

Meeting Minutes
Jefferson County Planning Commission
December 11, 2018

The Jefferson County Planning Commission met on December 11, 2018 with the following Commission members present: Donnie Fisher, President; Steve Stolipher, Vice President; Wade Louthan, Secretary; Mr. Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Mike Shepp, J Ware, Mr. Ron Thomas and Ray Bruning. Staff members present included Jennifer Brockman, County Planner; Jonathan Saunders, County Engineer; Nathan Cochran, Assistant Prosecuting Attorney; and Jennilee Hartman, Zoning Clerk.

Mr. Fisher called the meeting to order at 7:02 PM.

1. The meeting minutes from the November 13, 2018 meeting were approved with no objections.
2. Approval of the 2019 Planning Commission Meeting Schedule. Mr. Mike Shepp moved to approve the schedule. Mr. Jack Hefestay seconded the motion, which carried unanimously.
3. Citizen Communications. None.
4. Request for postponement. None
5. **Public Hearing: Approval of the preliminary plat for Magnolia Springs, a proposed 300 Lot Major Residential Subdivision, in accordance with the Sections 24.114 and 24.115 of the Subdivision Regulations. Owner/Applicant: Belvedere Family Trust, C/O Walter J. III & William K. Truettner. Location: Tax District: Charles Town (02); Tax Map: 10; Parcels 8 & 8.6. Zoned: Residential Growth; Size: 127.58 acres. File #18-05.**

Ms. Jennifer Brockman presented an overview of the history of the project. Ms. Brockman provided the Commission with a memorandum that outlined the Subdivision Regulation requirements for approving a preliminary plat. Ms. Brockman noted that the project met the related criteria, provided the West Virginia Department of Highways (WVDOH) approved encroachment permit and approved Traffic Impact Study (TIS) are submitted and all other outstanding staff comments are addressed.

Mr. Todd Heck, consultant with Gordon, and Mr. Hunter Wilson, owner and developer of the project, were present to address the Commission. Mr. Heck gave a brief synopsis of the 300 lot residential subdivision proposal. In response to Mr. Shepp's inquiry, Mr. Heck confirmed that they had received approval of the TIS from the WVDOH. Mr. Heck described some of the revisions to the plans they had made as a result of the approved TIS. Mr. Hunter explained that they would be contributing money towards the installation of on offsite roundabout to be constructed by the WVDOH.

Mr. Donnie Fisher opened the floor to Public Comment.

Mr. Lewis Brown, adjoining resident, expressed concern regarding potential plans to open Hale Road as a thoroughfare; and, how local services could be impacted by the development.

Mr. Heck and Mr. Hunter responded to Mr. Brown's concerns by stating that the current project would not be affecting Hale Road. Mr. Brown was encouraged to contact the City of Charles Town to determine if they had any future plans for Hale Road. In response to Mr. Lewis' concerns regarding utility services, Mr. Hunter explained that they would

constructing a pump station for the development that would be given to the Charles Town Utility Board, which would also help alleviate current problems with their system.

Mr. Donnie Fisher closed the floor to Public Comment.

Mr. Shepp moved to approve the preliminary plat for Magnolia Springs Subdivision contingent upon the West Virginia Department of Highways (WVDOH) approved encroachment permit and approved Traffic Impact Study (TIS) being submitted and all other outstanding staff comments being addressed. Mr. Stolipher seconded the motion. Mr. Fisher called for a vote, which passed 8 in support and 1 abstention (Mr. Lorenzetti as he is a new member to the Commission and not familiar with the project).

7. Reports from Legal Counsel and legal advice to the Planning Commission. None.
8. Planner's Memo.
 - Ms. Jennifer Brockman reviewed the pending Zoning Ordinance and Subdivision Regulation Text Amendments which staff hopes to have the time to re-initiate in early 2019.
 - Mr. Mike Shepp asked about a potential amendment regarding future development potential of the greenspace requirement found in the Cluster provisions of the Zoning Ordinance that had been mentioned in a previous meeting. Ms. Brockman stated that this would be added to the future amendment list.
 - The next meeting will be January 8, 2019.
9. President's Report. None.
10. Actionable Correspondence.
 - Letter from Piedmont Design Group: Bob Barrick Re: US340 Mixed Use Development. Mr. Bob Barrick was present to address the Commission. Ms. Brockman explained the purpose of the letter was to obtain clarification on the Commission's motion to approve the US 340 Mixed Use Development Concept Plan (October 9, 2018) and the subsequent minutes which included this motion (November 13, 2018). Ms. Brockman stated that the request for clarification was specific to the spacing requirements for the lighting.

The Planning Commission confirmed that the intent was to require the applicant to use the Charles Town street lighting and bus shelter design but be permitted to utilize the County's spacing requirement for the street lighting (similar to the approval for Magnolia Springs).
11. Non-Actionable Correspondence. None.

Mr. Donnie Fisher closed the meeting at 9:17pm.