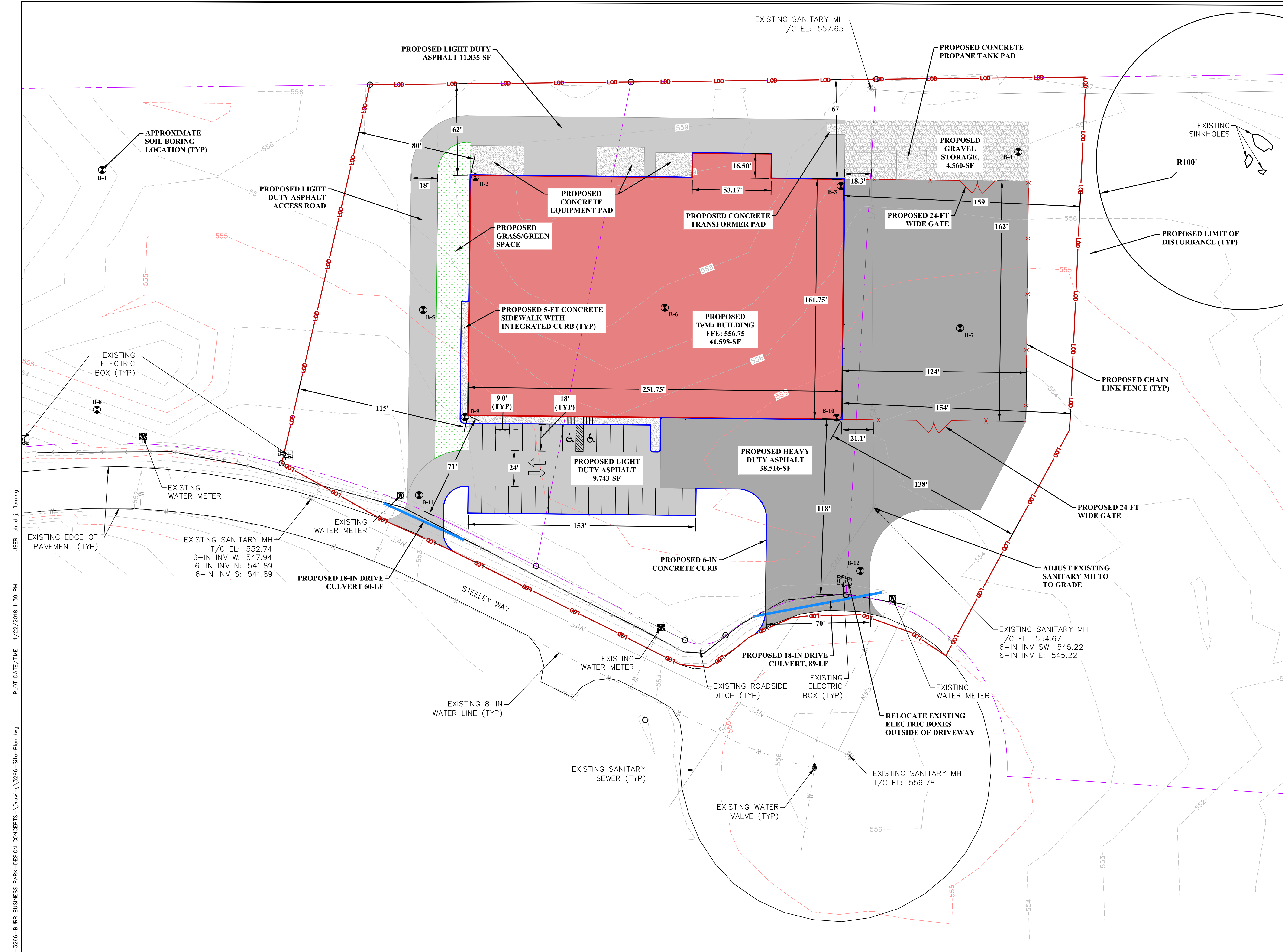
CAD FILE: R:\030-3266-BURR BUSINESS PARK-DESIGN CONCEPTS-Drawing\exhibit\030-3266- Temo USA Exhibit.dwg PLOT DATE/TIME: 1/22/2018 1:11 PM

THE INFORMATION CONTAINED
HEREIN IS THE SOLE PROPERTY
OF THE THRASHER GROUP INC.
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THRASHER
THE THRASHER GROUP INC.
600 WHITE OAKS BOULEVARD, BRIDGEPORT, WV 26330
PHONE (304) 624-4108 • FAX (304) 624-7831

TEMA USA
MANUFACTURING FACILITY
JEFFERSON COUNTY,
WEST VIRGINIA

DATE
01/22/2018

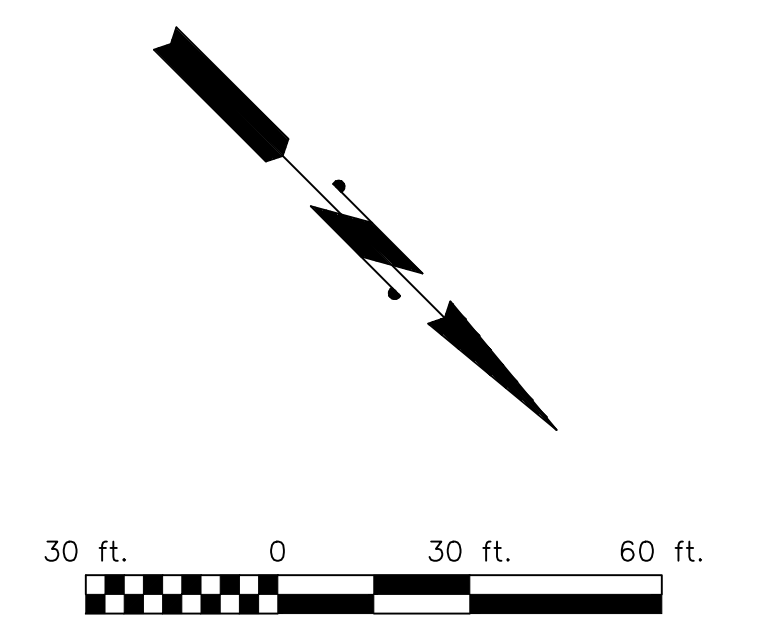


PLAN LEGEND

	PROPERTY LINE
	EXISTING CONTOURS
	EXISTING TREE LINE
	EXISTING PAVED ROAD EDGE
	EXISTING WATER LINE
	SAN EXISTING SANITARY SEWER
	LIMIT OF DISTURBANCE
	PROPOSED CONTOURS
	C-F APPROXIMATE CUT-FILL INTERFACE LINE
	PROPOSED CUT LIMIT
	PROPOSED FILL LIMIT
	PROPOSED TOP OF TOPSOIL STOCKPILE
	PROPOSED WATER QUALITY SWALE
	PROPOSED 6-FT CHAIN LINK FENCE
	PROPOSED CURB
	PROPOSED HDPE CULVERT
	PROPOSED OUTLET PROTECTION
	PROPOSED BUILDING
	PROPOSED HEAVY DUTY ASPHALT PAVEMENT
	PROPOSED LIGHT DUTY ASPHALT PAVEMENT
	PROPOSED CONCRETE PAD OR SIDEWALK
	PROPOSED GRASS/GREEN SPACE
	PROPOSED GRAVEL
	B-X APPROXIMATE BOREHOLE LOCATION

- NOTES**
- PROPERTY LINES AND EXISTING FEATURES SHOWN ARE BASED UPON THE THRASHER GROUP, INC. SURVEY PERFORMED IN DECEMBER 2017.
 - ALL COORDINATES ARE IN NAD-83 WEST VIRGINIA STATE PLANE NORTH, US SURVEY FEET, UNLESS OTHERWISE NOTED.
 - EXISTING BOREHOLE LOCATIONS WERE DIGITIZED FROM PDF DOCUMENT RECEIVED FROM DESIGN CONCEPTS ON 12/12/2017. LOCATIONS SHOULD BE TREATED AS APPROXIMATE.
 - EXISTING SANITARY SEWER ROUTES HAVE BEEN TAKEN FROM "Burr Ind park- Prelim survey.dwg" RECEIVED FROM DESIGN CONCEPTS ON 12/11/2017. THRASHER OBTAINED INVERTS ON SANITARY MANHOLES AS LABELED. REMAINING SANITARY MANHOLE LIDS WERE BOLTED DOWN AT TIME OF SURVEY.
 - BUILDING FOUNDATION IS ELEVATED 6-IN ABOVE SURROUNDING PARKING LOT.
 - EARTHWORK CALCULATIONS ARE TO THE TOP OF FINISHED PAVEMENT.
 - CONSTRUCTED SLOPES ARE AS FOLLOWS:
 - ALL FINISH CUT SLOPES = 2.0H:1V
 - ALL FINISH FILL SLOPES = 3.5H:1V
 - TOPSOIL STOCKPILE SLOPES = 3.0H:1V
 - ALL EXISTING AND PROPOSED CONTOURS ARE SHOWN IN 1-FT MINOR AND 5-FT MAJOR INTERVALS.
 - REMOVAL OF EXCESS MATERIAL FROM THE SITE IS THE RESPONSIBILITY OF THE CONTRACTOR.

LAYOUT TAB: 04
 CAD FILE: R:\030-3266-BURR BUSINESS PARK-DESIGN CONCEPTS-Drawing_3266-Site-Plan.dwg
 USER: chad j. Fleming
 PLOT DATE/TIME: 1/22/2018 1:39 PM



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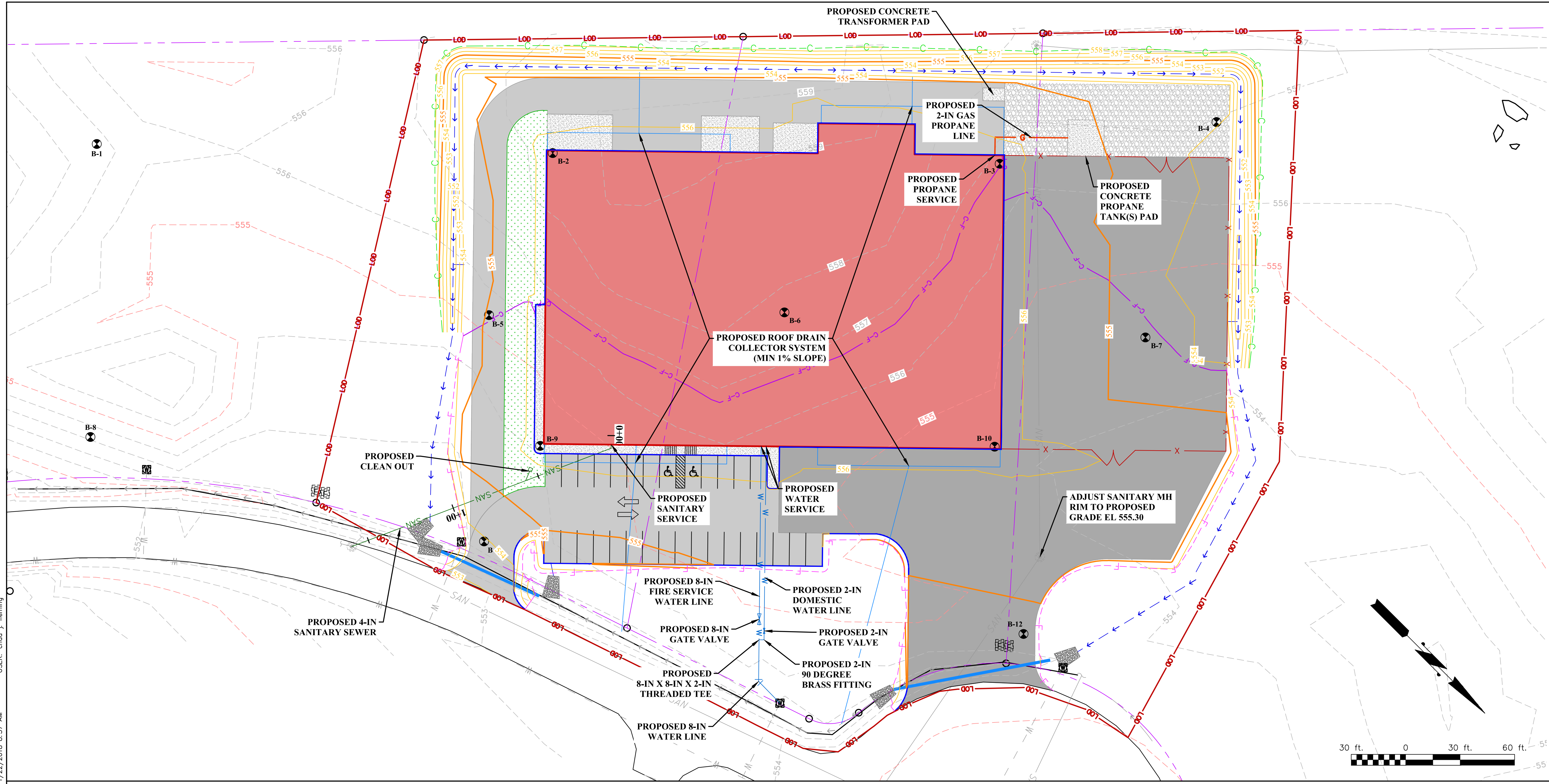
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SURVEY BY:	DATE:
FIELD BOOK No.:	

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 600 WHITE OAKS BLVD., P.O. BOX 940
 BRIDGEPORT WV 26330
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PHASE No.	
CONTRACT No.	
PROJECT No.	

**TeMa USA MANUFACTURING FACILITY
 IN THE BURR BUSINESS PARK
 PRELIMINARY PLANS
 JEFFERSON COUNTY, WEST VIRGINIA
 SITE PLAN**

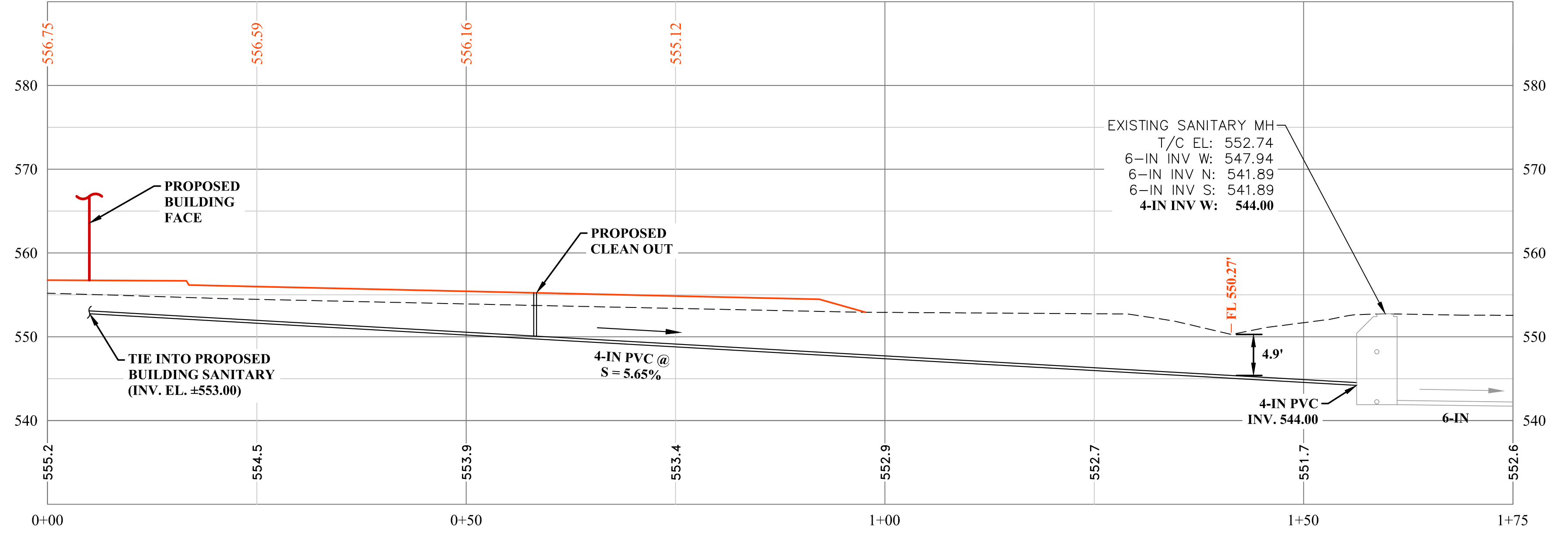
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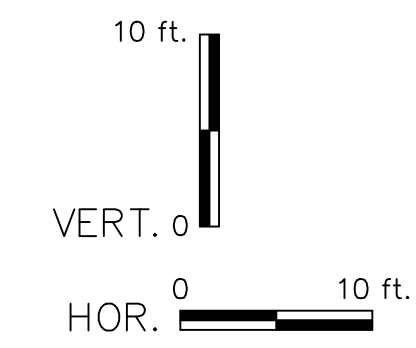
PLAN LEGEND	
	PROPERTY LINE
	EXISTING CONTOURS
	EXISTING TREE LINE
	EXISTING PAVED ROAD EDGE
	EXISTING WATER LINE
	EXISTING SANITARY SEWER
	LIMIT OF DISTURBANCE
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	PROPOSED LIGHT DUTY ASPHALT PAVEMENT
	PROPOSED CONCRETE PAD OR SIDEWALK
	PROPOSED GRASS/GREEN SPACE
	PROPOSED GRAVEL
	APPROXIMATE BOREHOLE LOCATION
	PROPOSED ROOF DRAIN COLLECTOR SYSTEM
	PROPOSED PROPANE GAS LINE
	PROPOSED WATER LINE
	PROPOSED SANITARY SEWER LINE

- NOTES**
- SEE ARCHITECTURAL PLANS FOR UTILITIES WITHIN FIVE (5) FEET OF BUILDING PERIMETER. BUILDING CONTRACTOR IS RESPONSIBLE FOR PICKING UP ALL UTILITIES WITHIN 5 FEET OF BUILDING PERIMETER.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING LOCATIONS OF AND CONNECTION WITH APPROPRIATE UTILITIES.
 - TEN (10) FOOT MINIMUM HORIZONTAL SEPARATION SHALL BE PROVIDED BETWEEN WATER AND GAS LINES.
 - CONTRACTOR TO COORDINATE DOMESTIC AND FIRE SERVICE WATER UTILITY CONNECTION(S) WITH JUI. ALL WATER METERS, VAULTS, VALVES, AND OTHER APPURTENANCES SHALL BE APPROVED BY JUI PRIOR TO INSTALLATION.

PROPOSED 4-IN SANITARY SEWER PROFILE



PROFILE LEGEND	
	EXISTING GROUND
	PROPOSED FINISHED GRADE



LAYOUT TAB: 06 USER: chad j. Fleming PLOT DATE/TIME: 1/22/2018 8:37 AM CAD FILE: R:\30-3266-BURR BUSINESS PARK-DESIGN CONCEPTS-\Drawing\3266-Site-Plan.dwg

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PHASE No.	
CONTRACT No.	
PROJECT No.	

**TeMa USA MANUFACTURING FACILITY
IN THE BURR BUSINESS PARK
PRELIMINARY PLANS
JEFFERSON COUNTY, WEST VIRGINIA
UTILITY PLAN & SANITARY PROFILE**

SHEET No.
C-6



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: Z18-01

Staff Initials: JH

Application Fee: \$ 1,200.00

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Zoning Map Amendment (Rezoning)

Pursuant to Article 12, a Zoning Map Amendment is a procedure to amend the official Zoning Map of the County by changing the zoning designation of a property. In order for a proposed amendment to be approved, the County Commission, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan, or if it is inconsistent, must make findings in accordance with the requirements of 8A-7-8 et seq of the WV State Code. All Amendments to the Zoning Map require a Public Hearing to be held by the Planning Commission for the purpose of making a recommendation to the County Commission. Subsequently, all recommended map amendments require a Public Hearing before the County Commission prior to a final determination.

Property owner information

Name: Summit Point Ventures LLC; c/o Jim Bradbury
Mailing Address: 2804 Mission College Blvd., Suite 205; Santa Clara, CA 95054
Phone Number: 304-546-0733 Email: jbradbury@kanawhascales.com

Applicant contact information

Name: Summit Point Ventures LLC; c/o Jim Bradbury
Mailing Address: 2804 Mission College Blvd., Suite 205; Santa Clara, CA 95054
Phone Number: 304-546-0733 Email: jbradbury@kanawhascales.com

Applicant representative

Name: GORDON; Chad Wallen
Mailing Address: 148 S. Queen Street, Suite 201; Martinsburg, WV 25401
Phone Number: 304-725-8456 Email: cwallen@gordon.us.com

Physical property details

Physical Address: 500 Motorsports Park Circle
City: Summit Point State: WV Zip Code: 25446
Tax District: Kabletown (6) Map No: 17 Parcel No: 2.3
Parcel Size: 3.35+/- Acres Deed Book: 1092 Page No: 176

Current Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
Place Received Date Stamp Here		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (RLIC)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (O/C)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For a Zoning Map Amendment request, the "burden of proof" is on the applicant to show why the proposed zoning is more appropriate than the existing zoning. Accordingly, please explain how the following factors support your proposal.

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

See Attached

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan.

See Attached

Discuss any change(s) of transportation characteristics (i.e., type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

See Attached

Do you request that the Planning and Zoning Staff present the petition to the Planning Commission for the purpose of setting the public hearing date?

- Yes, I request that the Planning and Zoning Staff present the petition
- No, I prefer to present the petition

Plat or Sketch Plan (provide as an attachment to this application)

The plat or sketch must be pursuant to Zoning Ordinance, Section 7.4 (b). The sketch plan shall include the entire original parcel as it appeared on the date this ordinance took effect. The property proposed for development shall be drawn to a reasonable scale (eg. 1" = 50', 1" = 100', or 1" = 200'). The sketch plan shall show, in simple form, the proposed layout of lots, parking areas, recreational areas, streets, building areas, and other features in relation to each other and to the tract boundaries. Contour lines should be superimposed on the sketch plan. Natural features such as woods, watercourses, prominent rock outcroppings, sinkholes and quarries shall be delineated.

Is Plat or Sketch Plan attached?

Yes No

Original signature of all property owners is required. The information given is correct to the best of my knowledge (Please attach additional signature page if needed).

Eric Frank
Manager Member Summit 1/24/2018

Signature of Property Owner *Venture* Date

Signature of Property Owner Date

The Planning Commission is required to set a public hearing on the proposed Zoning Map Amendment within 60 days of the date upon which a complete petition is presented to the Planning Commission at a Planning Commission Meeting. A complete petition, and related fees, shall be submitted to Departments of Planning and Zoning for placement on the Planning Commission agenda at least two (2) weeks prior to the meeting date at which the petition will be presented. Upon request, Planning and Zoning staff can present the petition to the Planning Commission on behalf of the applicant for purpose of setting the public hearing date. At the conclusion of the Planning Commission's Public Hearing, or at the next regular Planning Commission meeting, the Planning Commission shall make a recommendation to the County Commission regarding approval or disapproval of the requested Map Amendment. This recommendation shall be forwarded to the County Commission within four (4) weeks of final Planning Commission action.

The Planning Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Recommended Not Recommended

The County Commission finds this request consistent/inconsistent with the Comprehensive Plan by a vote of _____ for and _____ against, this day of _____, _____, _____.

Approved Disapproved

Final Determination/Other Comments

Zoning Map Amendment Application Addendum

Summit Point Ventures Rezoning

January 24, 2018

Owner / Applicant:

Summit Point Ventures LLC
2804 Mission College Boulevard, Suite 205
Santa Clara, CA 95054

Property Tax Identification:

Kabletown District (6), Map Number 17, Parcel 2.3

Deed Information:

Deed Book 1092, Page Number 176

Property Characteristics:

Location: Southeast corner of the Summit Point Road (Rte. 13) and Motorsports Park
Circle intersection.
Current Zoning: Rural
Current / Historic Use: Commercial
Tract Size: 3.35+/- Acres

Table of Exhibits

1. Vicinity Map
2. Aerial Overlay
3. Existing Land Use Map
4. Future Land Use Guide (Modified)
5. Concept Plan / Existing Conditions
6. WV Development Office Marketing Material

Substantiation for Request

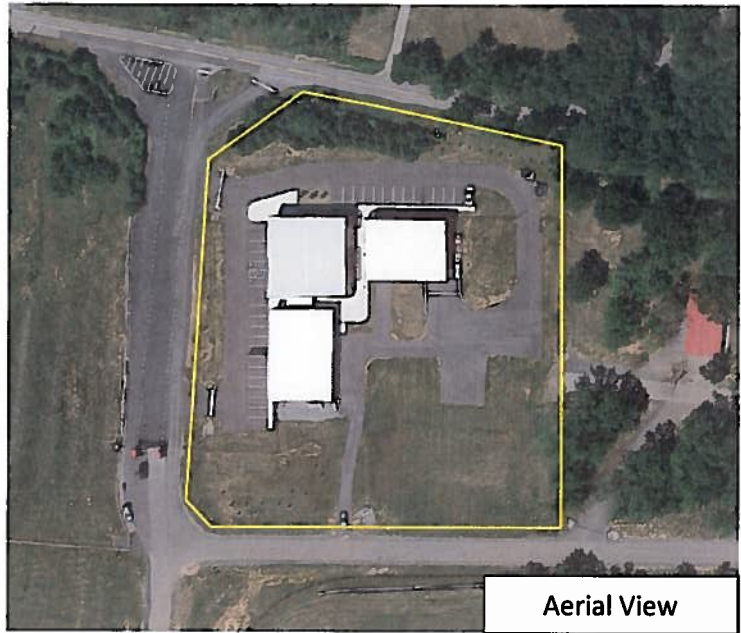
- 1. The designation as General Commercial will reflect the property's existing development.** The previous use was vacated in 2014 and the property remains idle and is currently of no benefit to Jefferson County. Discussions with potential tenants often end due to a lack of by-right commercial options for the property. The owners are requesting relief from ongoing nonconforming use status by asking the County Commission to recognize the property as a commercial entity through granting the General Commercial zoning designation.



- 2. The property was designed for a commercial use and gave consideration for potential impacts to neighboring properties.** Buffers and setbacks were specifically developed by Jefferson County to protect adjoining properties of different uses. The implementation of these buffers preserves adjacent property owner's rights and supports their general welfare. The existing design of the property includes the following commercial setbacks and buffers:
 - Zoning Ordinance Section 4.6.B.2: 75' distance requirement from any lot with a dwelling.
 - Zoning Ordinance Section 4.11.A.1: 50' or greater unscreened green space buffer.
 - Zoning Ordinance Section 4.11.B.1: 15' screened buffer.

3. **Limited use for the property under the Rural Zoning District.** Due to the property's location and existing development there is limited alternatives other than a commercial business. Previous commercial operations have demonstrated the site is a viable commercial property.

4. **The subject property was previously part of the adjacent Motorsports Park which predates the Jefferson County Zoning Ordinance.** The property was developed and subdivided from Summit Point Motorsports Park which opened in 1970. The Comprehensive Plans Existing Land Use Map recognizes the Park as a commercial use. As part of the Motorsports Park the subject property's continued commercial use predates the implementation of zoning in



Jefferson County. The implementation of zoning in Jefferson County failed to recognize this property as a distinct use which does not meet its definition of rural.

5. **No burden would be placed on existing public infrastructure with this rezoning.** The property will not require the extension of utilities and will not create additional needs on the school system or other County facilities. The property is self-contained and does not depend on public facilities to continue under the General Commercial district. The continued use as a commercial property will help contribute to the tax base in Jefferson County.

6. **The property's commercial use is consistent with surrounding commercial development.** Surrounding uses include Summit Point Motorsports Park, Summit Point Training Campus, and REMAC Recycling Center. Commercial setback and buffers were provided for the lone residential property located opposite Summit Point Road.



Adjacent Summit Point Training Campus



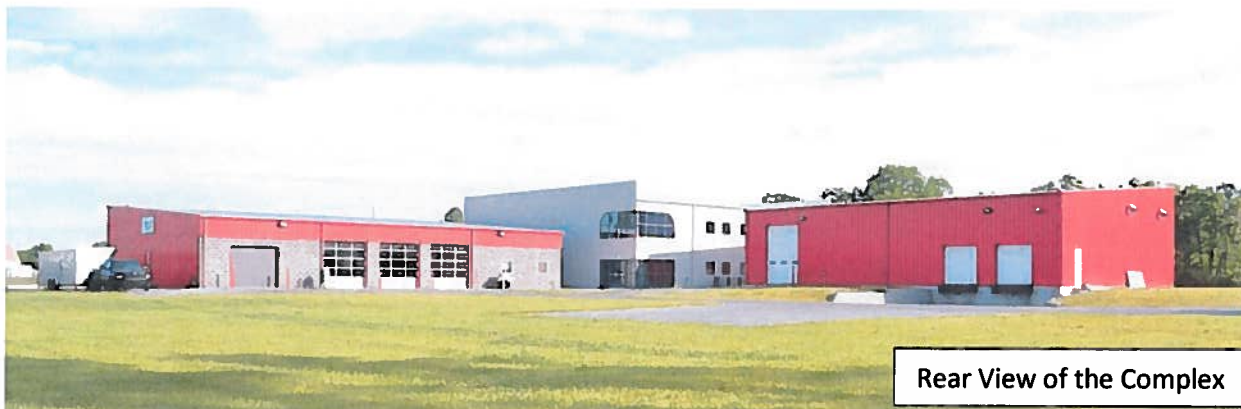
Adjacent Summit Motorsports Park

Describe your proposed use (and/or project) and describe why the Zoning Map Amendment is necessary for the proposed use (and/or project) described.

The subject property is currently vacant and previously existed as a non-conforming use occupied by an aftermarket car engineering and design company. The building contains over 19,500 square feet of floor space which includes 10,512 sf of Office Space and 9,000 sf of Warehouse/Manufacturing Space. The conversion of this property to a residential, agricultural or most other permitted uses in the Rural District is not fiscally viable. The continued use as a commercial use is the only option for maintaining this property.

The proposed use is to allow the existing commercial structure to continue as a by-right commercial use under the General Commercial zoning district. The approval of this amendment will allow the property to be promoted as a commercial establishment and recognize its historic use. If denied, future efforts to sell or lease the property will be impaired by requiring a zoning certificate or review as a proposed nonconforming use for every potential use/tenant interested in the facility. If zoned properly as General Commercial, the facility will maintain its right to the site's previous and historic use.

The Comprehensive Plans Existing Land Use Map recognizes the Summit Point Motorsports Park as a commercial use. The property to be rezoned was originally part of the Motorsports Park and its continued commercial use predates the implementation of zoning in Jefferson County.



The existing development on the property does not meet the definition for a rural use as defined by both the Comprehensive Plan and Zoning Ordinance. Definitions include:

- Comprehensive Plan Appendix H: A sparsely developed area where the land is primarily used for farming and farm related activities, forestry, resource extraction, or large lot residential density.
- Comprehensive Plan Appendix G – Land Use Map Classifications: Rural / Agricultural - This land use category reflects land occupied by lots greater than five acres. Found within this classification are single family uses and working agricultural operations.
- Zoning Ordinance Section 5.7, Rural (R) District: The purpose of this district is to provide a location for low density single family residential development in conjunction with providing continued farming activities.

The area surrounding the subject property is not sparsely developed, with multiple business adjacent to the property and the Summit Point Village District located less than one-half mile to the east.

The State of West Virginia and local agencies have invested in this property to create jobs and revenue for Jefferson County. Continued support of this existing commercial infrastructure will help promote a diversified tax base and increase employment opportunities. The property maintains a tenant ready building which previously supported up to 50 employees as a commercial use. The sites adjacency to Summit Motorsports Park



provides a unique opportunity for potential businesses and the surrounding area. The General Commercial zoning designation will aid in attracting a business to the property and allow for that economic growth to occur.

Describe how the Zoning Map Amendment will be consistent with the objectives and policies of the Comprehensive Plan (the Plan).

- **Page 26 of the Plan states: “For zoning map amendments in areas outside of growth areas shown on the Future Land Use Guide, this Plan recommends that the County Commission can further determine that a requested zoning map amendment is consistent with the balance of the Plan by receiving evidence and making a finding that the zoning map amendment is for the economic well-being of Jefferson County; or by finding that there is an error or under scrutinized property on the Future Land Use Guide”. (Page 26 of the Plan)**
 - It is clear that the Future Land Use Guide does not in itself determine if a rezoning is compatible with the Comprehensive Plan.
 - The utilization of the existing commercial building as a commercial use will support the tax base of Jefferson County and provide employment opportunities for its residents.
 - The subject property and adjacent properties to the east, south and west are recognized as commercial properties by The Plan’s Existing Land Use Map. The original allocation of a Rural zoning designation did not recognize the properties historic use and is under scrutinized on the Future Land Use Guide.
 - The Plan recognizes that development surrounding the property to be rezoned is not typical of rural/agricultural development. Both Summit Point Motorsports Park and the Summit Point Training Campus are completely or in part Vocational and/or Training Facilities for Adults. Page 236 of The Plan acknowledges this abnormality in the Future Land Use Guide by stating: “Within the Rural/Agricultural District is a permitted land use of “Vocational and/or Training Facility for Adults”. This text recognizes an existing facility, but the map depicts this use as Rural/Agricultural”.

- **“One of Jefferson County’s target industries is correlated with the presence of state and federal government facilities. Since the federal government has found success with their existing local facilities, the potential for additional federal employment opportunities to locate here is greatly enhanced.” (page 66 of the Plan).**
 - Clients served by the training facilities surrounding this property include U.S. Department of State Diplomatic Security Services, foreign governments and numerous other local and federal agencies. Granting the General Commercial zoning district will allow the subject property to market its existing facilities as an opportunity to support the areas elite training facilities.
- **The Plans Economic Development & Employment Recommendations Goals 6 / 7.5 (page 70): Create a business friendly environment in Jefferson County.**
 - Granting the General Commercial district would simplify the marketing of the property and recognized the property as a destination commercial facility within Jefferson County.
- **The Plans Economic Development & Employment Recommendations Goals 6 / 7.9.c. (page 70): Encourage the utilization of existing structures or the utilization of greyfield or brownfield sites for the development of new state and federal facilities.**
 - The sites proximity to the adjacent facilities utilized by multiple state and federal agencies provides an opportunity to build upon and/or support the missions of Summit Point Training Center and Motorsports Park. A vacant building with the constraints of a Rural zoning designation does not promote the possibility of expanding on this areas existing offerings.



- **The Plans Tourism Recommendations Goal 9.1 (page 84): Support and promote rural and recreational tourism to help achieve the County’s economic goals.**
 - Summit Point Motorsports Park is a major recreational facility and tourism destination within Jefferson County. The subject property’s adjacency and relationship to this facility lends itself to a business which supports this recreation and tourism destination in Summit Point.

- **The Plans Finance Recommendations Goal 24.1 (page 141): Develop policies that result in a well-balanced tax base that is not overly reliant on residential taxes, but is diversified by the presence of a robust commercial and industrial tax base.**
 - The property’s existing commercial infrastructure is uniquely situated to support and benefit from the adjacent motorsports park, which has a proven history to be an economic engine within Jefferson County.



Discuss any change(s) of transportation characteristics (i.e. type and frequency of traffic, adequacy of existing transportation routes), and neighborhood characteristics from when the original ordinance was adopted.

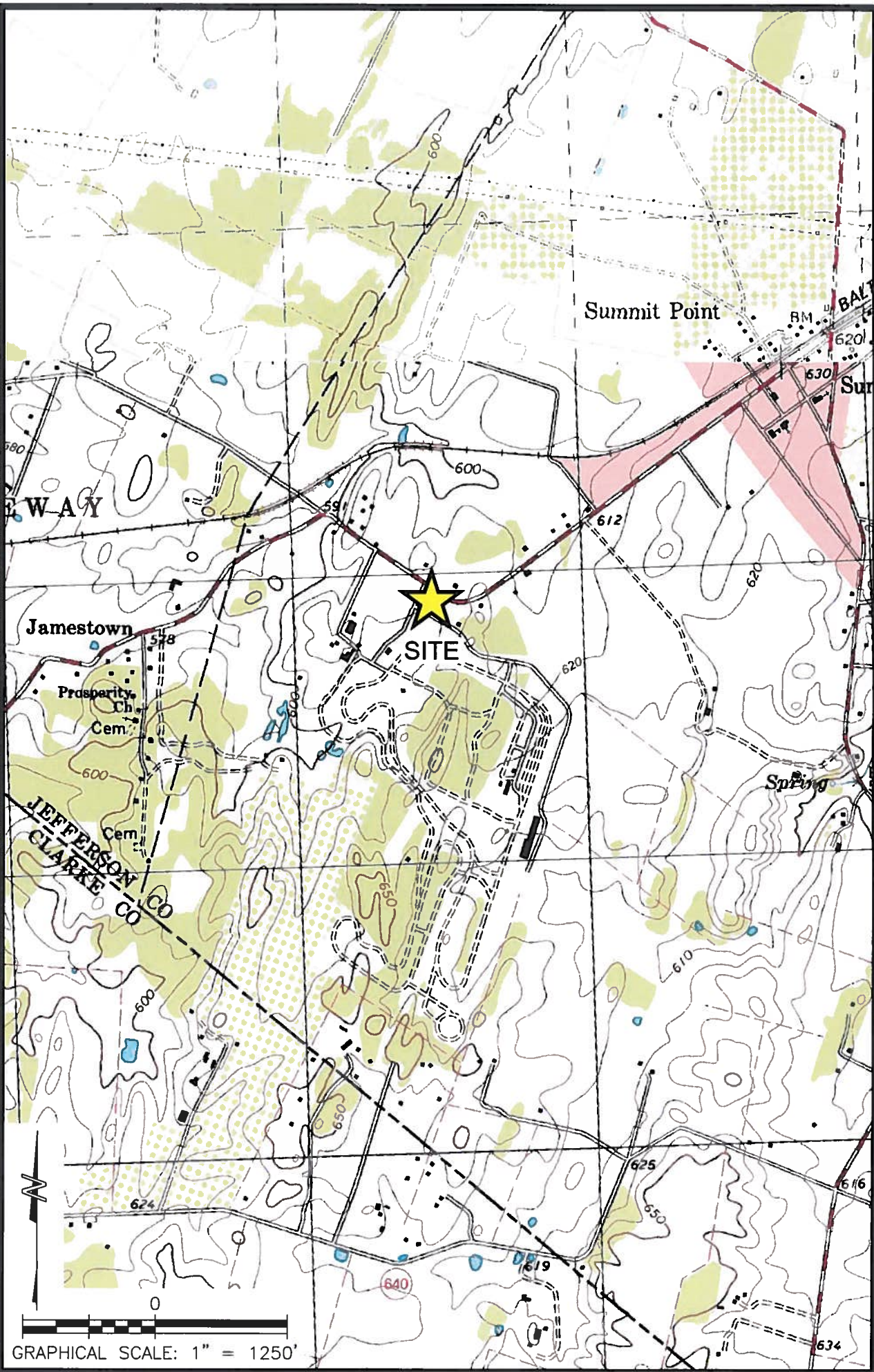
- **Transportation Characteristics - The property is served by direct access from a Major Collector (Summit Point Road / WV RTE. 13).** As with most corridors, traffic increases over time as more development occurs. The recognition of Summit Point Road as a Major Collector by the Plan recognizes this road as regional route. This Road has proven adequate for the property's previous commercial use and neighboring facilities. The adjacent Summit Point Motorsports Park regularly holds successful events ranging from hundreds to thousands of patrons, which access the facility by Summit Point Road. The number of trips which will be generated by the subject property will be marginal by comparison.
- **Transportation Characteristics - As required with any property, a change in use is will require an updated entrance permit from the West Virginia Department of Transportation (WVDOT).** A change in use for a property requires the review by the WVDOT to ensure safe and adequate access can be provided. Additional improvements would be required if the existing access were determined inadequate. Substantial change to existing traffic generation is not anticipated with a change in zoning.
- **Transportation Characteristics - Future improvements to Summit Point Road.** A 10 foot wide road improvement easement was provided along Summit Point Road as part of the site / subdivision plan. While improvements are not anticipated in the immediate future, this precaution was taken to ensure that potential improvements can be accommodated.
- **Neighborhood Characteristics – The surrounding area has evolved to provide a unique destination within the County.** Both the Summit Point Training Center campus and the expansion of training facilities within Summit Point Motorsports Park provide services for numerous federal, local and international agencies. The subject property has an opportunity to contribute to these services through its tenant ready facility.

ZONING MAP AMENDMENT EXHIBIT 1 - VICINITY MAP

01-24-2018

SUMMIT POINT VENTURES
JEFFERSON COUNTY, WV

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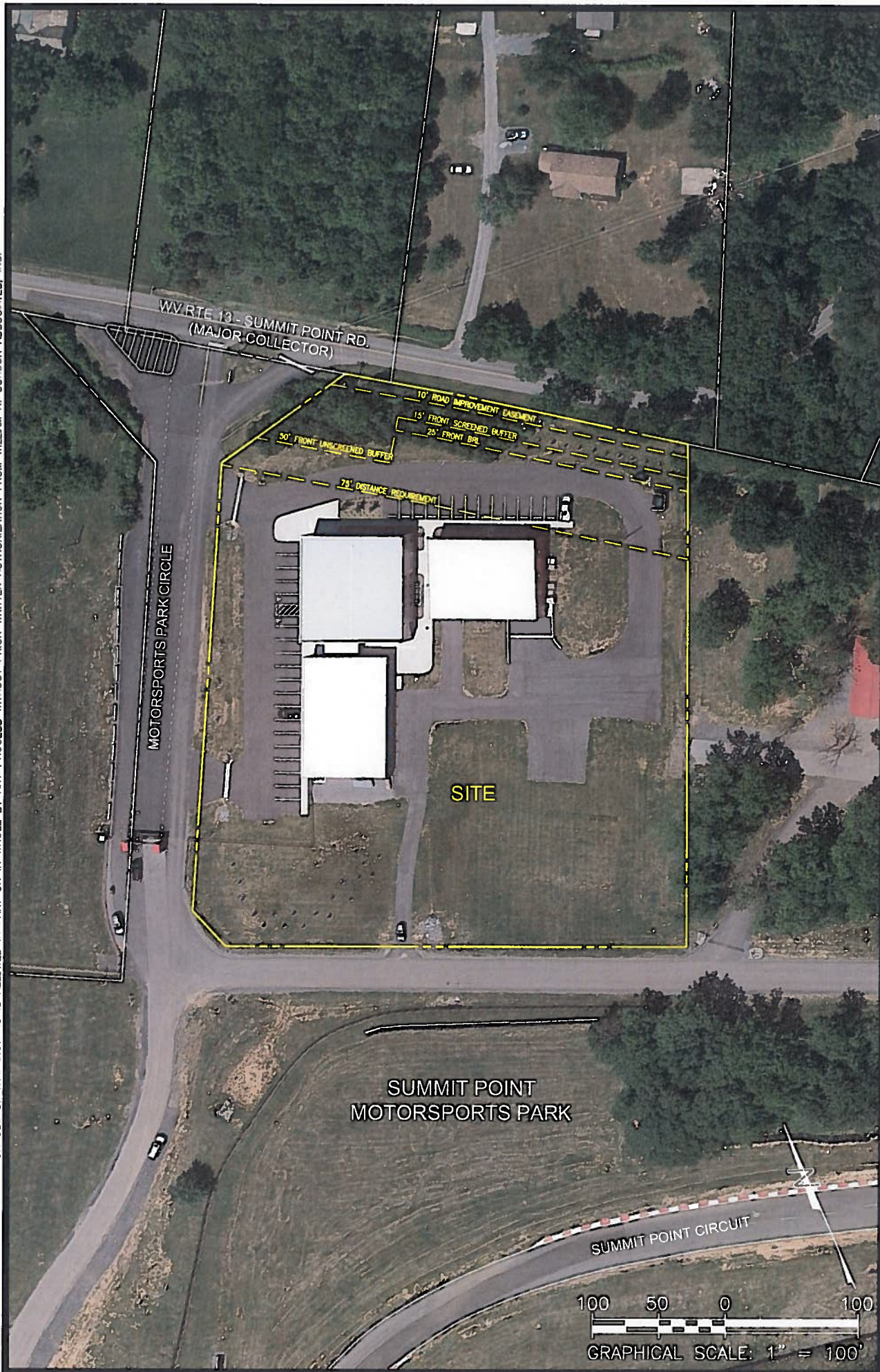


ZONING MAP AMENDMENT EXHIBIT 2 - AERIAL OVERLAY

01-24-2018

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WV RTE 19 - SUMMIT POINT RD.
(MAJOR COLLECTOR)

MOTORSPORTS PARK CIRCLE

SITE











SUMMIT POINT
MOTORSPORTS PARK

SUMMIT POINT CIRCUIT

100 50 0 100
GRAPHICAL SCALE: 1" = 100'

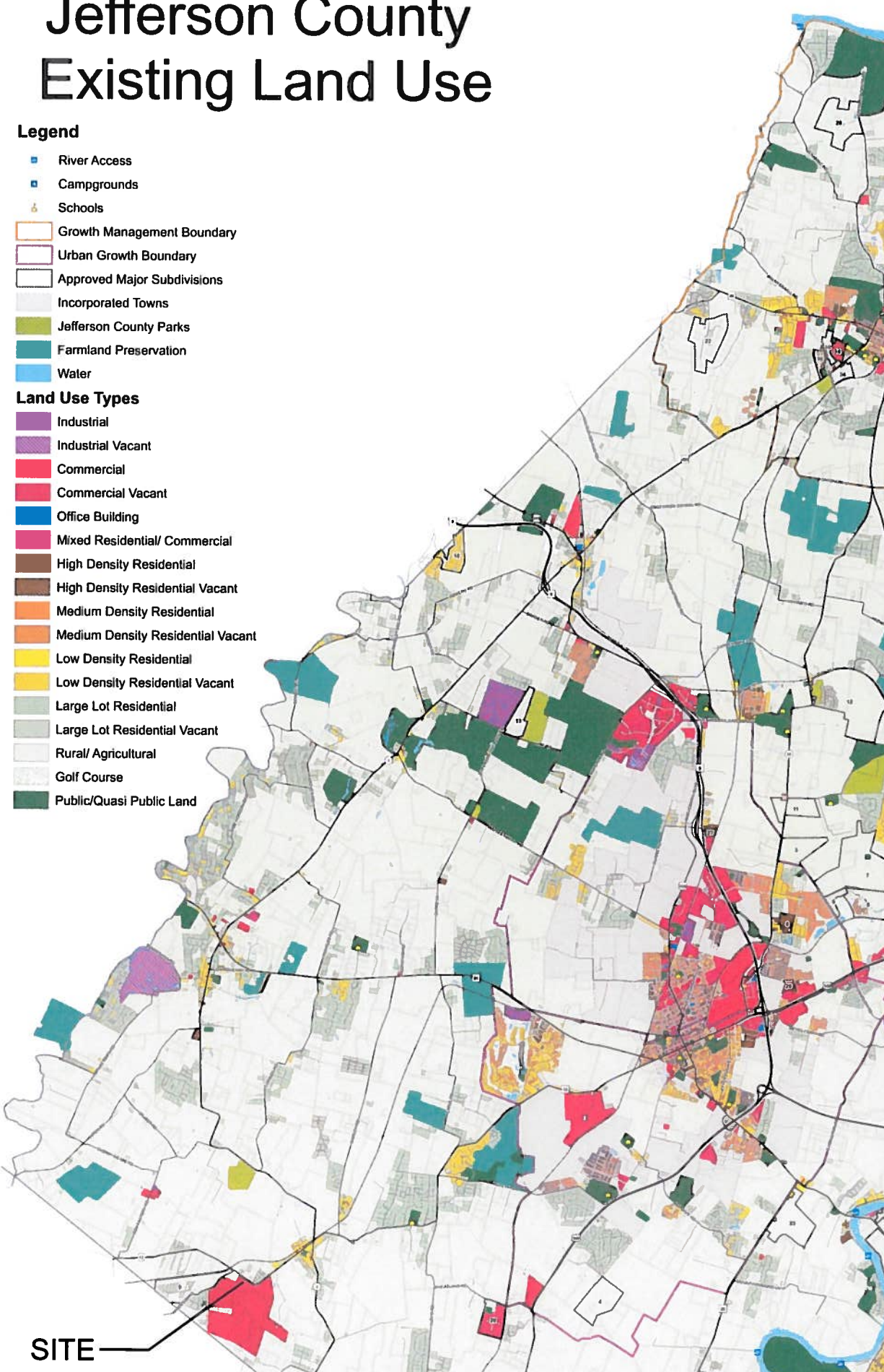
Jefferson County Existing Land Use

Legend

-  River Access
-  Campgrounds
-  Schools
-  Growth Management Boundary
-  Urban Growth Boundary
-  Approved Major Subdivisions
-  Incorporated Towns
-  Jefferson County Parks
-  Farmland Preservation
-  Water

Land Use Types

-  Industrial
-  Industrial Vacant
-  Commercial
-  Commercial Vacant
-  Office Building
-  Mixed Residential/ Commercial
-  High Density Residential
-  High Density Residential Vacant
-  Medium Density Residential
-  Medium Density Residential Vacant
-  Low Density Residential
-  Low Density Residential Vacant
-  Large Lot Residential
-  Large Lot Residential Vacant
-  Rural/ Agricultural
-  Golf Course
-  Public/Quasi Public Land



SITE

ZONING MAP AMENDMENT EXHIBIT 3 - EXISTING LAND USE MAP

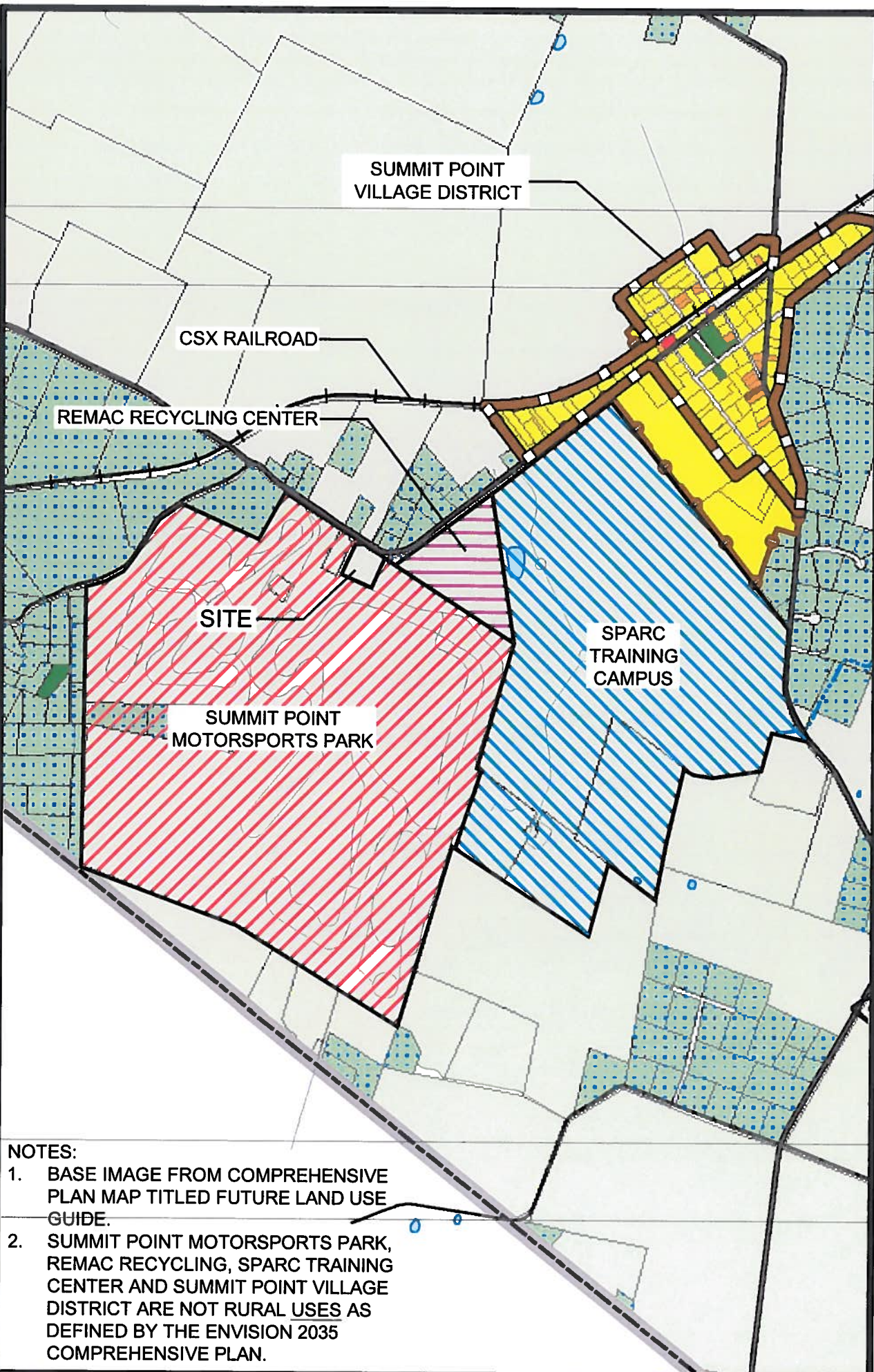
01-24-2018

SUMMIT POINT VENTURES
JEFFERSON COUNTY, WV

ZONING MAP AMENDMENT EXHIBIT 4 - FUTURE LAND USE GUIDE (MODIFIED)

01-24-2018

SUMMIT POINT VENTURES
JEFFERSON COUNTY, WV



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NOTES:

1. BASE IMAGE FROM COMPREHENSIVE PLAN MAP TITLED FUTURE LAND USE GUIDE.
2. SUMMIT POINT MOTORSPORTS PARK, REMAC RECYCLING, SPARC TRAINING CENTER AND SUMMIT POINT VILLAGE DISTRICT ARE NOT RURAL USES AS DEFINED BY THE ENVISION 2035 COMPREHENSIVE PLAN.

- NOTES:
1. ALL CONDITIONS SHOWN ARE EXISTING. NO IMPROVEMENTS ARE PROPOSED AS PART OF THIS APPLICATION. BOUNDARY BASED ON APPROVED FINAL PLAT.
 2. CONTOURS SHOWN AT 2' INTERVALS. TOPOGRAPHY OBTAINED FROM AERIAL SURVEY AND PREVIOUS CONSTRUCTION DOCUMENTS.

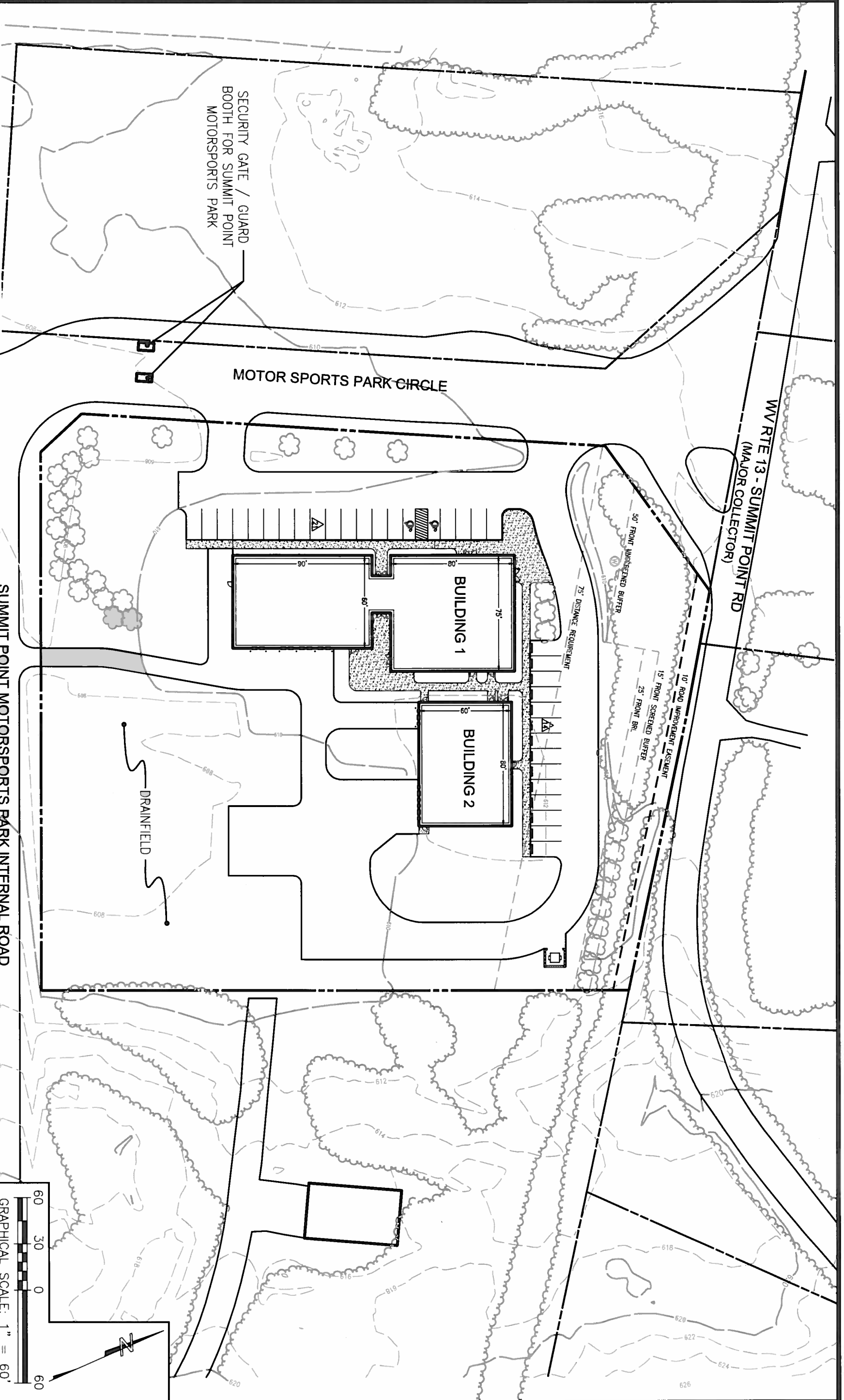


EXHIBIT 6 - WV Development Office Marketing Material



WEST VIRGINIA DEVELOPMENT OFFICE
1900 Kanawha Boulevard East
Charleston, WV 25305-0311
Toll free: (800) 982-3386
Office: (304) 558-2234 • WVDO.org

AVAILABLE SPACE STASIS ENGINEERING COMPLEX



SUMMIT POINT, WEST VIRGINIA

LOCATION

Building Address - 500 Motorsports Park Circle
Summit Point, WV 25446

Located in City Limits - No

Zoning - None

County - Jefferson

Located in Business/Industrial Park - Yes

Can the Building be Multi-Tenant - Yes

Flood Hazard Zone - Location is not within any FEMA Zone

SIZE

Total Sq. Ft. - 19,512 (Office Building: 9,312;
Warehouse Building: 4,800; Engineering Building: 5,400)

Total Available Sq. Ft. - 19,512

Total Leased Sq. Ft. - 0

Acres - 3.35

Available Manufacturing/Warehouse Sq. Ft. - 9,000

Available Office Sq. Ft. - 10,512 (9,312 in Office Building and 1,200 in Engineering Building)

CEILING HEIGHT (Measurements taken under steel beams)

Engineering Building - 11'-3" at eaves and 15'-4" at center

Warehouse Building - 15'-1" at eaves and 19'-6" at center

SPECIFICATIONS

Can the Building be Expanded - No

Number of Additional Sq. Ft. Building can be Expanded - N/A

Is There Additional Land Available - No

Number of Additional Acres - N/A

Date of Construction - Unknown

Dates of Expansion - None

Date Vacated - 2014

Floor Thickness and Composition - Reinforced concrete

Wall Composition - Metal in warehouse and office buildings, metal and cinder block in engineering building

Wall Insulation - Fiberglass with vinyl backing in warehouse and engineering buildings

Roof Composition - Metal

Roof Insulation - Fiberglass with vinyl backing in warehouse and engineering buildings

Column Spacing - Clear span in warehouse and engineering buildings

Type of Sprinkler System - None

HVAC - Trane heat pumps serves engineering and office buildings, suspended gas fired heaters serves warehouse building

Lighting - Fluorescent fixtures in engineering and office buildings, fluorescent and high bay metal halide fixtures in warehouse building

Number and Capacity of Overhead Cranes - None

Number of Truck Docks - Two in warehouse building

Number and Size of Bay Doors - One 10' wide x 14' high in warehouse building, one 10' wide x 8' high and three 10' x 10' in engineering building

Number of Parking Spaces - 34 marked spaces

Previous use of the Building - Stasis engineering - high performance auto parts



ENGINEERING/OFFICE/WAREHOUSE BUILDINGS

TRANSPORTATION

Interstate/4 Lane Highway - 7.9 miles to I-81 Interchange Exit 321
Commercial Airport - 44.2 miles to Hagerstown Regional Airport
Railroad - None
Railroad Siding - None
Navigable Waterway - None
On-Site Barge Facility - None

UTILITIES

Electricity - Potomac Edison
Voltage - 208
Phase - 3

Gas - Thomas Gas (Propane)
Size of Service Line -
Gas Pressure -

Water - On site wells
Size of Service Line -
Static Pressure -
Residual Pressure -
Excess Capacity of Treatment Plant (GPD) -

Sewer - Septic system
Size of Service Line -
Excess Capacity of Treatment Plant (GPD) -

Telephone Supplier - Frontier or Comcast
Broadband Service - Yes

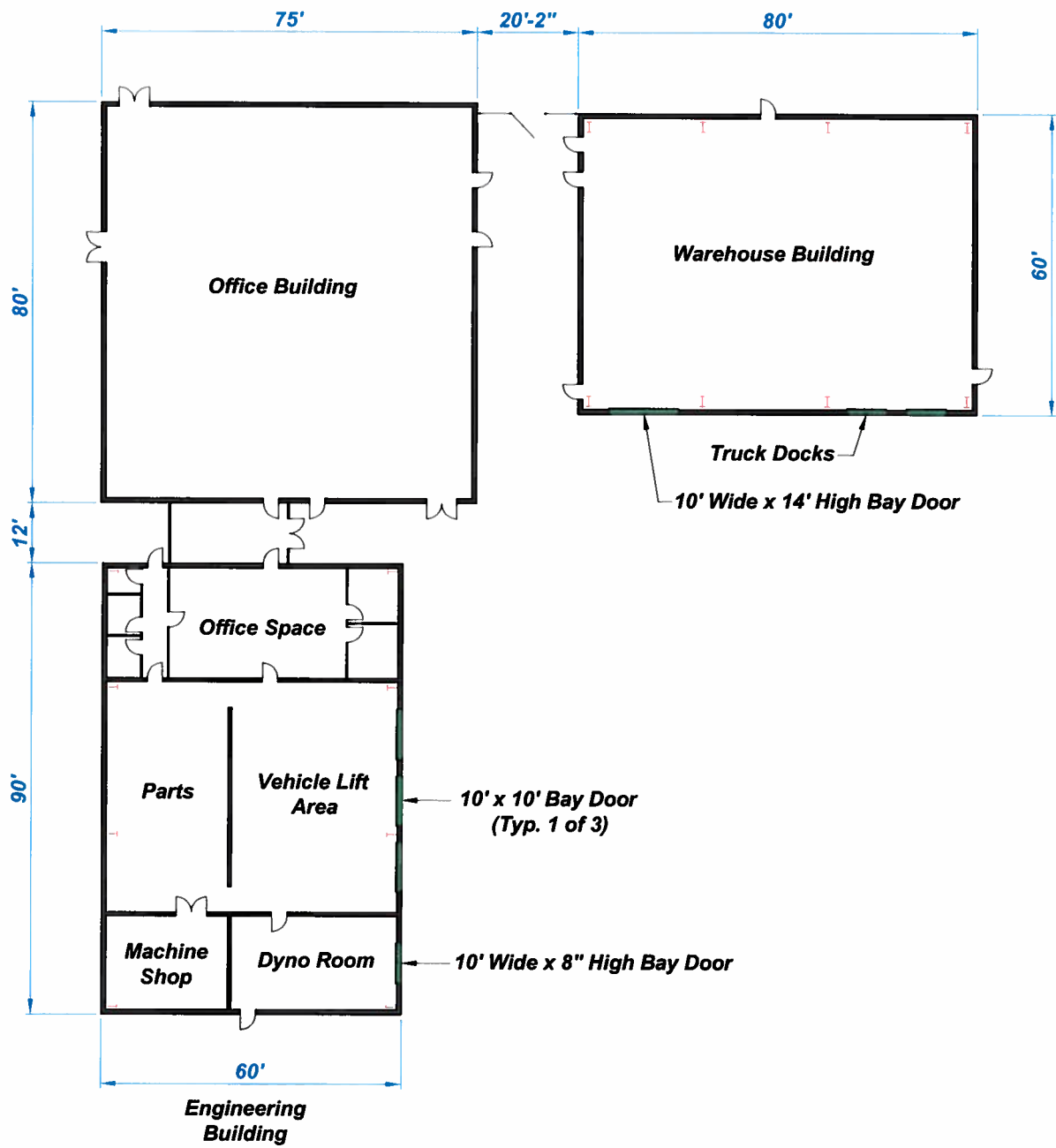
SALE/LEASE

Sale Price - \$2.5 million
Sale Terms -
Lease Price - \$10.00 psf for all 3 buildings or individually as follows,
Office Building: \$12.00 psf
Engineering Building: \$9.00 psf
Warehouse Building: \$4.00 psf
Lease Terms - NNN
Available Purchase or Lease Date - Immediately

FOR FURTHER INFORMATION CONTACT

John Lesinski
Colliers International
8045 Leesburg Pike, Suite 401
Vienna, VA 22182
Phone: (540) 754-1618
Mobile: (540) 671-5721
Email: john.lesinski@colliers.com
Website: www.colliers.com

Disclaimer: The information contained herein is from multiple sources and is provided as a convenient guide. It is deemed reliable, but is not guaranteed, and is subject to change without notice. It is your responsibility to independently confirm its accuracy and completeness.



FLOOR PLAN (NOT TO SCALE)



OFFICE BUILDING



OFFICE BUILDING SHOW ROOM



WAREHOUSE BUILDING INTERIOR



ENGINEERING BUILDING



OFFICE BUILDING 2ND FLOOR SPACE

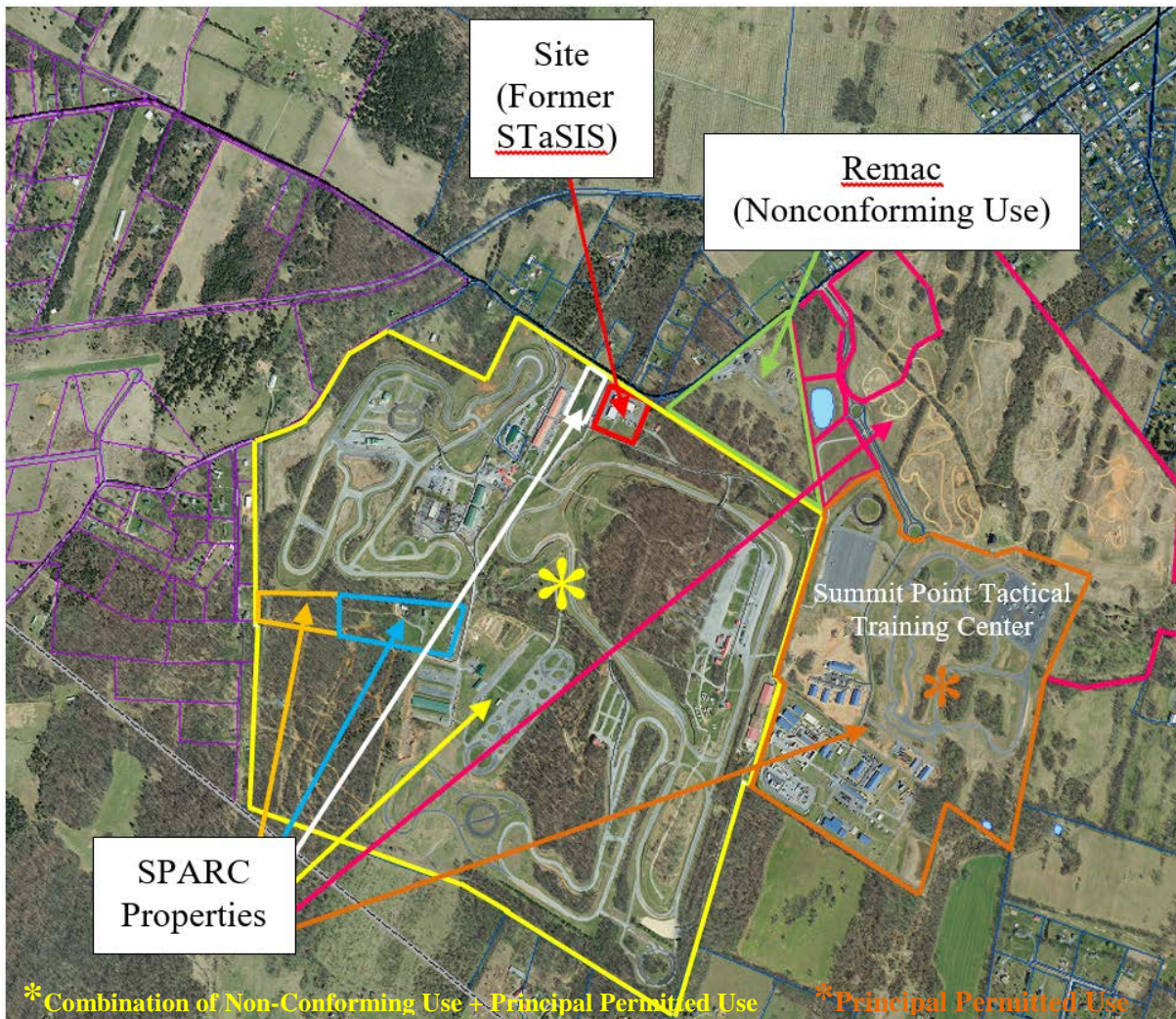
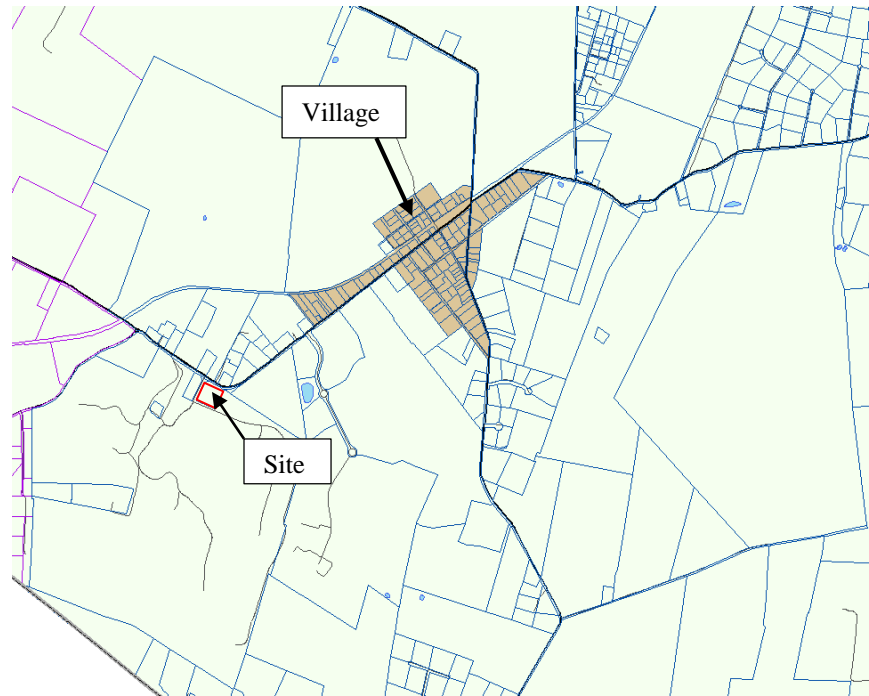


OFFICE BUILDING 2ND FLOOR SPACE

STAFF REPORT

Jefferson County Commission Meeting

February 13, 2018



STAFF REPORT

Jefferson County Commission Meeting

February 13, 2018

Statutory Authority and Requirements

The West Virginia State Code, Section 8A-7-9, and Article 12 of the Jefferson County Zoning and Land Development Ordinance detail the process by which boundaries of zoning districts may be amended in response to a petition of 50% or more of the property owners. On February 1, 2018, the applicant presented their zoning map amendment petition to the County Commission. The County Commission scheduled the required Public Hearing for March 15, 2018 at 7:00 p.m. and referred the application to the Planning Commission for their recommendation.

Both WV Code and the Zoning Ordinance state that before amending the Zoning Ordinance text or map, “the governing body, with the advice of the Planning Commission, must find that the amendment is consistent with the adopted Comprehensive Plan”, or if it is inconsistent, “then the governing body with the advice of the Planning Commission, must find that there have been major changes of an economic, physical or social nature within the area involved, which were not anticipated when the comprehensive plan was adopted and those changes have substantially altered the basic characteristics of the area [See WVC 8A-7-9(c)].”

The Zoning Ordinance further states that the applicant should include discussion of any change of transportation characteristics and neighborhood from when the original zoning was established for the Planning Commission to take into consideration.

Scope of this Assessment

Due to the requirements noted above, this report focuses on whether or not the Zoning Map Amendment application is consistent with the *Envision Jefferson 2035 Comprehensive Plan* and provides a staff recommendation for the Planning Commission’s consideration based on relevant sections and elements of the Plan. Staff’s professional recommendation is that the request is not consistent with the *Envision Jefferson 2035 Comprehensive Plan* because it is not located within a Preferred Growth Area and is designated as Rural/Agriculture on the Future Land Use Guide.

The Planning Commission is required to provide the County Commission with their advice as to whether they also make this finding prior to the County Commission’s Public Hearing. It should be noted that Staff has no statutory authority to make decisions in this regard. The County Commission, with the recommendation of the Planning Commission, has the only authority to approve or deny a zoning map amendment request.

Relevant Envision Jefferson 2035 Comprehensive Plan Elements and Commentary

The *Envision Jefferson 2035 Comprehensive Plan* consists of both goals and recommendations in text format as well as a Future Land Use Guide, both of which are relevant to this analysis. Page number references throughout this report relate to the *Envision Jefferson 2035 Comprehensive Plan*.

A. Land Use and Growth Management Element:

Rural/Agricultural Areas

One of the key concepts that the Land Use and Growth Management Element of the *2035 Plan* addresses is how to better influence the location of new development within Jefferson County. As the cost of providing services and utilities increases, many communities similar to Jefferson County have come to the realization that it is more sensible to identify specific areas that can handle development and growth, and to focus infrastructure and community service investments in these areas. In Jefferson County, there are four area types that are identified as part of *Envision Jefferson 2035 Plan* (pp.16-17).

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The land use area types include Urban Growth Boundaries (UGB) and Preferred Growth Areas (PGA), which are the sections of Jefferson County where urban scale development is to be targeted over the planning horizon of the *2035 Plan*; and Rural/Agricultural Areas and Villages, where limited development is possible but is not intended for urban-scale development. (p. 17)

The Plan states that over the next two decades, non-residential development (and redevelopment efforts) will focus in the UGBs and identified PGAs as it is anticipated that the bulk of new investment by public entities will take place in these areas.

While the applicant's property is not located within a UGB or a PGA and is not shown as future commercial on the Future Land Use Guide, the Plan does state, "For zoning map amendments in areas outside of growth areas shown on the Future Land Use Guide, this Plan recommends that the County Commission can further determine that a requested zoning map amendment is consistent with the balance of the Plan by receiving evidence and making a finding that the zoning map amendment is for the economic well-being of Jefferson County; or by finding that there is an error or under scrutinized property on the Future Land Use Guide; or a change in the neighborhood; or any other circumstance that may have been missed when considering the Future Land Use Guide; and/or that the environmental impacts have been considered."

The existing land use map reflects the applicant's property as commercial because the motorsports park has existed as a non-conforming use which predates the adoption of Zoning. You can see in the image below, which is from 1990, the original track was minimal compared to the campus setting that exists today.



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Once zoning was adopted in 1988, the site was reflected as Rural/Agricultural because of the existing infrastructure in the area. However, the Zoning Ordinance also included a special discussion in the non-conforming use section related to the motorsports park that discussed future expansion and uses permitted, including limiting the linear feet of expansion of the racetracks themselves and detailing the types of relevant and related nonconforming uses that could occur on this property. The property has remained Rural over the years and the property has developed utilizing the non-conforming provisions (motorsports park) and has also expanded to include additional principal permitted uses such as a school which was later redefined as a “Vocational/Training Facility for Adults”. The expansion of the principal permitted uses in the Rural District has also opened up a variety of options for use of the property.

A rezoning from Rural to General Commercial would allow any Commercial Use listed in Appendix C to locate to the property including drive-through restaurants, general retail, gas stations, and limited manufacturing facilities. In the Rural district, many of these principal permitted uses in the General Commercial zoning district can also be approved through the Conditional Use Permit process, subject to a Public Hearing before the Board of Zoning Appeals.

B. Future Land Use Guide

The applicant’s property, as well as the surrounding SPARC motorsports park and the SPARC Training Facility, is shown on the Future Land Use Guide as Future Rural/Agricultural.

Appendix G of the Envision Jefferson 2035 Comprehensive Plan provides a detailed explanation of the Land Use Map Classifications utilized on the Existing Land Use Map and Future Land Use Guide which are intended to provide guidance to the Planning and County Commissions when considering owner-initiated zoning map amendments.

STAFF REPORT

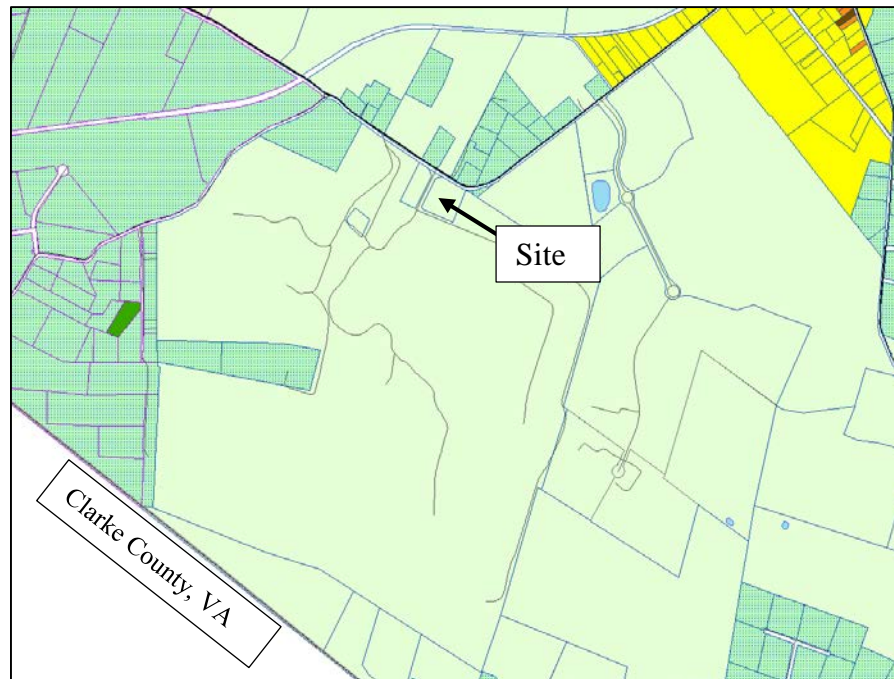
Jefferson County Commission Meeting

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Appendix G states that the intent of the Rural/Agriculture land use category is to reflect land occupied by lots greater than five acres. Found within this classification are single family uses and working agricultural operations.

The Plan also recognizes the SPARC Training Facility/Subdivision (which adjoins the historic SPARC motorsports park) and states, “Within the Rural/Agricultural District is a permitted land use of “Vocational and/or Training Facility for Adults”. This text recognizes the existing subdivision and facility, but the map depicts this use as Rural/Agricultural. The land use activity anticipated to be conducted in this use is a specialized or accredited instructional establishment that provides on-site training or education in business, commercial, and/or trade skills. In the Rural District, this land use is required to be conducted in a campus setting, and may include classroom buildings, dormitories, cafeterias, gymnasiums (whose use is limited to the students, participants and instructors at said school or training facility), and administrative buildings.”

The SPARC motorsports property from which the STaSIS lot was subdivided primarily exists as a legal non-conforming use with some permitted school and training facility activities in the rear of the property. The approved STaSIS research and development activity was recognized in the nonconforming section of the Zoning Ordinance as a permitted non-conforming use and is also depicted as Rural/Agricultural on the Future Land Use Guide.



C. Proposed Zoning District – General Commercial (GC):

The General Commercial (GC) Zoning District (Section 5.12) was a part of the commercial zoning districts approved by the County Commission in May 2014. The purpose of this district is to provide for general destination business uses, which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by medium-to-large buildings (including retail stores of up to 100,000 square feet of gross floor area for an individual building as per the definition of Retail Store, Large in the ordinance), more intensive

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commercial activity, and more vehicular traffic than would be permitted for uses in the Neighborhood Commercial District.

This zoning category is intended for use on properties in locations where the appropriate land use category is designated on the future land use map (and related text) in the *Envision Jefferson 2035 Comprehensive Plan*. The GC District includes numerous Principal Permitted and Conditional Uses listed in Appendix C (attached). Residential uses are not permitted in the GC zoning category. The Principal Permitted uses include numerous Institutional Uses, some Industrial Uses, commercial uses, and agricultural uses.

As noted previously, the parcel included in this proposal **is not** located within a Growth Area in the *Envision Jefferson 2035 Comprehensive Plan* and it is not designated as future commercial.

Staff Recommendation

Staff finds the proposed rezoning is **not consistent** with the *Envision Jefferson 2035 Comprehensive Plan*. It is not located within a Preferred Growth Area and is not designated as future commercial on the Future Land Use Guide

Planning Commission Action Required

Article 12 of the Zoning Ordinance and the relevant sections of WV State Code requires the County Commission to refer rezoning petitions to the Planning Commission for their review and recommendation as to whether the amendment is consistent with the adopted Comprehensive Plan. Such recommendation is required to be sent to the County Commission prior to the County Commission's public hearing which shall be held within 60 days of the date the petition is presented.

The County Commission has scheduled the required Public Hearing for March 15, 2018 at 7:00 PM. Therefore, the Planning Commission is required to review this application and make a recommendation to the County Commission prior to this Hearing.

Attachments:

- Appendix C – General Commercial District



Jefferson County, West Virginia

Office of Planning and Zoning
116 East Washington Street, 2nd Floor
Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org
Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Planner's Memorandum Planning Commission Meeting February 13, 2018

1) Upcoming Zoning Ordinance Text Amendments

a) Landscape Standards

- Stakeholder meeting with staff held – draft amendment to be developed.

b) Signage

- Draft amendment related to digital signs at today's meeting.
- Additional revisions to be drafted soon.

c) Parking Standards

d) WV45 Gateway Design Standards

- Expecting feedback input from Shepherdstown Planning Commission

2) Upcoming Subdivision Regulation Text Amendments

a) Subdivision Regulations Amendments

- STA 16-01 County Commission Public Hearing Action: Approved February 1, 2018, effective immediately. Revised application checklists underway.
- Staff initiated effort on larger amendment including reorganization of Sub Reg. sections is underway.

3) Final 2018 Planning Commission Meeting Schedule

- Distribution of final revised Planning Commission Meeting schedule, including some correction of errors in the tentative 4th Tuesday meeting dates

4) Upcoming PC meeting

- a) Next Regular Meeting: **March 13, 2018**



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, West Virginia 25414

Email: planning_department@jeffersoncountywv.org

Phone: 304-728-3228

Fax: 304-728-8126

2018 MEETING SCHEDULE JEFFERSON COUNTY PLANNING COMMISSION

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 at 7:00 PM.

Regular Meetings

January 9, 2018
February 13, 2018
March 13, 2018
April 10, 2018
May 1, 2018
June 12, 2018
July 10, 2018
August 14, 2018
September 11, 2018
October 9, 2018
November 13, 2018
December 11, 2018

Tentative Meetings*

January 23, 2018
February 27, 2018
March 27, 2018
April 24, 2018
May 22, 2018
June 26, 2018
July 24, 2018
August 28, 2018
September 25, 2018
October 23, 2018
November 27, 2018

*Tentative meetings are held if necessary to conduct Commission business or to meet required deadlines in accordance with the Planning Commission's 4th Tuesday Meeting policy (approved 11/14/17).

Such meeting can be called by the President of the Commission or by a majority vote of the Planning Commission.

Changes in the time or location of the meeting shall be noticed on the County's website at www.jeffersoncountywv.org.

Note: If County offices have been closed due to inclement weather, or if weather conditions make travel unsafe for the public, the Planning Commission meeting may be cancelled. Please check the County's website for possible meeting updates during this time. Thank you.