

Meeting Minutes
Jefferson County Planning Commission
January 8, 2019

The Jefferson County Planning Commission met on January 8, 2019 with the following Commission members present: Donnie Fisher, President; Steve Stolipher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Mike Shepp, Ron Thomas and Ray Bruning. Staff members present included Jennifer Brockman, County Planner; Jonathon Saunders, County Engineer; Nathan Cochran, Assistant Prosecuting Attorney; and Jennilee Hartman, Zoning Clerk.

J. Ware was absent without notification.

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

1. Approval of the December 11, 2018 Meeting Minutes. The meeting minutes from the December 11, 2018 meeting were approved with no objections.
2. Citizen Communications. Mr. Fisher called on members of the public who wished to speak under this item. Ms. Teresa Collins, President, and Sean Godsey, Vice President, of Eastern Panhandle Mountain Bike Association, a new 501C3, spoke to the Commission regarding the potential to have off-road cycling opportunities on County owned property. Ms. Collins was advised to speak with the Jefferson County Parks and Recreation Commission regarding her proposal.
3. Request for postponement. None.

Ms. Brockman noted that Election of Officers was inadvertently left off the agenda and that it would be added to the February agenda.

4. Public Hearing: Request by applicant Jeffrey and Robin Smith for an approval of a waiver from Section 20.201 (A or B) to reduce the required access easement width of Firefly Lane from 50' to 40' for the creation of one (1) new residential lot (PCW 18-17). Firefly Lane was created as part of the Mariani Minor Subdivision (PC File #91-36). The property is designated as Tax District: Harpers Ferry (04); Tax Map: 6; Parcel: 9.1. Zoned: Rural; Size: 11.24 acres.

Ms. Brockman provided an overview of her staff report explaining that the proposed lot would access Firefly Lane, an existing 40' access easement. Ms. Brockman noted that the residue parcel would continue to utilize Smith Manor Lane, also an existing 40' access easement.

Jeffrey and Robin Smith, property owners, explained the nature the request stating that at one time they owned all the surrounding parcels and that they had merged the two residue parcels of the previous subdivisions for the purpose of building a garage.

Mr. Fisher opened the floor for public comment. There was no public comment. Mr. Fisher closed the floor to Public Comment.

Mr. Stolipher moved to approve the waiver as requested. Mr. Hefestay seconded the motion, which carried unanimously.

5. Public Hearing: Request by applicant Garnett Catrow & Harry Catrow, Jr. for an approval of a waiver from Section 20.201 and 20.202(C) of the 2008 Subdivision Regulations (adopted

10/9/08) that required all lots to face on an access easement having a width of 50 feet and that the easement be part of the residue or remaining property. The applicant is requesting Lot 1 of the Catrow Minor Subdivision (PC File #09-27) be permitted to utilize a separate driveway onto Sandpiper Lane (PCW 18-18). The property is designated as Tax District: Shepherdstown (09); Tax Map: 7; Parcel 32.15; Zone: Residential Growth; Size: 22.8 acres.

Ms. Brockman provided an overview of her staff report explaining that the applicant wished to retain the existing construction entrance.

Harry Catrow, Jr., property owner, explained the nature the request stating that a separate entrance was unnecessary. Mr. Catrow stated that he has a letter of support from Mecklenburg Maintenance Association, Inc. (MMA) and confirmed that a house has been constructed on the property.

Mr. Lorenzetti arrived at 7:20 p.m.

Mr. Fisher opened the floor for public comment. There was no public comment. Mr. Fisher closed the floor to Public Comment.

Mr. Stolipher moved to approve the waiver as requested. Mr. Louthan seconded the motion, which carried seven (7) in support and one (1) recusal (Mr. Lorenzetti was not in attendance for the entirety of the request).

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

7. Planner's Memo. Ms. Brockman informed the Commission of the following:

- Proposed text amendments that Staff would be working on during 2019.
- Digital Submissions/Review
- The next meeting would be on February 12, 2019.

8. President's Report. None.

9. Actionable Correspondence. None.

10. Non-Actionable Correspondence. None.

Mr. Fisher closed the meeting at 7:24 PM.