



**DRAFT**  
**AGENDA**

Jefferson County Planning Commission  
Tuesday, August 14, 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.

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

1. Approval of Meeting minutes:
  - July 10, 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/owner Universal Forest Products, Eastern Division, Inc. for approval of a Concept Plan for an 8,750 square foot structure and future 45,000 square foot structures. Property Owner/applicant: Universal Forest Products, Eastern Division, Inc. Location: 249 16<sup>th</sup> Avenue, Ranson, WV. Tax District: Charles Town (02); Tax Map: 7; Parcel 11.16 and 11.18; Size: 29.88 Zoned: Industrial-Commercial. File: S18-04.
5. **Public Hearing:** Request by applicant/owner Universal Forest Products, Eastern Division, Inc. for approval of a waiver from Appendix B, Section 10.6 of the Subdivision Regulations. The applicant is requesting to not install sidewalks. Property Owner/applicant: Universal Forest Products, Eastern Division, Inc. Location: 249 16<sup>th</sup> Avenue, Ranson, WV. Tax District: Charles Town (02); Tax Map: 7; Parcel 11.16 and 11.18; Size: 29.88 Zoned: Industrial-Commercial. File: PCW18-11.
6. **Public Hearing:** Request by applicant Crystal Lake Property Owners Association for a waiver from Sections 22.207 B (No gated communities) and 21.401 (Obstruction of Easements) of the Subdivision Regulations. The applicant would like to install entrance gates at the intersection of Broken Rock Road at intersection with Bakerton Road and Cherry Run Road at intersection with Benson Road to assist in the regulation of trespassers thereby reducing vandalism and public disturbances. No gate is proposed at the Peace Ridge Road entrance. Tax District: Harpers Ferry (04); Tax Map: 2; in the vicinity of and accesses to Parcel: 89; Zone: Rural. File:74-71

**There is no public comment for the following items.**

7. **Review and Approval** of the Planning Commission's FY 2018 Annual Report to the County Commission per WV Code §8A-2-11. The Planning Commission is required by State Code to make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction.
  - a) Approval of Annual Report of Planning Commission, Board of Zoning Appeals and Office of Planning and Zoning staff activities during FY2018

8. Reports from Legal Counsel and legal advice to the Planning Commission.
9. Planner's Memo.
10. President's Report.
11. Actionable Correspondence:
  - E-mail requesting text amendment to the Zoning and Land Development Ordinance to allow the general public to utilize a proposed "Veterinary Services Pet Crematorium" in the Rural Zoning District which is restricted to provide their services to established veterinary clinics/hospitals.
12. Non-Actionable Correspondence: