

Jefferson County Planning Commission
August 14, 2018

The Jefferson County Planning Commission met on August 14, 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; Nathan Cochran, Legal Counsel; Rhonda Greenholtz, Planning Clerk, and Rachael Burke, Planning Clerk.

Mr. Mike Shepp was absent with prior notification.

Mr. Donnie Fisher called the meeting to order at 7:03 PM. He made an announcement that item #6 (request by Crystal Lake Property Owners Association for waivers to install entrance gates) was withdrawn.

1. The minutes from the July 10, 2018 meeting were approved with no objections.
2. Citizen Communications. None
3. Request for postponement. None.
4. A Public Workshop was held for 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 structure. Property Owner/applicant: Universal Forest Products, Eastern Division, Inc. Location: 249 16th Avenue Ranson, WV. Tax District: Charles Town (02); Tax Map: 7; Parcel 11.16 and 11.18; Size: 29.88 Zoned: Industrial-Commercial. File: S18-11.

Scott Weir, Representative for Universal Forest Products, explained the need for the 8,750 square foot structure. He stated that it is a covering to keep the wood dry and in better condition for commercial sale to Home Depot and other companies where the buyer can see the lumber and be more selective. The lumber is treated and needs to be kept out of the rain.

Mr. Weir also provided an overview of the 45,000 square foot structure, stating it will be larger and enclosed allowing higher value wood products to be stored. There are no plans to build this larger structure at this time; however, there is potential for them to add this structure in the future and that is why it was included on the Concept Plan. The plan also provides updated site information, including changes made to the parking and stormwater management.

Ian Morris, Engineer for the project, spoke about the rooftop expansion on the 8,750 square foot structure and stated plans have been submitted and that the request meets current regulations. He also reiterated what Mr. Weir had stated about the revisions of the parking and stormwater facilities.

Ms. Brockman stated that due to changes in stormwater management and parking, a full site plan will be required. The original stormwater management was approved in 2005 and this Site

Plan will need to show all changes since that time and will need to document the stormwater calculations for both the 8,750 and 45,000 square foot structures.

Mr. Saunders spoke about the current site plan, existing conditions and that the calculation showing that the stormwater facilities are designed to meet the new Stormwater Regulations must be submitted.

Discussion about the Concept Plan ensued.

Mr. Fisher opened the floor to public comment.

No public comment was made.

Mr. Fisher closed the floor to public comment.

Mr. Steve Stolipher made a motion to approve the request as presented. Mr. Wade Louthan seconded the motion. A vote was taken which passed unanimously.

5. A Public Hearing was held for a waiver 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 16th 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.

Ms. Brockman provided an overview of the waiver request and recommended that if the Planning Commission was inclined to approve the waiver of the sidewalk that it require that a 10' easement be provided by deed or plat for future sidewalk development.

Mr. Weir spoke about the request and sidewalks in future.

Mr. Fisher asked about the provision of an easement for a sidewalk.

Ms. Brockman clarified that the Planning Commission could require that an easement be set aside for future use if they are inclined to waive the sidewalk requirement.

Mr. Fisher opened the floor to public comment.

Mr. Fisher closed the floor to public comment.

Mr. Stolipher made a motion to accept the request as presented on the condition that a 10 ft. easement be provided for future use. Mr. Ron Thomas seconded the motion. A vote was taken which passed unanimously.

6. 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.

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This waiver request was withdrawn the morning of 8/14/2018 by Tim Shobe, President of the Crystal Lake Property Owners Association.

7. A review and approval for 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.

Ms. Brockman presented the Annual Report.

Mr. Wade Louthan made a motion to approve the Annual Report as presented and to forward it to the County Commission. Mr. Ray Bruning seconded the motion. A vote was taken which passed unanimously.

8. Reports from Legal Counsel and legal advice to the Planning Commission. None.

9. Planners Memo.

Ms. Brockman provided an introduction to the new Planning Clerk, Rachael Burke.

Ms. Brockman also provided an update on the amendments to the Subdivision and Land Development Regulations

The next scheduled Planning Commission meeting will be held on August 28, 2018.

8. President's Report. None

9. Actionable Correspondence:

- i. Ms. Brockman presented an email received from Ms. Susan Hough petitioning the Planning Commission to initiate a 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.

The Planning Commission accepted the petition, requested that staff draft the language of the amendment in the appropriate context, and scheduled a Public Hearing on the proposed amendment for their regular September 11, 2018 Planning Commission meeting.

10. Non-Actionable Correspondence. None

Mr. Fisher motioned to adjourn the meeting at 7:47 PM with no objections.