



AGENDA
Jefferson County Planning Commission
Tuesday, September 10, 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.

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

1. Approval of Meeting Minutes: August 13, 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 A. Bradley Askin (File #: 19-14-PCW). Applicant is requesting a waiver from Section 20.201A(2) which requires all lots in minor residential subdivisions to have motor vehicle access via a 50' access easement, provided that the access easement serves no more than 5 lots, for Minerva Court which is proposed to serve 10 lots and desires to process as two minor subdivisions. The property is designated as Tax District: Middleway (07); Tax Map: 5; Parcel: 10 & 10.2; Zoned: Rural; Size: 9.1 & 6.648 acres.
5. **Public Hearing:** Request by SAB Real Estate 2, LLC. (File #: 19-15-PCW). Applicant is requesting a waiver from Section 20.102B to allow for site grading to commence prior to site plan approval. The request is to allow initial construction to commence during seasons favorable for site work and potentially coincide with adjacent construction to reduce overall construction traffic. The property is designated as Tax District: Shepherdstown (09); Tax Map: 8A; Parcels: 19, 21 & 23; Zoned: Residential –Light Industrial Commercial; Size: 3.56 acres total.

There is no public comment for the following items.

6. Reports from Legal Counsel
7. Planner's Memo.
8. President's Report
9. Actionable Correspondence
10. Non-Actionable Correspondence

DRAFT
Meeting Minutes
Jefferson County Planning Commission
August 13, 2019

The Jefferson County Planning Commission met on August 13, 2019 with the following Commission members present: Donnie Fisher, President; Steve Stolipher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison; Jack Hefestay, Ron Thomas and Ray Bruning. Staff members present included: Jennifer Brockman, County Planner; Jonathon Saunders, County Engineer; Alexander Beaulieu, Zoning Administrator; Nathan Cochran, Assistant Prosecuting Attorney and Rachael Burke, Planning Clerk.

Mike Shepp and J Ware were absent with prior notification.

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

1. Approval of the July 09, 2019 Meeting Minutes: The meeting minutes were approved with no objections.
2. Citizen Communications. None.
3. Request for postponement. None.
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: Middleway (07); Tax Map: 20; Parcel: 8; Zoned: Rural; Size: 43.96 acres.

Ms. Brockman reviewed the history of the project, including the approved Concept Plan and the waiver to allow the greenspace to have a separate entrance on Willingham Road. She stated this is a cluster subdivision and indicated where the preserved area will be located. The Preliminary Plat was approved conditionally by the Planning Commission after the Public Hearing provided the Archaeological Study requirement was addressed. She stated the applicant has been in contact with State Historic Preservation and they stated they have no existing study on record for this property and the JCHLC also had not stated any concerns. She stated that a Phase I Archaeological Study requires extensive field work and that the Planning Commission may consider rewording this during the text amendments. The applicant is asking for this requirement waived for the Ancient Oaks project.

Surveyor, Mike Roberts, spoke on behalf of the applicant and Mr. Boyd, owner of property was present as well. Mr. Roberts stated that letters were sent to the required outside agencies, including the Historic Landmarks Commission and he thought this satisfied the requirement. In his research he found that the requirements for a Phase I Archaeological Study are quite expansive and not overly clear from the state level.

Mr. Lorenzetti asked if Mr. Roberts had walked the property and if he had located any cemeteries. Mr. Roberts explained the area where the houses will be built is a tillable field and there has been no archaeological elements or evidence of a graveyard found during a field run topographic survey they completed every 50 yards.

Mr. Fisher opened the floor to public comment. The following people spoke:

- David Tabb, resident of Jefferson County, expressed concern that if the property was built on that any potential historic relevance would no longer be relevant and referenced Article 43CFR-7.

Mr. Fisher closed Public Comment.

Mr. Stolipher moved to approve the waiver as presented by the applicant; Ray Bruning seconded. The motion was unanimously approved.

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: Middleway (07); Tax Map: 19; Parcel: 27 & 37.2; Zoned: Rural; Size: 12.2 & 4 acres.

Ms. Brockman reviewed the location and explained the request. She explained that the neighboring property, that shares the 30' access with Parcel 27, is where the Planning Commission recently lifted the single family restriction for a proposed winery. She explained Foxwood Farm Drive, in a 20' access easement, currently provides access to 3 houses and has the potential to serve 2 more lots/houses on Parcel 37.2 under the Minor Subdivision process, if there is a 50' access easement. Due to the required setbacks and the existing houses, the waiver may be a reasonable request for the 20' easement. She explained that the 30' access could be widened to meet the 50' for subdivision purposes if they move the one small shed.

Applicant, Mrs. Kurz presented her request and why she needs the waivers. She said that Trixie Willis, from the West Virginia Department of Highways, had been on site to review site lines.

Mr. Fisher opened the floor to public comment.

The following people spoke:

- David Tabb who stated that Parcel 27 should not have issues expanding the access. He is concerned about setting precedence for future waivers presented to the commission.

Mr. Fisher closed Public Comment.

Ms. Brockman explained the maximum number of lots that can access either access easement under the Minor Subdivision process 5. Therefore we would only allow 2 additional lots on Foxwood Farm Drive, unless they came back for another waiver.

Mr. Stolipher made a motion to grant the waiver to allow 1 additional lot from Parcel 37.2 to access the 20' access easement containing Foxwood Farm for Parcel 37.2. Mr. Fisher clarified the motion to deny the waiver for Parcel 27 and approve the waiver for Parcel 37.2, restricting it to 1 additional lot to access Foxwood Farm Drive. Ron Thomas seconded the motion, which carried unanimously.

Mr. Stolipher recused himself for the upcoming agenda item.

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. The property is designated as Tax District: Charles Town (02); Tax Map: 1; Parcel: 69 & 69.1; Zoned: Industrial Commercial; Size: 5.02 total acres.

Ms. Brockman explained the location and did a brief overview of the request.

Todd Heck, with Gordon, spoke on behalf of the applicant. He explained the need for the waiver due to the location of the gas station related to the road right-of-ways and reviewed the proximity to the Route 9 bike path/sidewalk across Wiltshire Road. He compared this request to that of Blossman Gas which is also in Burr Industrial Park.

Mr. Lorenzetti brought up the concrete sidewalks that you typically see around a convenience store. Mr. Heck passed around diagrams of the proposed structure and site layout and noted that this is an administratively reviewed site plan so the Planning Commission had not seen this project previously and that Concept Plans are not required in the Burr Industrial Park.

The Planning Commission discussed future pedestrian activity within the surrounding areas with staff.

Mr. Fisher opened the floor to Public Comment.

The following people spoke:

- David Tabb, concerns with proximity to current trail and traffic due to people cutting across at this point. Suggested putting sidewalk on the Wiltshire side.

Mr. Fisher asked for clarification for last approved waiver, Blossman. Ms. Brockman explained that the Planning Commission approved the Blossman, Inc. waiver and did not require an easement because of the large DOH right-of-way area.

Mr. Fisher explained that a sidewalk may not be a bad idea to access this convenience store due to current pedestrian traffic in this area in part related to the WV DOH bike path that intersects with Wiltshire on the south side of WV 9 and then follows Wiltshire to the north side of WV 9.

Planning Commission discussion about consistency. They asked applicant if willing to have easement on the Wiltshire Road side.

Mr. Heck does not see an issue with an easement so that a future trail system or path would allow more access to the store.

Mr. Thomas asked about providing a 10' easement on the War Admiral Boulevard side and Mr. Heck explained there is already 145' of DOH ROW which could accommodate a future trail.

Mr. Thomas made a motion to approve the waiver in regard to the sidewalk construction, but not the easement. Mr. Hefestay seconded the motion. Mr. Fisher clarified the motion approving the waiver of sidewalk construction but asking for a 10' easement along both sides of the property.

A vote was taken: 5 for and 1 against (Ray Bruning).

7. **Discussion and Possible Action:** for proposed text amendment (ZTA19-01) regarding proposed revisions to Article 2 Definitions; Article 8, Supplemental Use Regulations;; and Appendix C, Principal Permitted and Conditional Uses Table. The amendment proposes to create a process to establish Special Event Facilities in the Rural, Residential Growth, and Village zoning districts.

Ms. Beaulieu provided an overview of the public comments received. The Planning Commission made revisions to the proposed text in response to public comment. The Planning Commission's recommended revisions are highlighted in yellow (see attached).

Mr. Stolipher made a motion to incorporate Dr. Gibson's recommendations into the amendment, with the exception that his recommendation to require the structure to be used part time for farm activity be excluded. Mr. Thomas seconded the motion. Discussion ensued.

Mr. Stolipher amended his motion to include that new structures be set back 75' from all property lines; that a site plan is not required for any agricultural use on a property with the farm use status; and that new structures on parcels less than 20 acres are required to process a Concept Plan. Mr. Thomas seconded the motion.

Mr. Fisher restated the motion, noting that the Planning Commission found the text amendment to be consistent with the Comprehensive Plan and moved to forward the revised text amendment to the County Commission for the purpose of scheduling a public hearing. The motion carried unanimously.

Please see the attached for the full text amendment edits to be submitted to the County Commission.

Ms. Beaulieu stated she would submit an agenda request to be on the August 29, 2019 County Commission meeting for the purpose of requesting a Public Hearing to be scheduled.

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. (Distributed at the Meeting).

Ms. Brockman explained the new digital submission process changes in 2019 and that staff is still working to develop a report that can be generated by the new system. She asked if the Planning Commission would like the format of the report modified before sending it to the County Commission or can it be forwarded at this time?

Mr. Stolipher made a motion to approve the 2019 Annual Report to the County Commission as written; Donnie Fisher seconded the motion. The vote carried unanimously.

9. **Reports from Legal Counsel.** Mr. Cochran provided an update of the lawsuit related to the City of Charles Town request to annex a large area within their Urban Growth Boundary. The County Commission declined the request and the city appealed to the West Virginia Supreme Court. His briefing is due in September to appear before the WV Supreme Court. The city believed they could annex through the Minor Boundary Adjustment process found in the WV Code. He explained there is a statute that addresses Minor Boundary Adjustments without County approval, but the County does not think it applies in this case. The County believes that the City can only do this if they had public input from the people being annexed. The issue before the Supreme Court is whether they could annex without asking the residents. Mr. Cochran's view is that they either could be asked or an election could take place.

10. Planner's Memo: Ms. Brockman explained that the PC Committee met with the top candidate for the Land Use Regulation Update RFQ to discuss the proposed scope of work. Staff received a scope and cost estimate which will be put on the August 29, 2019 County Commission agenda. She requested Planning Commission representation for the County Commission meeting.

11. Actionable Correspondence. None.

12. Non-Actionable Correspondence: None.

Mr. Stolipher closed the meeting at 8:53 PM.



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

P.O. Box 716

Charles Town, WV25414

www.jeffersoncountywv.org

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

MEMO

TO: Planning Commission

FROM: Alexandra Beaulieu, Zoning Administrator

DATE: August 23, 2019

RE: ZTA19-01, Special Event Facilities

Attached is a copy of the revised text pertaining to Agricultural Special Event Facilities as discussed at the August 13 meeting. I have submitted to the County Commission to review on August 29 for the purpose of scheduling a public hearing. As requested at the August meeting, I am forwarding the changes to you for your review. If any of the changes appear to be in conflict with what the Planning Commission voted on, please email me directly and I can update the text before the County Commission public hearing (as long as it isn't above and beyond what was discussed at the CC meeting).

Comments beyond what was discussed at the meeting can be made during the public comment period for the County Commission (once it is scheduled).

Below is a key to understand what each type of text represents in track changes (attached):

- The black text is current (existing) text, no changes proposed.
- The ~~blue text~~ indicates existing text which is proposed to be deleted.
- The red text indicates new text, proposed to be incorporated in the Ordinance.
- The text highlighted in yellow indicates Planning Commission recommended revisions to the proposed text.
- The text highlighted in green indicates proposed text that was relocated as a result of a revision made by the Planning Commission.

Section 2.2 Terms Defined

Agricultural Use^{17, 21, 23}

The use of land for a bona-fide farming operation. This includes:

1. Commercial Agricultural Enterprise;
2. Agriculture, Ranching;
3. Aquaculture;
4. Apiculture;
5. Horticulture
6. Viticulture;
7. Fish, meat, poultry and game birds processing, provided that fifty percent (50%) of the meat processed must be raised on the site farm of the processing facility for minimum periods of three (3) months for beef and pork and two (2) months for lamb and poultry;
8. Animal Husbandry; including, but not limited to, the care and raising of livestock, equine, and fur-bearing animals;
9. Poultry husbandry and the production of poultry, game birds, and poultry products;
10. Dairy production and processing of dairy products;
11. Equestrian uses;
12. The production of field crops including but not limited to tobacco, fruits, vegetables, nursery stock, ornamental shrubs, ornamental trees, flowers, sod, mushrooms, timber, pasturage, Christmas trees, maple sap, woody biomass, compost;
13. Pick your own farm products;
14. Agricultural tourism;
15. Farm vacation enterprise;
16. Farm brewery and winery subject to the requirements for such a use in Article 8;
17. Rental of garden plots;
18. Community supported agriculture;
19. The warehousing; processing, value added, drying, storage, distribution and marketing of agricultural products when those activities are conducted in conjunction with, but are secondary to, husbandry or production;
20. Forestry;
21. **Agricultural Special Event Facility**

~~Rural Reception/
Event Facility²⁶~~

~~A facility within an existing structure and/or outdoor area for the hosting of events such as weddings and similar events in the Rural, Village, Residential Growth and Residential Light Industrial Commercial Districts (permitted by Special Exception). Such events are limited to events that involve extended families and friends such as weddings, wedding receptions, birthday events, anniversary events, reunion events and/or family gatherings. No events that involve charging admission or are solely performance events are permitted under this provision.~~

Rural Reception/Event Facility, Small²⁶ A Rural Reception/Event Facility in the Rural District for the hosting of events such as weddings with attendance not to exceed 75 cars at a frequency of no more than one event per month.

Special Event A gathering of individuals for the common purpose of attending a celebration, ceremony, reception, or similar activity for the benefit of someone other than the property owner. No events that involve charging admission or are solely performance events are permitted under this provision. Private parties, gatherings, and similar activities that are not subject to a use agreement between a private individual or group and the homeowner are not defined as a special event.

Special Event Facility A facility where special events are permitted to occur. Special event facilities are subject to a use agreement between a private group or individual and the facility owner. The facility owner may or may not charge a rental fee for the use of the facility. Facilities may operate entirely within a structure, entirely outside of a structure, or both inside and outside a structure.

Special Event Facility, Agricultural A Special Event Facility located on a parcel which the Assessor's Office has classified as "farm use".

Section 4.5 Agricultural Uses Permitted Generally

~~Except for compliance with distance requirements for a building set forth in Section 4.6, n~~ Nothing in this Ordinance shall prohibit the use of land for agricultural purposes or the construction or use of building or structures incidental to the use for agricultural purposes. New structures built for the purpose of establishing an Agricultural Use, as defined in Article 2, which is open to the public (i.e. Agricultural Special Event Facility), are subject to a 75' setback. Existing structures converted for Agricultural Uses which are open to the public are not subject to the 75' setback.

Section 4.10 Site Plan Requirements

- A. Submittal and approval of a site plan is required for all commercial, townhouse and multi-family residential, industrial, and institutional development in any district and for all major additions or expansions of existing uses as defined in Article 2, in accordance with the requirements of the Subdivision and Land Development Regulations and this Ordinance.^{23, 26}
- B. Site Plan submittal is not required for single-family or two-family dwelling units, unless planned as part of a multi-unit or mixed use development plan.
- C. Site Plan submittal is not required for any Agricultural Use defined in Article 2. Agricultural Uses which are open to the public (Agricultural Special Event Facility, Farm Market, etc.) established on parcels of less than 20 acres shall process a Concept Plan in accordance with the Subdivision and Land Development Regulations.
- D. The site plan format and informational requirements that must be followed are referenced in the Jefferson County Subdivision and Land Development Regulations, and this Ordinance.
- E. The Planning Commission has the authority to waive any site plan standards in accordance with the Subdivision and Land Development Regulations.^{10, 17, 21, 23}

Section 8.14 ~~Rural Reception/Event Facility~~²⁶ Special Event Facilities

The purpose of this section is to create a process by which a property owner in the Rural, Residential Growth, and Village zoning districts may establish a Special Event Facility. A Special Event Facility in any other zoning district may process in accordance with Appendix C.

A. An Agricultural Special Event Facility is permitted in any zoning district on a parcel with an existing farm and shall operate accessory to the property owner's primary residence or caretaker's residence. The minimum acreage required is five acres.

1. An Agricultural Special Event Facility may be established on a separate legal lot of record adjoining a parcel with farm use status, as long as it is under the same ownership.

2. An Agricultural Special Event Facility on a parcel of less than 20 acres shall process a Concept Plan, subject to a Public Workshop before the Planning Commission, in accordance with the Subdivision and Land Development Regulations.

i. If a Concept Plan is not required, the following documentation shall be submitted as part of the Zoning Certificate application.

i. A sketch reflecting the layout of the proposed event shall be submitted to ensure compliance with setbacks and parking. The sketch should delineate the parking area, the event tent(s), location of portable restrooms, and the location of any vendors.

ii. A traffic control plan shall be submitted to address traffic flow for ingress and egress to ensure that traffic will not create a backup onto public or private roads.

3. An Agricultural Special Event Facility shall not exceed attendance of 250 people, excluding event staff and vendors.

4. A Special Event Facility, Agricultural shall not occur more frequently than once a week and shall be limited to one day, not including set up and take down. Overnight accommodations may be processed in accordance with Appendix C.

5. All aspects of the land use, excluding parking, but including any permanent new structures and any outdoor components such as event tents, portable restrooms, etc. shall be setback 75 feet from all property lines. Parking shall be setback 25 feet from all property lines.

6. Parking shall be provided at a ratio of one parking space for each two guests allowed on-site and one parking space for each permanent employee who does not reside on premises. Parking may occur on grass if the applicant can demonstrate that the parking will occur on usable ground and can identify how handicapped accessibility (if applicable) will be addressed.

7. The land use shall comply with Section 8.9A.1 and shall apply the Residential Growth District standard to all adjacent lots.

8. If the facility utilizes a private, shared right of way, driveway, or easement for vehicular access, the use shall be subject to a public hearing before the Board of Zoning Appeals and process as a Special Exception in accordance with Article 6 and shall address the criteria listed in subsection i below.

Commented [AB1]: Shared access was not explicitly discussed during the 08/13 meeting; however, it seemed the overall intent of the Commission was to create a public process based on acreage as opposed to frequency, size, or in this case, access. If Staff is incorrect in this understanding, please email Alex directly.

9. If a site plan is not required pursuant to the Subdivision Regulations, the following documentation shall be submitted as part of the Zoning Certificate application:

a. A sketch reflecting the layout of the proposed event shall be submitted to ensure compliance with setbacks and parking. The sketch should delineate the parking area, the event tent(s), location of portable restrooms, and the location of any vendors.

b. A traffic control plan shall be submitted and address the criteria listed in subsection c below.

10. If the frequency of the Special Event Facility, Agricultural exceeds one event per week, or attendance exceeds 250 people, the use shall be subject to a public hearing before the Board of Zoning Appeals and process a Conditional Use Permit in accordance with Article 6 and subsection B below.

If the subject parcel associated with an approved Agricultural Special Event Facility loses the associated “farm use” classification through the Assessor’s Office, the property owner may apply for a Special Exception in accordance with Article 6 to continue operating the land use.

B. A Special Event Facility is a facility that operates independent from any other use on the property.

1. In the Rural, Village, and Residential Growth zoning districts, a Special Event Facility shall process a Conditional Use Permit in accordance with Article 6.

a. The minimum lot size shall be five acres. Site development standards shall comply with Appendix B.

b. Parking shall be provided at a ratio of one parking space for each two guests allowed on site and one parking space for each permanent employee.

c. In addition to the criteria set forth in Article 6, Section 6.3, the Board shall evaluate the following:

i. Proposed frequency;

ii. Number of attendees (maximum building capacity);

iii. Signage;

iv. Adequacy of parking area. The Board should consider the number of parking spaces as well as the location of the proposed parking area;

v. Adequacy of vehicular access to the property. The applicant shall provide a traffic control plan to address traffic flow and ingress and egress to the property to ensure that traffic will not hinder shared access (if applicable) or create a back-up onto public or private roads; and

vi. Impact on adjacent properties.

Parks and Recreation events and facilities are exempt from Section 8.14.

A Rural Reception/Event Facility is a facility within an existing structure and/or outdoor area for the hosting of events such as weddings and similar events. Such events proposed in the Rural, Village, Residential Growth, and Residential Light Industrial Commercial Districts are approved by the Board of Zoning Appeals following a public hearing. Such public hearing shall be conducted according to the requirements of Section 6.1C; may be continued according to the requirements of Section 6.1D; and is subject to the notification requirements of Section 6.1B.³²

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~~Such a land use may be approved based on the Board's evaluation of the proposed frequency and size of the proposed events, adequacy of parking area, size of the subject property, adequacy of vehicular access to the property, impact on adjacent properties, and compatibility with the neighborhood. For events exceeding 300 persons, applicants shall provide a traffic control plan.³²~~

~~A Rural Reception/Event Facility, Small, is a Rural Reception/Event Facility in the Rural District only, for the hosting of events such as weddings with attendance not to exceed 75 cars, at a frequency of no more than one event per month. Such events are permitted administratively provided that if the facility would utilize a private, shared right of way, driveway or easement for vehicular access, a public hearing before the BZA is required.³²~~

~~Approvals of all Rural Reception/Event Facility and Rural Reception/Event Facility, Small shall include a provision that noise at the property line shall conform with Section 8.9A.1 of this Ordinance and shall apply the Residential Growth District Standard to all adjacent lots containing a residence as well as adjacent lots in the Rural District.~~

~~Note that any vendors and/or production staff are not counted in the trip generation for this Section.³²~~

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APPENDIX C: PRINCIPAL PERMITTED AND CONDITIONAL USES TABLE^{23, 29, 32, 33, 35, 37}

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses													Sec. 8.9
Antique Shop	P	P	P	P	NP	P	NP	CU	CU	P	P	P	
Appliance Sales	NP	P	P	P	CU	P	NP	CU	CU	P	P	NP	
Art Gallery or Artist Studio	P	P	P	P	NP	P	P	CU	CU	P	P	P	
ATM	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Automobile repair, sales and service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile parts, supplies and tire stores	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, indoor	P	P	P	P	P	P	NP	CU	CU	P	P	CU	
Automobile, light truck and light trailer rentals, outdoor	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Bail Bond Services	NP	P	P	P	CU	NP	NP	CU	CU	CU	P	CU	
Bank	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Bank with Drive-Through Facility	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Bar	P	P	P	P	NP	P	P	NP	NP	P	P	CU	
Barber/Beauty Shop, Limited	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Bed and Breakfast	P	NP	NP	NP	NP	NP	NP	P	CU	NP	NP	P	Sec. 8.3
Brewpub	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.5
Business Equipment Sales and Service	CU	P	P	P	CU	P	P	CU	CU	P	P	CU	
Building Maintenance Services	CU	P	P	P	P	P	P	CU	CU	P	P	CU	
Building Materials and Supplies	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Campground ³¹	CU	P	NP	NP	NP	P	NP	P	CU	P	P	CU	Sec. 8.17
Car Wash	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Commercial Blood Plasma Center	NP	P	P	P	NP	CU	CU	CU	CU	CU	P	CU	
Commercial Uses	NP	NP	NP	NP	NP	NP	NP	NP	**	P	P	CU	Sec. 8.9
Contractor with No Outdoor Storage	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Contractor with Outdoor Storage	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Convenience Store, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Convenience Store	CU	P	P	P	CU	P	NP	CU	CU	CU	P	CU	Sec. 5.8C (RLIC only)
Country Inn	P	P	P	P	NP	P	P	CU	CU	P	P	P	
Crematorium, Pet ³⁷	NP	P	NP	P	NP	NP	NP	P	NP	P	P	CU	Sec. 8.19
Custom Manufacturing	P	P	P	P	P	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Dry cleaning and Laundry Facility	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Equipment Rental, Sales, or Service	NP	P	P	P	P	P	NP	CU	CU	P	P	CU	
Exterminating Services	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Florist	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Food Preparation	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Hotel/Motel	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Gambling Facilities	NP	NP	NP	NP	CU	NP	NP	NP	NP	NP	CU	CU	Sec. 4.4G
Gas Station, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Gas Station, Large	NP	CU	P	P	CU	CU	CU	CU	CU	P	P	CU	
Golf Course	NP	P	P	P	NP	P	P	CU	CU	P	P	CU	
Grocery Store	P	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Horse Racing Facility	NP	NP	NP	P	NP	NP	NP	CU	CU	P	P	CU	
Kennel	NP	P	P	P	CU	P	P	P	CU	P	P	CU	Sec. 8.4

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Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
Medical/Dental/Optical Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Medical/Dental/Optical Office	NP	P	P	P	CU	P	P	CU	CU	P	P	CU	
Mobile Home, Boat and Trailer Sales	NP	P	P	P	CU	P	NP	CU	CU	CU	P	CU	
Movie Theater	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Nightclub	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Non Profit Commercial Uses	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Non-Profit Community Centers	P	P	P	P	CU	P	CU	P	CU	P	P	CU	
Parking, Commercial Offsite Accessory	NP	P	P	P	P	P	P	CU	CU	P	P	CU	
Pawn Shop Services	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Personal Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Professional Office, Small	P	P	P	P	CU	P	P	CU	CU	P	P	P	
Professional Office	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food, Limited	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Restaurant, Fast Food	CU	P	P	P	CU	P	P	CU	CU	CU	P	CU	
Restaurant, Fast Food, Drive-Through	NP	P	P	P	CU	CU	P	CU	CU	CU	P	CU	
Restaurant	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Retail Sales Limited	P	P	P	P	NP	P	P	CU	CU	P	P	CU	
Retail Sales and Services, General	NP	P	P	P	NP	P	NP	CU	CU	P	P	CU	
Retail Store, Large	NP	CU	P	CU	NP	CU	NP	CU	CU	CU	CU	CU	
Shipping and Mailing Services	P	P	P	P	CU	P	P	CU	CU	P	P	CU	
Special Event Facility	P	P	P	P	NP	P	P	CU	CU	P	P	CU	Sec. 8.14
Storage, Commercial	NP	P	P	P	CU	P	NP	CU	CU	P	P	CU	
Veterinary Services	P	P	P	P	CU	P	P	P	CU	P	P	CU	
Wireless Telecommunications Facilities	P	P	P	P	P	P	P	P	P	P	P	P	Art. 4B
Agricultural Uses*													
Agricultural Uses, as defined in Article 2	P	P	P	P	P	P	P	P	P	P	P	P	
Agricultural Repair Center	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Agricultural Tourism	P	P	P	P	P	P	P	P	P	P	P	P	
Crematorium, Livestock ³⁷	CU	CU	CU	CU	CU	CU	CU	P	CU	CU	CU	CU	Sec. 8.19
Farm Brewery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Winery or Distillery	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.5
Farm Market	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.6
Farm Vacation Enterprise	P	P	P	P	P	P	P	P	P	P	P	P	
Farmer's Market	P	P	P	NP	NP	P	NP	P	CU	P	NP	CU	Sec. 8.6
Feed and/or Farm Supply Center	CU	P	P	P	P	P	P	P	CU	P	P	NP	
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P	CU	P	P	NP	
Landscaping Business	P	P	P	P	P	P	P	P	CU	P	P	NP	
Rental of Existing Farm Building for Commercial Storage Structure must have existed for 5 years	NP	P	P	P	P	P	P	P	CU	P	P	NP	
Special Event Facility, Agricultural	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 8.14
Accessory Uses													
Accessory Uses	P	P	P	P	P	P	P	P	P	P	P	P	

- NC Neighborhood Commercial
- GC General Commercial
- HC Highway Commercial
- LI Light Industrial
- MI Major Industrial
- PND Planned Neighborhood Development
- P Permitted Uses
- NP Not Permitted Uses
- CU Conditional Uses (subject to requirements of district and/or other requirements of this Ordinance)
- ** Accessory Use to a planned residential community, if permitted pursuant to Section 5.4 and processed as a CU
- ¹ The Planning Commission may amend the permitted uses for a development in the PND District per Article 5.
- ² Approval process is per the Salvage Yard Ordinance.
- OC Office / Commercial Mixed-Use
- R Rural
- RG Residential Growth District
- RLIC Residential-Light Industrial-Commercial District
- IC Industrial-Commercial District
- V Village District

Staff Report
 Jefferson County Planning Commission Meeting
 September 10, 2019

A. Bradley Askin Waiver Request (File #: 19-14-PCW)

Item # 4

Public Hearing: Waiver Request by Bradley Askin (File #: 19-14-PCW). Applicant is requesting a waiver from Section 20.201A(2) which requires all lots in minor residential subdivisions to have motor vehicle access via a 50' access easement, provided that the access easement serves no more than 5 lots, for Minerva Court which is proposed to serve 10 lots and desires to process as two minor subdivisions.

APPLICANT	A Bradley Askin
OWNER/DEVELOPER	Same
CONSULTANT	N/A
PROPERTY LOCATION	Residue Lot 3 (Tax Parcel 10) and Residue Lot C (Tax Parcel 10.2), Minerva Court
LEGAL DESCRIPTION & ZONING DISTRICT	Tax District: Middleway (07); Tax Map: 5; Parcels: 10 and 10.2; Size 6.65 & 9.1 acres respectively; Zone: Rural
ADJACENT ZONING DISTRICTS	<i>North: Rural</i> <i>East: Rural</i> <i>South: Rural</i> <i>West: Rural</i>
PROPOSED ACTIVITY	Possible Minor Subdivisions on the residue lot of each property
APPROVALS	<ul style="list-style-type: none"> • Deborah Murphy Minor Subdivision - 2 lots & Lot 3 - Residue (2010; PB25/PG194) • Aquilera Family Trust (Brad Askin, Trustee) Minor Subdivision - 2 lots & Lot C - Residue (2009; PB25/PG137).

Staff Report
Jefferson County Planning Commission Meeting
September 10, 2019

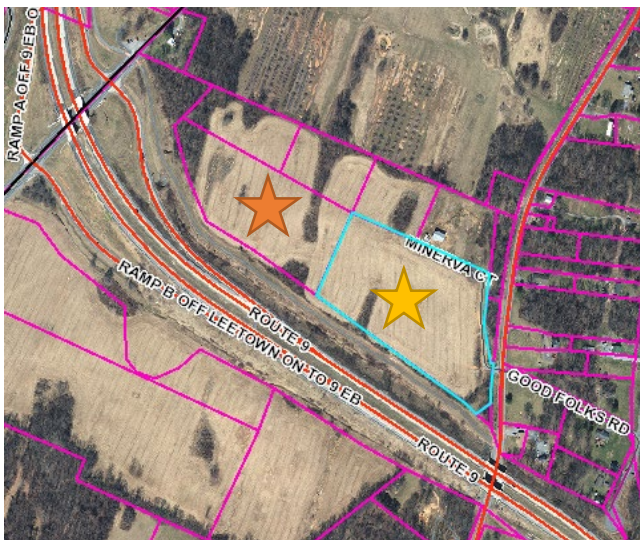
Summary of the Request:

The applicant is requesting a waiver from Section 20.201.A(2) of the Subdivision Regulations which requires all lots in all Minor Residential Subdivisions to have motor vehicle access via a 50' access easement, provided that the access easement serves no more than 5 lots. The request is to allow each of the two residue parcels (Deborah Murphy Minor Subdivision Residue Lot 3 and Aquilera Family Trust Minor Subdivision Residue Lot C) to process two additional lots and a residue with access to Minerva Court. Minerva Court currently serves 6 lots, which were approved via two separate Minor Subdivisions. The request is to allow a total of 10 lots to have access to Minerva Court through the processing of two additional Minor Subdivisions.

Under the provisions of Section 5.7D3 of the Zoning Ordinance, both residue properties have the right to process another 2 lots and a residue at this time; however, because there are currently 6 properties which were created through the minor process which all access Minerva Court, any future divisions would have to process as a Major Subdivision based on the provisions of Section 20.201 of the Subdivision Regulations. The applicant can either proceed with a Major Subdivision or request a waiver of the requirement that the access easement for a Minor Subdivision can only serve 5 lots. This application is that waiver request.

Site Background:

These properties were subdivided through the minor subdivision process in 2009 and 2010, which was a transition period from the old 1979 Subdivision Ordinance to the 2008 Subdivision Regulations. As a result, two adjoining subdivisions were permitted to both process as Minor Subdivisions accessing the same road.



In 2009, the Minor Subdivision of Lots A, B, and Residue C of the Aquilera Family Trust (Brad Askin, Trustee), marked with a yellow star, was approved for 2 lots and a residue accessing Minerva Court.

In 2010, the Deborah Murphy Minor Subdivision, marked with an orange star, was then also approved for 2 lots and a residue also accessing Minerva Court.

The 6 lots created by these two minor subdivision all utilize Minerva Court as their access off WV 115 (old W 9).

It should be noted that these two parent parcels were remnants after WV DOH acquired the right-of-way for the 4-lane section of Route 9 and the parallel bike path which resulted in the Murphy property having no direct access to a state road.

Discussion of Subdivision Regulations:

Properties the size of these two parcels in the Rural Zoning District only have the right to process as two lots and a residue in accordance with the provisions of Section 5.7D.3 of the Zoning Ordinance and generally process under the Minor Subdivision process found in Section 20.201.A of the Subdivision Regulations. One of the key differences between a Minor Subdivision and a Major Subdivision is that Minor Subdivisions do not require the development of new off-tract infrastructure, the extension of

Staff Report
Jefferson County Planning Commission Meeting
September 10, 2019

existing off-tract infrastructure, or the creation of common areas and therefore there are no design or construction standards for roads in minor subdivisions. This means that Minerva Court, which was designated as a part of two Minor Subdivision, has not been constructed to any County standard.

Roads which serve more than 5 lots are required to be a part of Major Subdivision and are required to be built in accordance with Table 2.2-1 “Roadway Design Standards” of the Subdivision Regulations. The applicant can do the requested division by processing a Major Subdivision and designing and constructing Minerva Court in accordance with the County road standards. The request is to be able to process two additional Minor Subdivision with access to the existing Minerva Court instead of processing a Major Subdivision which requires the requested waiver.

Waiver Requirements:

The applicant provides a response to the requirements found in “Division 24.300 Waivers” of the Subdivision Regulations and a detailed “Statement in Support of Waiver Request” which is attached to the application. Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- (1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- (2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- (3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- (4) that the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.

Staff Recommendation:

Planning and Engineering staff understands the limitations of the properties involved with this request due to the construction of the new WV 9, which is a closed access divided highway, and related bike path. As a result of the WV DOH acquisition of the ROW for this new route, the Murphy property was not able to process a standard Minor Subdivision its own access to a state road. However, staff generally believes that the intent of the Subdivision Regulations is to ensure that lots created in Jefferson County are served by adequate roads meeting certain standards which do not apply to minor subdivision access easements and therefore recommends that any further division should process as a Major Subdivision and does not support this waiver. If the Planning Commission is inclined to approve this waiver request due to the fact that any further development would be difficult to achieve, it should clearly state that such approval it is limited to a maximum of 10 lots accessing Minerva Court.



JEFFERSON COUNTY, WEST VIRGINIA
Dept. of Engineering, Planning, and Zoning
Office of Planning and Zoning
 116 East Washington Street, P.O. Box 716
 Charles Town, WV 25414
 www.jeffersoncountywv.org

File Number: 19-14-PC10
 Staff Initials: RBB
 Sketch Received: ✓
 List of Adjoiners: RB
 Fees Paid: 100.00

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Waiver Request

Note: Waivers from the 2008 Amended Subdivision Regulations must comply with Division 24.300 of the Subdivision Regulations.

Sketch on a separate sheet of paper the shape and location of lot. Show the location of the intended construction or land use indicating building setbacks, size, and height. Identify existing buildings, structures, or land uses on the property. Sign and date the sketch. Provide a vicinity map of the area and a list of the adjoining property owner's mailing addresses.

Property Owner Information

Name: A. BRADLEY ASKIN
 Mailing Address: 8603 VILLAGE PARK PLACE, CHEVY CHASE MD
 Phone Number: 301-502-1604 Email: BRADASKIN@YAHOO.COM 20814

Applicant Contact Information

Name: SALIE AS ABOVE
 Mailing Address: _____
 Phone Number: _____ Email: _____

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: RESIDUE LOT C, MINERVA COURT
 Tax District: MIDDLEWAY Map No: 5 Parcel No: 10.2
 Parcel Size: 9.16 ACRES Deed Book: 1183 Page No: 418

Zoning District (please check one)

Residential Growth (RG) <input type="checkbox"/>	Industrial Commercial (IC) <input type="checkbox"/>	Rural (R) <input type="checkbox"/>	Residential-Light Industrial-Commercial (R-LI-C) <input type="checkbox"/>	Village (V) <input type="checkbox"/>	Neighborhood Commercial (NC) <input type="checkbox"/>	General Commercial (GC) <input type="checkbox"/>	
RECEIVED <u>in RBB</u> <u>AUG 20 2019</u> JEFFERSON COUNTY PLANNING. ZONING DEPARTMENT			Highway Commercial (HC) <input type="checkbox"/>	Light Industrial (LI) <input type="checkbox"/>	Major Industrial (MI) <input type="checkbox"/>	Planned Neighborhood Development (PND) <input type="checkbox"/>	Office/Commercial Mixed-Use (OC) <input type="checkbox"/>



JEFFERSON COUNTY, WEST VIRGINIA
Dept. of Engineering, Planning, and Zoning
Office of Planning and Zoning
 116 East Washington Street, P.O. Box 716
 Charles Town, WV 25414
 www.jeffersoncountywv.org

File Number: _____
 Staff Initials: _____
 Sketch Received: _____
 List of Adjoiners: _____
 Fees Paid: _____

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

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Waiver Request

Note: Waivers from the 2008 Amended Subdivision Regulations must comply with Division 24.300 of the Subdivision Regulations.

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Property Owner Information

Name: A. BRADLEY ASKIN
 Mailing Address: 8603 VILLAGE PARK PLACE CHEVY CHASE, MD
 Phone Number: 301-502-1604 Email: BRADASKIN@YAHOO.COM 20814

Applicant Contact Information

Name: SAME AS ABOVE
 Mailing Address: _____
 Phone Number: _____ Email: _____

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: RESIDE LOT 3, MINERVA COURT
 Tax District: MIDDLEWAY Map No: 5 Parcel No: 10
 Parcel Size: 6.648 ACRES Deed Book: 1194 Page No: 107

Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (R-LI-C)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (OC)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place Date Stamp Here

What Section of the Subdivision Regulations are you Requesting to Waive?

20.201. A(2)

Briefly Describe the Nature of Your Waiver Request:

SUBDIVIDE THE PARCELS AS ~~THE~~ MINOR SUBDIVISIONS WITH 2 LOTS AND A RESERVE WITHOUT GOING THROUGH THE MAJOR SUBDIVISION PROCESS

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

DEVELOPMENT OF 2 ACRE LOTS WILL BE CONSISTENT WITH SIZE OF ADJOINING LOTS IN THE EXISTING MINOR SUBDIVISIONS ON MINERVA COURT. HOUSES WILL HAVE ACCESS TO NATURAL GAS.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

DEVELOPMENT IS WITHIN THE MEDIUM DENSITY RESIDENTIAL ZONE ACCORDING TO PAGE 220 OF THE "ENVISION JEFFERSON 2035 COMPREHENSIVE PLAN" APPROVED 1/14/15 WHICH ALLOWS UP TO 6.99 UNITS PER ACRE AS DEFINED IN APPENDIX G.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

SOILS IN THE PARCEL ARE OF POOR QUALITY WITH MULTIPLE ROCK OUTCROPPINGS AND ARE NOT WELL SUITED TO FARM USE IN THE LONG RUN PARCELS ARE NOT BIG ENOUGH TO ALLOW ECONOMIES OF SCALE FOR FARM USE.

Original signature is required. The information given is correct to the best of my knowledge.

A. Bradley Rubin 7/17/2019

Signature of Property Owner

Date

Signature of Property Owner

Date

To Be Completed By Office

Date of Public Meeting/Public Hearing

Date Property to be Posted By

Official/Administrative Body

Date Adjoiner Letters to be Mailed

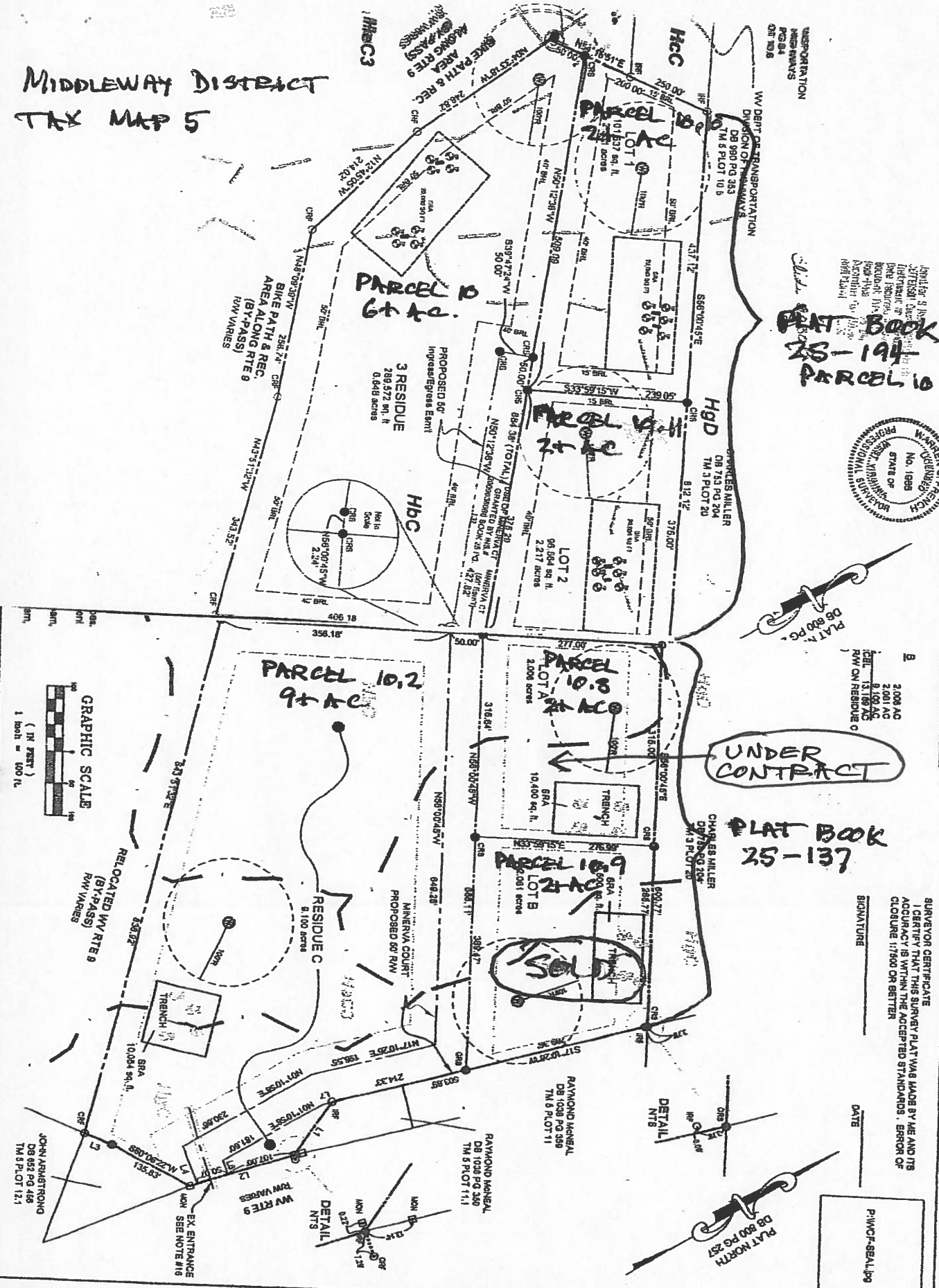
Approved/Denied by a vote of _____ for and _____ against this _____ day of _____,

Approved

Denied

MIDDLEWAY DISTRICT TAX MAP 5

A. 231 AC
B. 217 AC
C. 11 AC
D. 11 AC
E. 11 AC
F. 11 AC
G. 11 AC
H. 11 AC
I. 11 AC
J. 11 AC
K. 11 AC
L. 11 AC
M. 11 AC
N. 11 AC
O. 11 AC
P. 11 AC
Q. 11 AC
R. 11 AC
S. 11 AC
T. 11 AC
U. 11 AC
V. 11 AC
W. 11 AC
X. 11 AC
Y. 11 AC
Z. 11 AC



PLAT BOOK 25-194
PARCEL 10



I CERTIFY THAT THIS SURVEY PLAT WAS MADE BY ME AND ITS ACCURACY IS WITHIN THE ACCEPTED STANDARDS. ERROR OF CLOSURE 1:7500 OR BETTER.

DATE: 01-15-2012

LINE TABLE	BEARING	LENGTH
1	S84°18'45"E	103.38
2	S14°03'30"W	190.28
3	S24°32'30"W	48.11
4	S78°20'30"W	53.89
5	S33°00'15"E	60.00
6	S78°20'30"W	54.30
7	S17°10'30"E	12.33

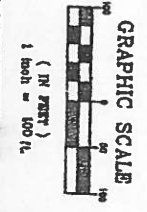
UNDER CONTRACT

PLAT BOOK 25-137

STATEMENT OF ACCEPTANCE
THE DEVELOPER IN SIGNING THIS PLAT AGREES TO ACCEPT AND ABIDE BY ALL CONDITIONS, TERMS AND SPECIFICATIONS PROVIDED HEREIN.

A. BRADLEY ASKIN DATE: _____

PLAT NORTH
DB 800 PG 257



OWNER / DEVELOPER
A. BRADLEY ASKIN, TRUSTEE
AQUILERA FAMILY LAND TRUST
3800 FAIRCASTLE DRIVE
CHEVY CHASE, MD 20815
(301) 913-8939
(301) 913-9286

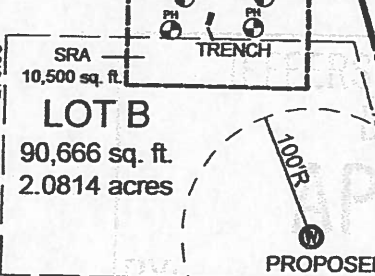
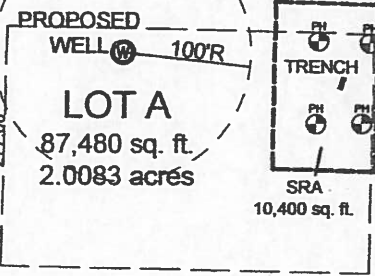
PLAT OF MINOR SUBDIVISION
SHOWING LOT "A", LOT "B" AND RESIDUE LOT "C"
PROPERTY OF A. BRADLEY ASKIN, TRUSTEE OF
THE AQUILERA FAMILY LAND TRUST

Surveyor: Stanley, Ayco & Associates, Ltd.
200 West Avenue
Arlington, VA 22204
Tel: 703-261-1111

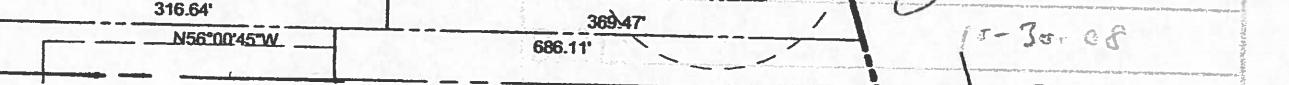
CHARLES MILLER
DB 753 PG 204
TM 3 PLOT 20

EXISTING

DEBORAH MURPHY, TRUSTEE
DB 1037 PG 703
TM 5 PLOT 10



RAYMOND McNEAL
DB 1038 PG 359
TM 5 PLOT 11



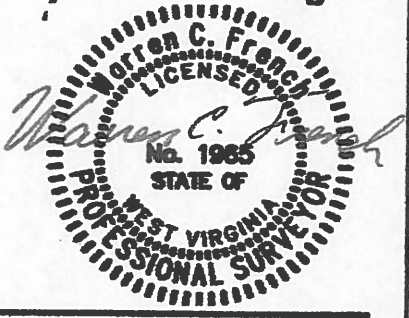
RESIDUE C
396,397 sq. ft.
9.1000 acres

JOHN ARMSTRONG
DB 652 PG 456
TM 5 PLOT 12.1

RELOCATED WV RTE 9
(BY-PASS)
R/W VARIES

SKETCH PLAT

PROPERTY OF: A. BRADLEY ASKIN, TRUSTEE OF THE
AQUILERA FAMILY LAND TRUST
DB 928 PG 519, TAX MAP 5 PARCEL 10.2
MIDDLEWAY DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA



HUNTLEY, NYCE AND ASSOCIATES, LTD.

DATE: 10/28/08
REV:
SCALE: 1" = 150'
PROJ. NO. 9116

SURVEYING - CIVIL ENGINEERING - LAND PLANNING
319 LUTZ AVENUE - MARTINSBURG, W.VA. 25404
EMAIL: wvstaff@hna-civil.com
COPYRIGHT © HUNTLEY, NYCE AND ASSOCIATES, LTD. - 2008

Tax Map
Parcel
PHONE - 304-260-1290
FAX - 304-260-1295

PROPOSED

CHARLES MILLER
DB 753 PG 204
TM 3 PLOT 20

EXISTING
LOTS

DEBORAH MURPHY, TRUSTEE
DB 1037 PG 703
TM 5 PLOT 10

PROPOSED
WELL
LOT A
87,480 sq. ft.
2.0083 acres

TRENCH
SRA
10,400 sq. ft.

LOT B
90,666 sq. ft.
2.0814 acres

PROPOSED
WELL

RAYMOND McNEAL
DB 1038 PG 359
TM 5 PLOT 11

LOT C
RESIDUE C
396,397 sq. ft.
9.1000 acres

LOT D

EXISTING 50'
~~PROPOSED 48' RW~~

RAYMOND McNEAL
DB 1038 PG 359
TM 5 PLOT 11.1

PROPOSED
WELL

RESIDUE E

TRENCH
SRA
10,054 sq. ft.

WV RTE 9
RW VARIES

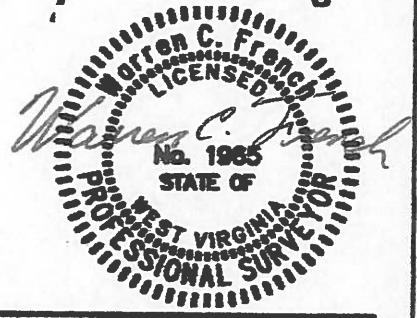
RELOCATED WV RTE 9
(BY-PASS)
RW VARIES

JOHN ARMSTRONG
DB 652 PG 456
TM 5 PLOT 12.1

PROPOSED
LOT C
LOT D
RESIDUE E

SKETCH PLAT

PROPERTY OF: A. BRADLEY ASKIN, TRUSTEE OF THE
AQUILERA FAMILY LAND TRUST
DB 928 PG 519, TAX MAP 5 PARCEL 10.2
MIDDLEWAY DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA



HUNTLEY, NYCE AND ASSOCIATES, LTD.

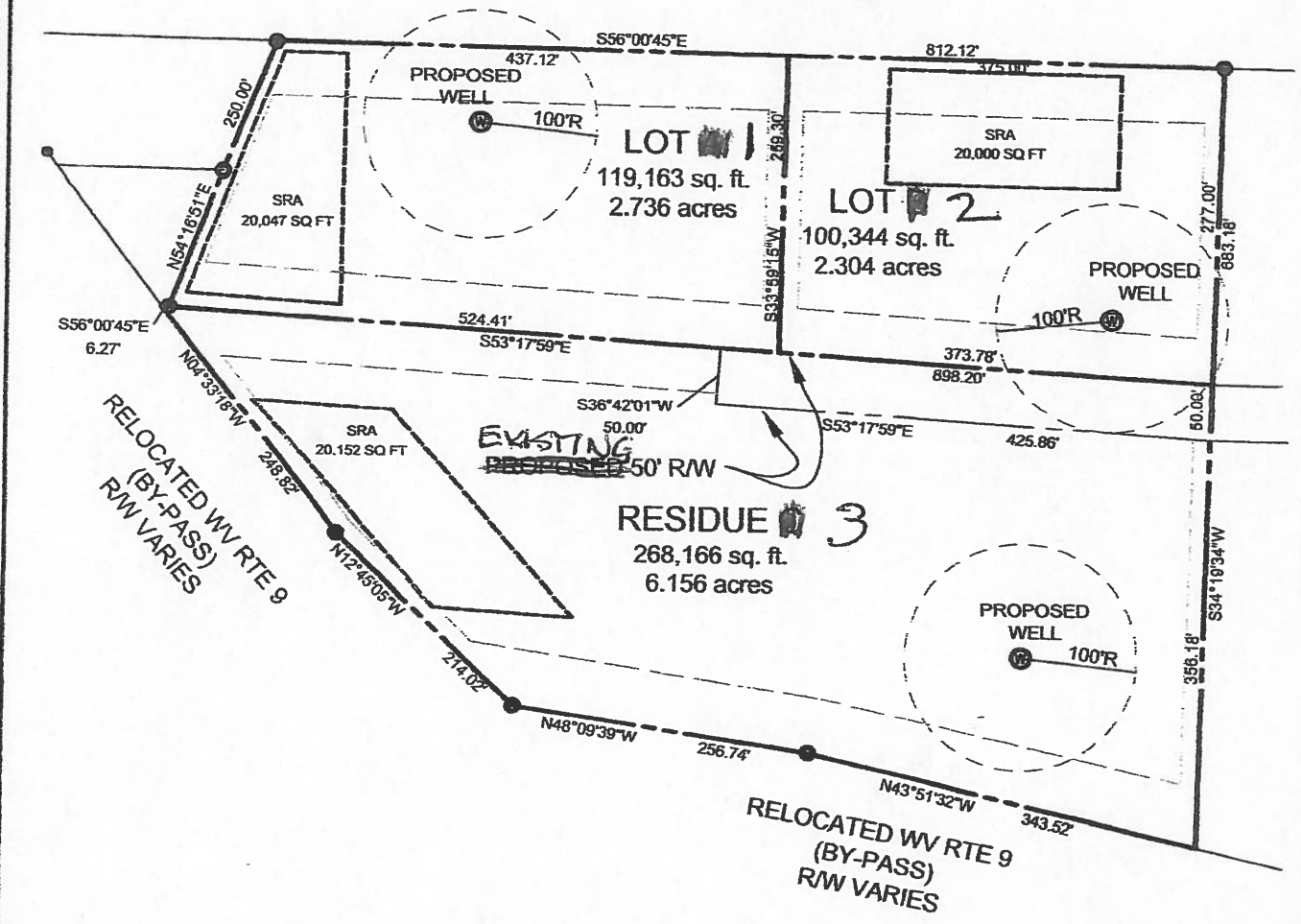
DATE: 10/28/08
REV:
SCALE: 1" = 150'
PROJ. NO. 9116

SURVEYING - CIVIL ENGINEERING - LAND PLANNING
319 LUTZ AVENUE - MARTINSBURG, W.VA. 25404
EMAIL: wvstaff@hna-civil.com
COPYRIGHT © HUNTLEY, NYCE AND ASSOCIATES, LTD. - 2008

Tax Map
Parcel
PHONE - 304-260-1290
FAX - 304-260-1295

EXISTING

CHARLES MILLER
DB 753 PG 204
TM 3 PLOT 20



SKETCH PLAT

PROPERTY OF: DEBORAH D. MURPHY, TRUSTEE OF THE
DEWEY DINGLEBERRY DILEMMA REVOCABLE TRUST
DB 1037 PG 703, TAX MAP 5 PARCEL 10.2
MIDDLEWAY DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA



HUNTLEY, NYCE AND ASSOCIATES, LTD.

DATE: 3/2/09
REV:
SCALE: 1" = 150'
PROJ. NO. 9116

SURVEYING - CIVIL ENGINEERING - LAND PLANNING
319 LUTZ AVENUE - MARTINSBURG, W.VA. 25404
EMAIL: wvstaff@hna-civil.com
COPYRIGHT © HUNTLEY, NYCE AND ASSOCIATES, LTD. - 2009

Tax Map
Parcel
PHONE - 304-260-1290
FAX - 304-260-1295

STATEMENT IN SUPPORT OF WAIVER REQUEST

Before Lots 1, 2 and 3 were subdivided, they were a single, land locked Parcel 10. The WV Dept. of Highways made Parcel 10 land locked when it constructed the Route 9 By-Pass. Subdividing Parcel 10 into Lots 1, 2 and 3 only became possible once Minerva Court was created as a 50' entrance right of way across Lot C when Parcel 10.2 was subdivided into Lots A, B and C. The only road access available to Parcels 10 and 10.2 is Minerva Court.

All existing lots along Minerva Court have access to natural gas from the Mountaineer Gas Co. pipeline recently installed along the entire length of Minerva Court for the purpose of bringing natural gas to the nearby Rockwool plant. Access to natural gas is a desirable amenity seldom available in Jefferson County. Subdivision of Lots C and 3 would make it possible to create a maximum of 4 additional lots that can tie in to natural gas from the Mountaineer Gas Co. pipeline. This is a substantial benefit.

Minerva Court is a dead end road that cannot be extended given the construction of the Route 9 By-Pass (and the bicycle path located between the Route 9 By-Pass and the lots on Minerva Court). Currently there are 6 lots on Minerva Court. Granting the waiver will increase the maximum number of lots on Minerva Court to 10, all containing at least 2 acres of land, offering good views, and being able to tie in to natural gas.

Public water and public sewer are not available to the lots on Minerva Court and are not expected to become available in the future. Therefore, it is extremely unlikely that future development of more than 10 lots on Minerva Court would ever be feasible given the need for wells and septic systems.

Attempting to bring Minerva Court as configured now up to state and county road standards would be cost prohibitive and make subdivision of Lots C and 3 economically infeasible. The WV Dept. of Highways created a driveway into Parcel 10.2 with a steep downward slope of 13 degrees. That driveway was unsafe and not usable in wet conditions or Winter weather. That driveway had to be modified by adding a curve where the driveway meets the old WV Rt. 9 so that vehicles could enter and exit Parcel 10.2 without sliding down the driveway. Changing the radius that curve and another curve on Minerva Court as reconfigured to solve the driveway problem created by the WV Dept. of Highways to bring Minerva Court into compliance with state and county road standards would present engineering challenges, be cost prohibitive, possibly interfere with access to Lots A and B, and almost certainly interfere with and violate the easement granted to Mountaineer Gas Co. for its pipeline. Adding swales along Minerva Court would be complicated given the easement granted to Mountaineer Gas Co. for its pipeline.

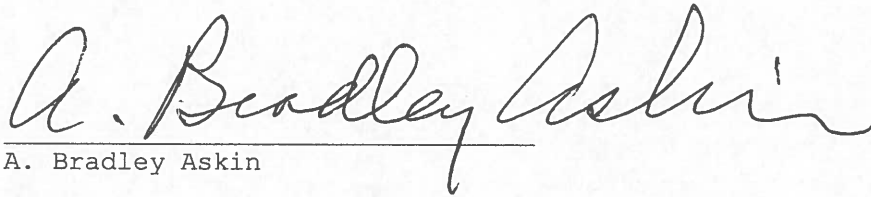
Attempting to subdivide Lots C and 3 as one or two major subdivisions to meet state and county road standards would not be economically feasible given the topography where Minerva Court enters the old Rt. 9 and the existing configuration of Minerva Court.

Before the WV Dept. of Highways constructed the Route 9 By-Pass, Parcel 10 had a gently sloping entrance from Leetown Road that also provided good access to Parcel 10.2. Now, the only road access available is from a small portion of the old Rt. 9 that sits elevated above Lot C and requires navigating across a

steep downhill slope into Lot C.

Granting the waiver will allow Lots C and 3 to be developed into not more than 4 additional 2+ acre lots that will: (a) be consistent with the other lots on Minerva Court; (b) directly abut and have access to the bike path along the Rt. 9 By-Pass; (c) provide the opportunity to build houses that can tie into natural gas. These are tangible benefits to the community.

Given the configuration of Minerva Court as a dead end road that cannot be extended for further subdivision, there is no danger of future development that will create congestion. Granting the waiver will result in a maximum of no more than 10 lots on Minerva Court, which is less than the 12 lots Jefferson County allows on a gravel road.

A handwritten signature in cursive script that reads "A. Bradley Askin". The signature is written in dark ink and is positioned above a horizontal line.

A. Bradley Askin

Staff Report
 Jefferson County Planning Commission Meeting
 September 10, 2019

SAB Real Estate 2, LLC. Waiver Request (File #: 19-14-PCW)

Item # 5

Public Hearing: Waiver Request by SAB Real Estate 2, LLC. (File #: 19-15-PCW). Applicant is requesting a waiver from Section 20.102B to allow for site grading to commence prior to site plan approval. The request is to allow initial construction to commence during seasons favorable for site work and potentially coincide with adjacent construction to reduce overall construction traffic.

APPLICANT	SAB Real Estate 2, LLC.	
OWNER/DEVELOPER	Same as above	
ENGINEER	Gordon, Ryan Perks	
PROPERTY LOCATION	Martinsburg Pike (WV45), Lots west of Sheetz (Parcels 19, 21 & 23)	
LEGAL DESCRIPTION & ZONING DISTRICT	Tax District: Shepherdstown (09); Tax Map: 8A; Parcels: 19, 21 & 23; Size: 3.56 total acres; Zone: Residential-Light Industrial-Commercial (RLIC)	
ADJACENT ZONING:	<i>North:</i> RLIC & Residential Growth <i>East:</i> RLIC & City	<i>South:</i> RLIC <i>West:</i> RLIC
PARCEL HISTORY:	<ul style="list-style-type: none"> • 11/13/18 Public Workshop for Concept Plan for Martinsburg Pike ROCS (S18-06) for proposed gas station with a 5,600 square foot convenience store and 5 fuel islands, with a total of 10 pumps. • 11/28/18 Martinsburg Pike ROCS (S18-06) Site Plan submitted – proposed gas station with 6,000 sq. ft. convenience store -- still under review 	

Staff Report
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September 10, 2019

	<ul style="list-style-type: none">7/25/19 Martinsburg Pike ROCS Sign Variance Request (#19-14-ZV) from Section 4.9 to decrease the front setbacks along Martinsburg Pike (Route 45) and Maclaine Way for the purpose of installing a 2' x 12' monument sign
--	---

1. Development Review Status

This applicant/developer of this property had a Concept Plan approved in November 2018 to allow the construction of a ROCs gas station with a 5,600 sq. ft. convenience store and 5 fuel islands with 10 fuel pumps (File#S18-06). The approved Concept Plan included a sketch for the proposed development meeting the definition of “gas station, large” including the associated convenience store, which is a Principal Permitted Use, and a proposed drive through service window associated with the convenience store, which would require processing a Conditional Use Permit.

The applicant submitted a Site Plan for the proposed project on November 28, 2018, which has been through 3 reviews. The most recent version of the Site Plan no longer includes the proposed drive-through component and has moved all proposed improvements from the proposed access easement.

One outstanding comment relates to receiving an approved WV DOH entrance permit. The development is proposed to have access via Maclaine Way from Martinsburg Pike (WV 45), within a right-of-way for a Non-Residential Street located within the Seneca Crossing Non-residential subdivision, which requires recordation of a cross-access easement. Coordination of the development of this shared road is pending approval of the shared WV DOH entrance permit.

One additional item that needs to be resolved is that either the three lots need to be merged into one lot or the applicant needs to request a variance from Sections 4.11, 5.8C.2, and Appendix B of the Zoning Ordinance to eliminate the parking/drive aisle setbacks, building setbacks, and landscape buffer requirements for internal lot lines only to be heard by the Board of Zoning Appeals.

Because this project is processing as a Major Site Development, once the variance issue has been resolved, staff will place the site plan on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete and to set the required public hearing within 45 days, in accordance with Section 24.123.

2. Planning Commission Approval of the Concept Plan

At the November 13, 2018 Public Workshop the Planning Commission approved a motion to accept the Concept Plan, with the following conditions: look into meeting the three written comments which include the monument signage concept, screening the bioretention facility # 2 along WV 45, and extending Back Alley for pedestrian/bike access; meet with the Shepherdstown Historic Landmarks Commission for their input into the design; and to address staff recommendations in the staff report, found below:

- a. Based on the Subdivision Regulations, noted above, the site plan will process as a Major Site Development.
- b. The drive-through component is required to process a Conditional Use Permit, which requires approval by the Board of Zoning Appeals, subject to a Public Hearing.
- c. The westernmost shared access crosses an undeveloped property with an approved Final Plat known as Seneca Crossing. This proposed shared access impacts the previously recorded

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Final Plan which may need to be modified or amended to reflect the proposed shared access shown on this plan set. Such modification may impact both the preliminary plat and final plat and may require processing a Concept Plan for this property to allow this access to occur.

- d. Lots 19, 21 and 23 shall be merged and the existing houses shall be demolished prior to Site Plan approval.
- e. The gas pumps are proposed to be located within a recorded 60' access easement that is the only legal access to Parcel 19.2. No structures are allowed within an easement. All properties shall have at least a 50' easement (60' for commercial). Revisions to this easement as well as the provision of a new 60' alternative easement to the rear property will have to process prior to the Site Plan approval.

3. Subdivision Regulation Requirements

Section 20.102 "Applicability" of the Subdivision and Land Development Regulations states in subsection "B. Approval Required" that "Before development of the land is commenced, subdivision plats and site plans must be approved by the Planning Commission, recorded, and surety posted for required improvements in accordance with these Regulations and the Comprehensive Plan." There is no provision in the Subdivision Regulations allowing the approval and bonding of a portion of the required engineering design for plats and/or site plans, therefore this waiver is required to process before the Planning Commission.

4. Summary of the Request:

Applicant is requesting a waiver (19-14-PCW) from Section 20.102B of the Subdivision Regulations to allow early grading for the required site improvements for the proposed large gas station before winter weather. The waiver request is not related to the entrances from Martinsburg Pike (WV45), which are still pending DOH approval.

This type of waiver request is different from most waiver requests because the applicant is not requesting a waiver from any standards or procedures in this request. The applicant is planning to meet all standards and processes required in the Zoning Ordinance and Subdivision Regulations. The request is to allow the applicant to split the grading approval and bonding from the remainder of the site plan approval and bonding. In the current Ordinance and Regulations, the applicant is required to have an approved Site Plan before any site grading can occur.

The applicant would like to begin the site grading prior to receiving final site plan approval. There are other communities whose land development regulations allow for rough site grading, before issuance of a final site plan or issuance of a building permit and it is generally a separate permit process. It is understood that the applicant assumes the risk that during final site plan review, a change could occur which would affect the grading that was previously completed. A bond would be required for any work related to the rough grading that would allow the property to be restored to original condition if the Site Plan is not approved or is not completed.

5. Waiver Requirements:

The applicant addresses the following requirements found in "Division 24.300 Waivers" of the Subdivision Regulations in the attached application. Waivers from the minimum standards in these

Staff Report
Jefferson County Planning Commission Meeting
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Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- (1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- (2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- (3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- (4) that the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.

6. Staff Comments/Recommendation:

As stated above, the requested waiver is limited to splitting the approval and bonding process for site grading from the rest of the Site Plan approval and bonding process. The applicant will follow all standards and processes unless another waiver is processed. The Planning Commission has previously approved similar requests, including for the Seneca Crossing property to the west, with conditions related to the request.

Staff recommends approval of the waiver request with the following conditions:

- a. A grading permit is issued to allow the owner to perform site grading in preparation for the building pad and related improvements. This permit is subject to the requirements of the sediment and erosion control plan submitted and approved as part of the grading plan and building permit application and a NPDES permit is obtained; and
- b. The owner/Developer assumes all risk for “jump-starting” the project and understands that the final site plan design approved by the Planning Commission might necessitate some changes and additional construction cost; and
- c. Provide bonding of all proposed site improvements related to sediment and erosion control/SWM pertaining to the permit.

As a reminder, this Site Plan cannot be approved until the variance from Sections 4.11, 5.8C.2, and Appendix B of the Zoning Ordinance to eliminate the parking/drive aisle setbacks, building setbacks, and landscape buffer requirements for internal lot lines is approved by the Board of Zoning Appeals; and the Planning Commission has accepted the Site Plan as complete and has held the required Public Hearing.



JEFFERSON COUNTY, WEST VIRGINIA
Dept. of Engineering, Planning, and Zoning
Office of Planning and Zoning
 116 East Washington Street, P.O. Box 716
 Charles Town, WV 25414
 www.jeffersoncountywv.org

File Number: _____
 Staff Initials: _____
 Sketch Received: _____
 List of Adjoiners: _____
 Fees Paid: _____

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Waiver Request

Note: Waivers from the 2008 Amended Subdivision Regulations must comply with Division 24.300 of the Subdivision Regulations.

Sketch on a separate sheet of paper the shape and location of lot. Show the location of the intended construction or land use indicating building setbacks, size, and height. Identify existing buildings, structures, or land uses on the property. Sign and date the sketch. Provide a vicinity map of the area and a list of the adjoining property owner's mailing addresses.

Property Owner Information

Name: SAB Real Estate 2 LLC
 Mailing Address: 300 East John Street, Martinsburg, WV 25401
 Phone Number: 304-362-9618 Email: jburton@rmroach.com

Applicant Contact Information

Name: Same as property owner
 Mailing Address: _____
 Phone Number: _____ Email: _____

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: GORDON
 Mailing Address: 148 South Queen Street, Suite 201, Martinsburg, WV 25401
 Phone Number: 304-725-8456 Email: rperks@gordon.us.com

Physical Property Details

Physical Address Martinsburg Pike (WV 45)
 Tax District: Shepherdstown Map No: 8A Parcel No: 19,21,23
 Parcel Size: 3.56 AC Deed Book: 1199 Page No: 687

Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (IC)	Rural (R)	Residential- Light Industrial- Commercial (R-LI-C)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (OC)
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECEIVED

AUG 20 2019
 Place Date Stamp Here

**JEFFERSON COUNTY PLANNING,
 ZONING & ENGINEERING**

What Section of the Subdivision Regulations are you Requesting to Waive?

20.102B

Briefly Describe the Nature of Your Waiver Request:

The request is to allow for site grading to commence prior to site plan approval. Although the site plan has been through two reviews with the County and major comments have been addressed, the WVDOH entrance permit process has been drawn out longer than originally anticipated. An early grading permit will allow initial construction to commence during the late summer and fall season when conditions are more favorable for site work and potentially coincide with adjacent construction to reduce overall construction traffic. A surety will be posted as is required and the full site plan approval will proceed concurrently while the initial grading work is ongoing.

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

No change to the project design will result from this waiver. No additional costs will be incurred by the County as a result of this waiver.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

With the exception of the subject waiver, all other site plan standards will continue to be satisfied. Therefore, no adverse affects to public health, safety or welfare or the rights of adjacent property owners or residence. The site work will be bonded with the County and a WVDEP NPDES permit is in place for erosion and sediment control during construction.


Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

The end result of the project will be a site that complies with all regulations meeting the intent and purpose of the Ordinance. The request is simply to allow grading to begin at the owner's risk prior to final approval of the site plan. The site plan has been through multiple reviews and all major comments have been addressed. Requests for early grading permits have been granted previously by the Planning Commission under similar circumstances.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

By granting the waiver, the applicant will be able to complete site grading work under more favorable weather conditions. This will help to ensure that earthwork placement is carried out with better quality. Additionally, by commencing the site work in conjunction with work on the adjacent property, there is the potential to reduce overall construction traffic.

Original signature is required. The information given is correct to the best of my knowledge.

 Member 8/19/19
Signature of Property Owner Date

Signature of Property Owner Date

To Be Completed By Office

_____ Date of Public Meeting/Public Hearing

_____ Date Property to be Posted By

_____ Official/Administrative Body

_____ Date Adjoiner Letters to be Mailed

Approved/Denied by a vote of _____ for and _____ against this _____ day of _____, _____

Approved Denied

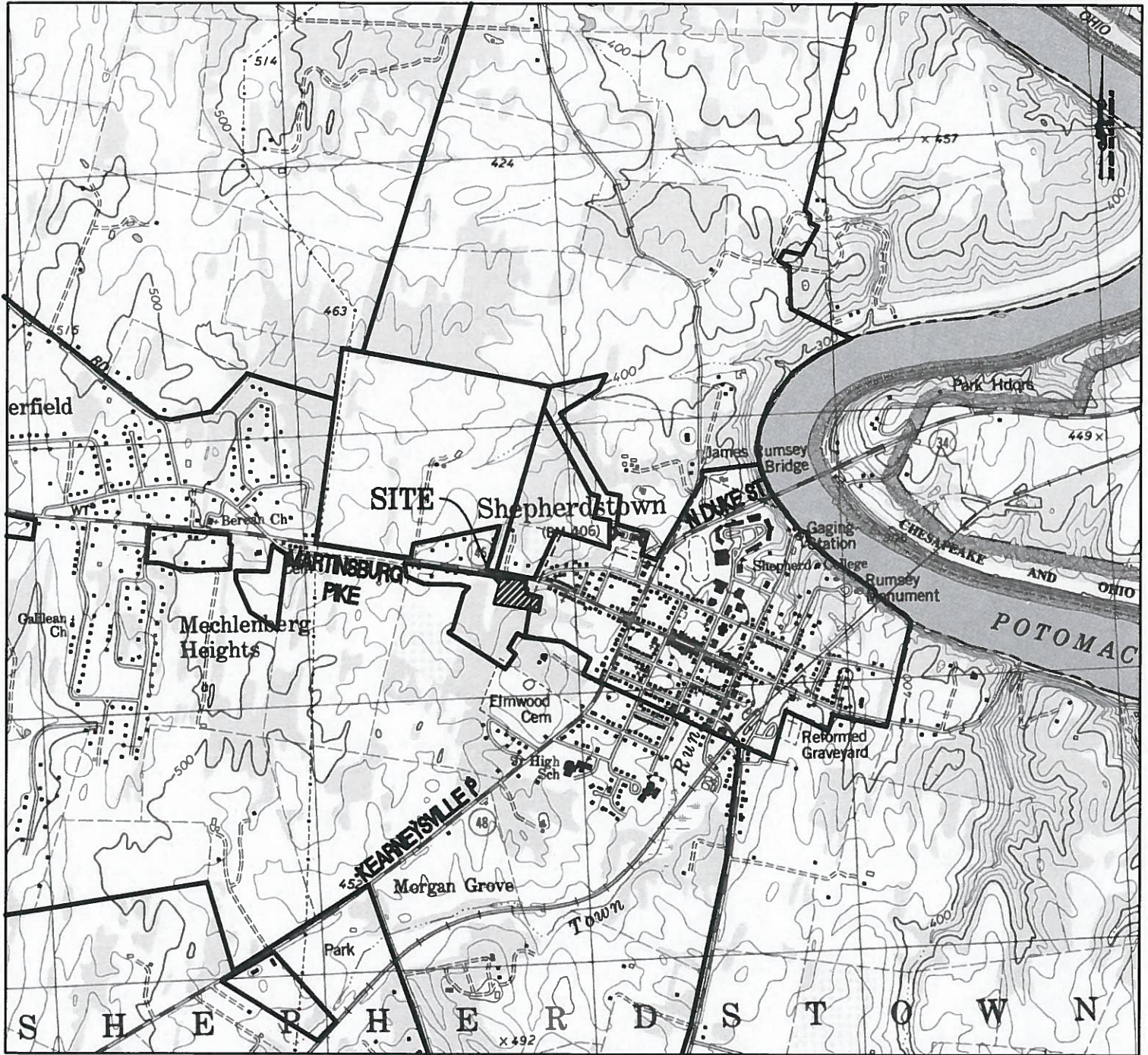
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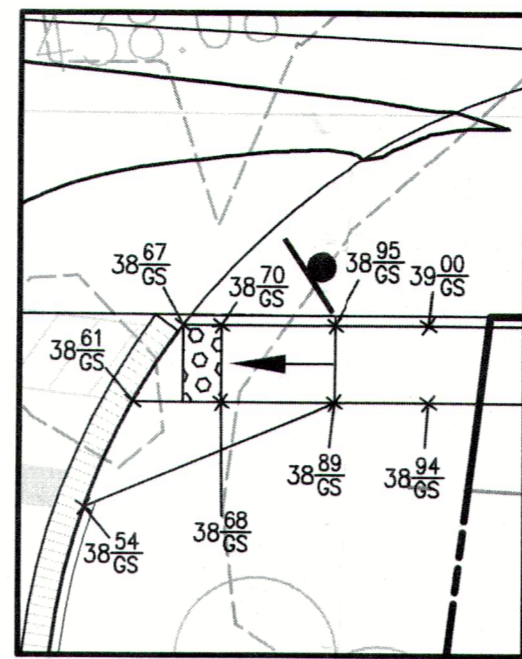
AUG 20 2019

JEFFERSON COUNTY PLANNING
ZONING & ENGINEERING

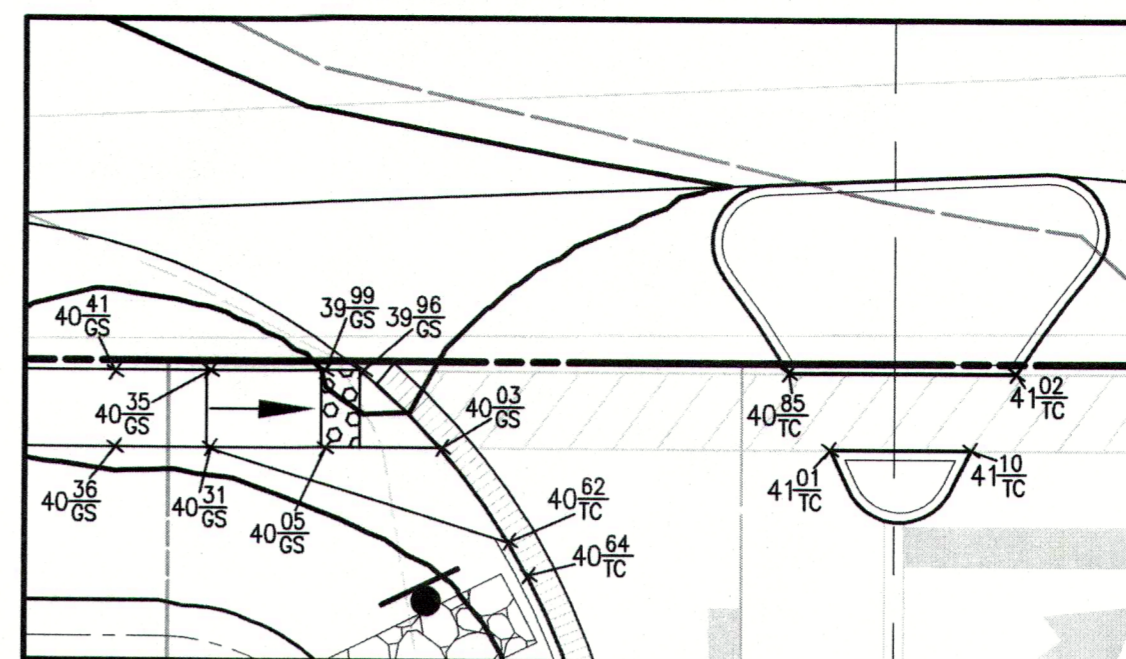
VICINITY MAP

SCALE: 1"=2000'





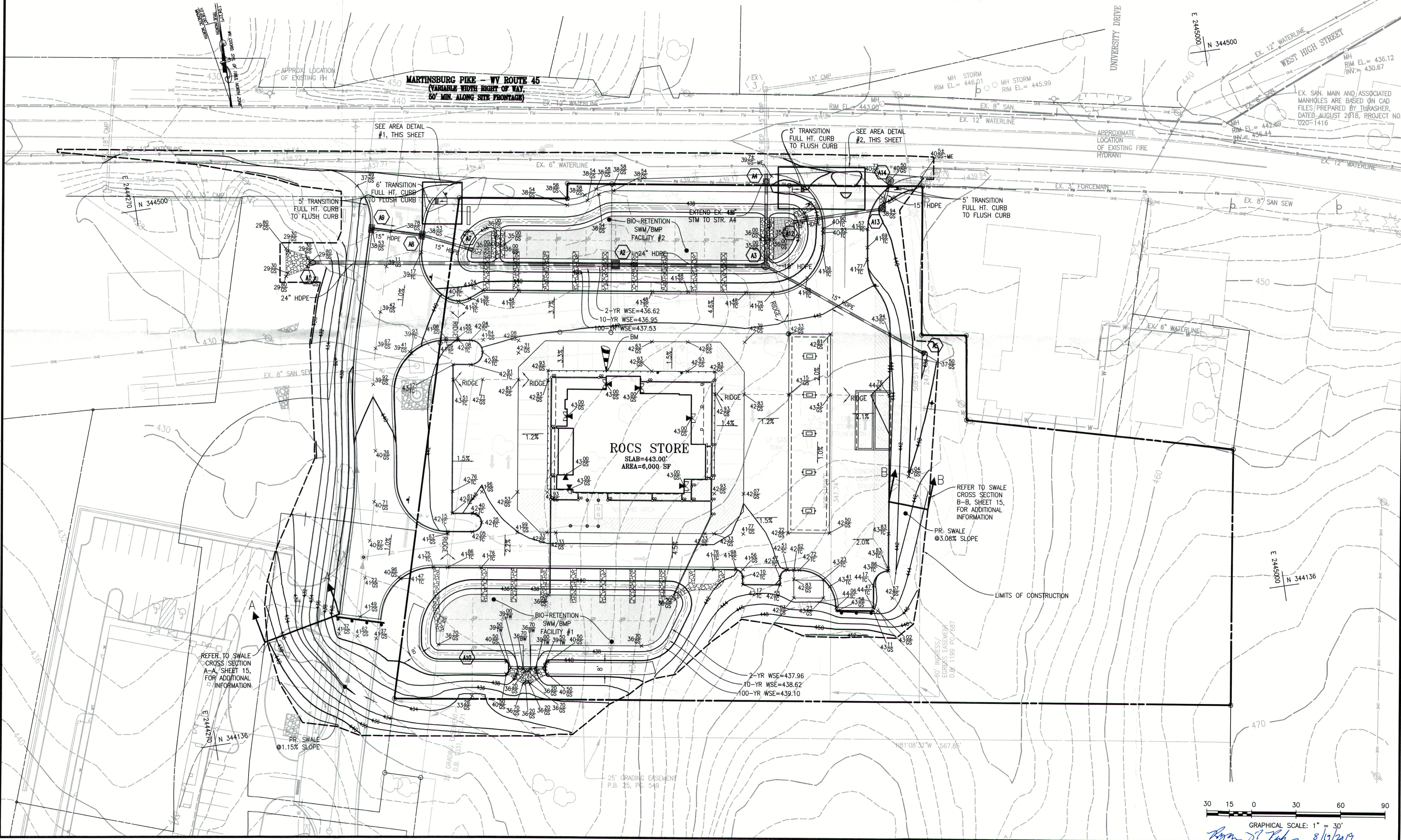
AREA DETAIL #1
SCALE: 1"=10'



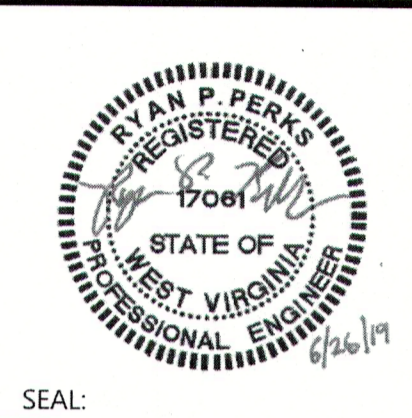
AREA DETAIL #2
SCALE: 1"=10'

LEGEND:

LIMITS OF CONSTRUCTION	---
PROPOSED SPOT ELEVATIONS:	+45 ⁰
TOP OF CURB:	+45 ⁰ _{TC}
GROUND SHOT:	+45 ⁰ _{GS}
PROPOSED CONTOUR: MAJOR	---
PROPOSED CONTOUR: MINOR	---
EXISTING CONTOUR: MAJOR	---
EXISTING CONTOUR: MINOR	---



Gordon
 PROGRAMMING AND PLANNING
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 SECURITY CONSULTING
 148 S Queen Street, Suite 201
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 Phone: 304-725-8456
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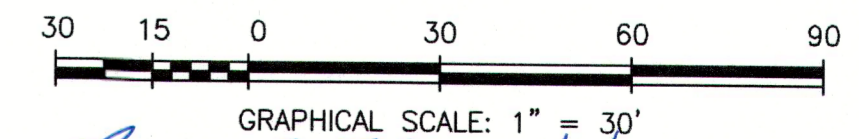
REVISIONS

NO.	DATE	REVISION
01	02/04/19	REVISED PER WDDOH AND COUNTY COMMENTS
02	02/27/19	REVISED PER CORP. OF SHEPHERDSTOWN COMMENTS
03	05/10/19	REVISED PER WDDOH COMMENTS

**MARTINSBURG PIKE
 ROCS**
 TAX MAP 8A - PARCELS 18, 21 AND 23
 SHEPHERDSTOWN DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA

GRADING PLAN

SCALE:	HORIZ: 1"=30'
	VERT: 1"=10'
DATE:	SEPTEMBER 1, 2018
JOB:	2756-0203
DRAWN:	AC
CHECK:	JG
CADD:	C-CG-101.DWG
NCS:	CG-101
SHEET:	



GRAPHICAL SCALE: 1" = 30'
 Ryan J. Pugh 8/10/2019



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

Planner's Memorandum Planning Commission Meeting September 10, 2019

1) RFQ for Consultant to Assist with Ordinance Updates

On 8/29/19 the County Commission agreed to hire Greenway Engineering to assist the PC with the update of the Zoning and Land Development Ordinance and Subdivision and Land Development Regulations.

They will start by working with the staff and PC Committee and have been asked to host a surveyor, engineer, developer roundtable early in the process, possibly September.

It is hoped that there will be a draft to the PC for review and input prior to the required Public Hearings later in the Fall.

2) Zoning Ordinance Text Amendments

- a) ZTA19-02 Churches in IC zone (CC held the PH on 8/29/19 and left it open for two weeks for additional input)
- b) ZTA19-01 Event Venue in new structures (CC PH scheduled for 9/19/19 at 7 pm)
- c) Additional Amendments to be included in Greenway's efforts:
 - o Article 10 "Provisions for Signs" to incorporate procedures for various signs
 - o WV45 Gateway Design Standards (ZTA17-02) requested by Corp of Shepherdstown
 - o Section 5.7D.2 "Clustering" to address issues with current requirements
 - o Section 4.11 "Landscaping, Screening and Buffer Yard Requirements" and Appendices A and B which are in conflict in some areas
 - o Article 11 "Off-Street Parking Standards" to address more diverse land uses

3) Subdivision Regulation Text Amendments

- a) Amendments to be included in Greenway's efforts:
 - o Incorporation of Improvement Location Permit Ordinance into Subdivision and Land Development Regulations
 - o Subdivision and Land Development Regulations Amendments (STA18-01) – reorganization and update to current processes

4) Upcoming PC meetings

- a) Next Regular Meeting: **October 8, 2019**

[Note that Maryland APA Chapter is hosting a Regional Conference at this time that staff may attend so this may need to be rescheduled]

