



AGENDA  
Jefferson County Planning Commission  
Tuesday, August 13, 2019 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 9, 2019.
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 Hearing:** Request by Ancient Oaks Estate (File #: 19-11-PCW). Applicant is requesting a waiver from Section 24.113.B.10 of the Subdivision and Land Development Regulations to waive the Preliminary Plat requirement for an Archaeological Study. The property is designated as Tax District: Shepherdstown (07); Tax Map: 20; Parcel: 8; Zoned: Rural; Size: 43.62 acres.
5. **Public Hearing:** Request by Frances & Edward Kurz (File #: 19-12-PCW). Applicant is requesting a waiver from Section 20.201.A.2 that requires a 50' access easement, for both entrances off of Middleway Pike. The property is designated as Tax District: Shepherdstown (07); Tax Map: 19; Parcel: 27 & 37.2; Zoned: Rural; Size: 12.2 & 4 acres.
6. **Public Hearing:** Request by Burr Park Lot 16 (Holtzman Oil Corp.) (File #: 19-13-PCW). Applicant is requesting a waiver from Section 22.208A and Appendix B Section 10.6 of the Subdivision and Land Development Regulations that require sidewalks along the road right-of-way (Wiltshire Road and War Admiral Boulevard) for non-residential site development.

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

7. **Discussion and Possible Action** on proposed text amendment (ZTA19-01) regarding proposed revisions to Article 2 Definitions; Section 8.14 Rural Reception/Event Facility; and Appendix C to create a process to allow event facilities in new rural structures (draft language included). Public Hearing held on July 9, 2019; public comment was left open for written comments two weeks (attached); public comment closed on 7/23/19.
8. **Review and Approval** of the Planning Commission's FY 2019 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. (To be distributed at the meeting)
9. Reports from Legal Counsel
10. Planner's Memo.
11. President's Report
12. Actionable Correspondence
13. Non-Actionable Correspondence