



Jefferson County Planning Commission
Tuesday, October 15, 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: September 10, 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 SPARC, LLC. (File #: 19-16-PCW). Applicant is requesting a waiver from Section 21.402.D to allow one freestanding 96" (length) x 48" (sign face height) x 7'4" (structure height) freestanding sign at the west entrance and one freestanding 96" (length) x 48" (sign face height) x 7'4" (structure height) sign at the east entrance of the Summit Point Automotive Raceway Center (SPARC) to be located within the platted 10' sidewalk easement. The property is designated as Tax District: Middleway (06); Tax Map: 17; Parcel: 2; Zoned: Rural; Size: 415.32 acres.

There is no public comment for the following items.

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

DRAFT
Meeting Minutes
Jefferson County Planning Commission
September 10, 2019

The Jefferson County Planning Commission met on September 10, 2019 with the following Commission members present: 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; Nathan Cochran, Assistant Prosecuting Attorney and Rachael Burke, Planning Clerk.

Donnie Fisher, Mike Shepp and J Ware and were absent with prior notification.

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

1. Approval of the August 13, 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 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.

Ms. Brockman reviewed the location and history of the project. She explained previously approved subdivisions and Minerva Court access. She stated that the applicant has the right to create 2 lots and a residue on each property and explained that the number of lots accessing Minerva Court would require a major subdivision under our current regulations.

Mr. Askin discussed the history in further detail, including 26 acres given to the Department of Highways for the new Route 9 which divided his land. The previous farmhouse was burnt down as well. He reviewed concerns with the road and landlocked parcels that were created due to the new road and ramp creation. The entrance to his property off old route 9 (now WV 115) had a 13 degree slope which he upgraded when he created the previous Minor subdivisions. He explained there is a current private road maintenance agreement for the 6 lots. He also informed the Planning Commission that Mountaineer Gas is installing a gas line Minerva Court's 50' easement.

Mr. Stolipher asked if anyone has any questions. Mr. Thomas asked how many people live this subdivision currently and Mr. Askin stated that one house has been constructed and a second lot recently sold. He followed up by asking about the construction of Minerva Court is and how drainage is handled? Mr. Askin explained that the road is gravel and there are culverts. He also stated that there are limits on how much ground can be disturbed due to the gas pipeline. Mr. Thomas asked if the homeowner knew about the additional proposed lots. Mr. Askin stated that he had spoken with them and they seem agreeable.

Mr. Wade Louthan asked about the width of the entrance to Minerva Court.' Mr. Askin explained the design of the entrance at the intersection with WV 115 (old WV 9) and stated that the road is 12-14 feet wide at the gravel section.

Mr. Lorenzetti asked specifics about the road maintenance agreement and Mr. Askin explained this in further detail. He stated that there is no HOA presently, but that maintenance is shared by all property owners. He stated the 50' easement is on the two residues. Mr. Lorenzetti asked about future road improvements and Staff explained that if this waiver to prove as a Minor Subdivision is approved, no road standards would apply.

Ms. Brockman explained this is a private owned access that does not meet county grade standards, which is permitted for Minor Subdivision. If this was to process as a Major Subdivision, after 12 lots the County requires pavement and additional design criteria.

Mr. Stolipher opened the floor to public comment. No one spoke; he closed Public Comment.

Mr. Thomas made a motion that they approve the waiver, with the condition that he cannot subdivide beyond 10 lots. Mr. Hefestay seconded the motion. A vote was taken: 5:1, Ron Thomas was opposed.

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.

Ms. Brockman explained where the parcels are located.

Ryan Perks, with Gordon spoke on behalf of the applicant and he explained the status of the Department of Highways (DOH) permit and status of the project. The applicant would like permission to grade during favorable weather, rather than winter, when approvals could happen. He also mentioned that Seneca was granted this waiver and suggested that there would be more efficiencies if both projects can start at the same time.

Mr. Lorenzetti asked about the bond process if this is approved. Ms. Brockman explained this process. Mr. Lorenzetti brought up a nearby property and concerns with early grading approval.

Ms. Brockman informed the Planning Commission that, in addition to the outstanding WVDOH permit, there are outstanding variances required for the approval of the ROCS Site Plan that have not been submitted, and that it is a Major Site Plan, which requires a Public Hearing before the Planning Commission. There is therefore a greater risk approving this waiver for the ROCS project that there was with the Seneca project. She also mentioned the staff's recommended conditions of approval and she pointed out the conditions the Planning Commission put of the Concept Plan at the Public Workshop for this Site Plan. Long term design may be effected depending on how the variances and comments are addressed.

Mr. Stolipher opened the floor to public comment.

Addison Reese spoke about concerns with traffic and the hold ups on DOH approval. She also is concerned about property restoration if the plan would not go through.

Mr. Stolipher closed Public Comment.

Mr. Perks stated that the DOH has had concerns due to the amount of development in this area. He mentioned that the DOH studied putting a dedicated 2-way left turn lane all the way from University Avenue to Food Lion. They determined they would not pursue that at this time and had ROCS design their entrance with a dedicated left turn lane for Seneca and ROCS, to be shared. This will handle traffic from their project. They are working with DOH and they generally take the longest time of all of the regulatory agencies. He explained working with Charleston and the local district and the shared access makes it more involved.

The Planning Commission asked some questions which Mr. Perks answered.

Mr. Stolipher explained he does not have a problem with this and the risk is on them. He made a motion to approve the waiver with the recommended conditions from staff:

- 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.

Mr. Hefestay seconded the motion. A vote was taken that carried unanimously.

6. **Reports from Legal Counsel:** Mr. Cochran gave an update on the brief before the Supreme Court. He stated it is ongoing and should be submitted within the next 8 days. The Supreme Court will notify them of next steps.
7. **Planner’s Memo:** Ms. Brockman explained that on August 29, 2019 the County Commission agreed to hire Greenway Engineering for the Subdivision Regulations and Zoning Ordinance updates. There needs to be a budget amendment that needs state approval before the contract can be released. She outlined a timeframe for the project and she suggested the Planning Commission committee go ahead and schedule the Roundtable for Stakeholders at this time.

Mr. Stolipher agreed and requested staff to set up the meeting.

Ms. Brockman explained the status of the text amendments that were moved to go to County Commission. She also discussed the amendment sent by the Shepherdstown Planning Commission related to the WV 45 Overlay Design Regulations and asked if the Planning Commission wanted to provide feedback regarding this amendment before it is passed onto Greenway.

Ms. Brockman stated that she had attended the MARC public hearing on September 7, 2019 and stated that written comments are being received until October 7, 2019. She asked if they wanted to provide comment.

Mr. Stolipher asked if they can make a motion to create a letter or does it need to be on the agenda? He stated he wanted a letter referencing the comprehensive plan. According to Mr.

Cochran, they can request Jennie to send a letter referencing this on their behalf. The Planning Commission members agreed with this.

Ms. Brockman asked to move the October 8, 2019 meeting to October 15, 2019 due to a conference that she and Alex Beaulieu will be attending. Mr. Hefestay made the motion to move to October 15, 2019 and Mr. Louthan seconded the motion, which carried unanimously.

8. Actionable Correspondence. None.

9. Non-Actionable Correspondence: None.

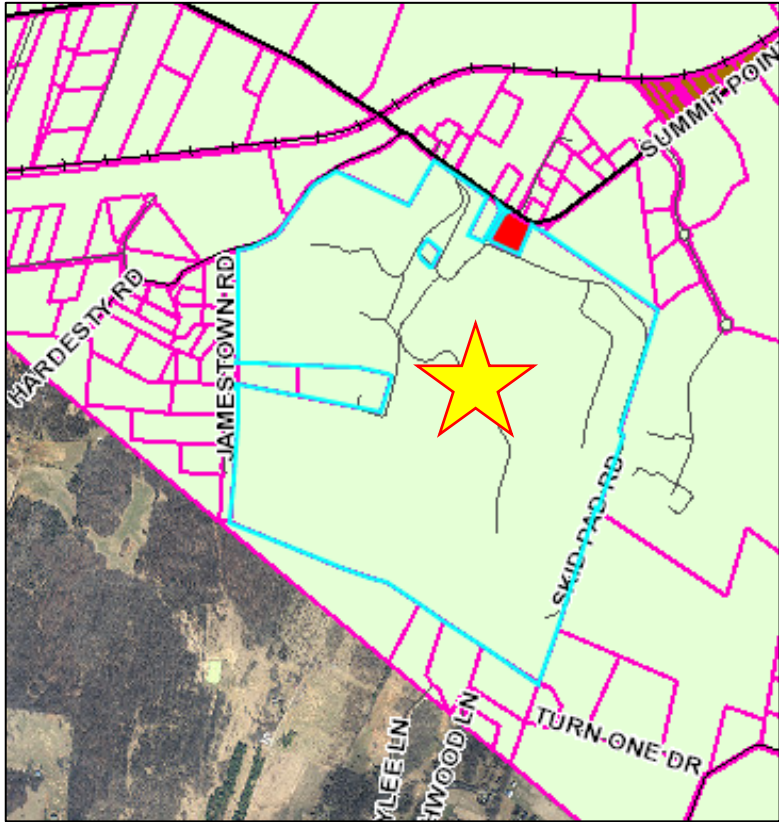
Mr. Stolipher closed the meeting at 7:56 PM.

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SPARC, LLC. Waiver Request (File #: 19-16-PCW)

Item # 4

Public Hearing: Waiver Request by SPARC, LLC. (File #: 19-16-PCW). Applicant is requesting a waiver from Section 21.402.D to allow one freestanding 96” (length) x 48” (sign face height) x 7’4” (structure height) freestanding sign at the west entrance and one freestanding 96” (length) x 48” (sign face height) x 7’4” (structure height) sign at the east entrance of the Summit Point Automotive Raceway Center (SPARC) to be located within the platted 10' sidewalk easement.

APPLICANT	SPARC, LLC.
OWNER/DEVELOPER	Same
ENGINEER	Gordon, Ryan Perks
PROPERTY LOCATION	201 Motorsports Park Circle, Summit Point WV 25446
LEGAL DESCRIPTION & ZONING DISTRICT	Tax District: Middleway (06); TM: 17; Parcel: 2; Size: 415.32 acres; Zone: Rural
	
ADJACENT ZONING DISTRICTS	<i>North:</i> Rural <i>South:</i> Rural/Clark County, VA <i>East:</i> Rural <i>West:</i> Rural
PARCEL HISTORY:	Extensive Parcel History is attached

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<p>RECENT APPROVAL: BZA approved variances on 9/26/19 conditioned on PC approval of these waivers and with certain restrictions</p>	<p>19-22-ZV Variance request from Section 10.4B.3 to reduce the front setback from 25' to 1' for a 96" (length) x 48" (width) x 7'4" (height) freestanding sign (Motorsports Park Circle-West Entrance).</p> <p>19-23-ZV Variance request from Section 10.2C to allow a 96" (length) x 48" (width) x 7'4" (height) freestanding sign to locate within the right-of-way (Motorsports Park Circle-East Entrance).</p>
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1. Background:

The Summit Point Automotive Research Center LLC (SPARC) owns multiple properties including the historic race track area and an adjoining subdivision that has been most recently used as a federal training facility. The signs that are the subject of these waivers (and the parallel BZA variances) are located at two entrances to the Summit Point Motorsports Park off Summit Point Road. The Summit Point Motorsports Parks features three road racing circuits that are used for amateur automobile, kart, motorcycle racing, high performance driver education and emergency training for local and federal law enforcement.

2. Subdivision Regulation Requirements:

The Subdivision Regulations' Section that is the subject of these waiver requests is as follows:

“Sec. 21.402 Public Easements

General. All easements for all public (water, sewer, stormwater management or storm drainage facilities) or public service type facilities (telephone, electric, gas, cable) that serve the subdivision or site development shall be set forth on the plat or in the deed. Such easements shall be located in street right-of-ways, alleys, or side or rear yards as determined by the County in accordance with the particular plans and layout of the utility or other service providing company. All easements shall provide for access without notification to the property owner for the maintenance, repair, or other work needed in the easement or to the facility in the easement. The following standards shall apply to easements:

D. Encroachments, Structures and Landscaping. No permanent encroachments, structures, fences or landscaping shall be allowed to be located within any easement area. The homeowner's association, business owner's association and any of the public service providers shall have the right to remove any encroachment, structures, landscaping, fencing or any other improvements placed upon such public easements.” (emphasis added)

The relevant section of the Zoning Ordinance for which the related variances were heard by the Board of Zoning Appeals was Section 10.2C states that no signs, other than subdivision signs, are permitted to locate within the right-of-way. The proposed signs that are the subject of these waivers are to be located within the right-of-way (Motorsports Park Circle-East Entrance and West Entrance).

A key purpose of the sign regulations is to ensure that placement of signs is appropriate to the land, building, or use to which they are accessory and that the signs are adequate for the intended purpose of identification and advertisement. Typically, signs are not permitted within a right-of-way as a means to

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ensure that traffic visibility is not obstructed and to ensure that any future right-of-way expansion or future utility placement will not be obstructed.

This is also why permanent encroachments are not generally permitted within any easement area. The Board of Zoning Appeals approved the referenced variances, provided the Planning Commission waivers are approved and that no tall vegetation is planted in a manner that further impacts the right-of-way and easements.

3. Summary of the Request:

The applicant is proposing to install two freestanding signs as depicted in the photos below. Both are proposed to be located within the platted 10' sidewalk easement. Some of the comments below relate to the Zoning Ordinance as a point of reference and for the information of the Planning Commission.

Western Sign:

The applicant is proposing to install a sign within the 25' front setback. The dimensions subject to the request pertain specifically to the support structure (the base of the sign) because the sign face is permitted to be 5' from the right-of-way. The closest projection of the support structure would be 1' from the front property line.

The proposed sign will be 7'4" tall. The applicant has represented that the proposed sign will be located in such a way that site visibility will not be impeded. A 25' setback is required for freestanding signs which are permitted to be 35' in height with a 100' square foot sign face. This style sign is designed to attract motorists from a distance to draw them into the site. The purpose of the subject sign is not to attract motorists from a distance, but to identify the business to incoming motorists.

The Ordinance states that signage should be "adequate, but not excessive, for the intended purpose of identification or advertisement." The request to place the proposed sign closer to the property line appears to satisfy the overall intent of the Ordinance. A discrete sign is appropriate for the proposed location and would be compatible with the character of the area.



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Eastern Sign:

The applicant is proposing to install a freestanding sign within the right-of-way. The applicant has represented that the proposed sign will be located in such a way that site visibility will not be impeded. It appears that a sign currently exists in this location. The existing sign is proposed to be demolished and replaced with a new sign, comparable in size to the existing sign.



The proposed sign will likely be less obtrusive than a traditional pylon sign and blend with the overall character of the area. Similar to the sign proposed for the west entrance, the purpose of the proposed sign is to identify the business to oncoming motorists and would not be to attract motorists from a distance.



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4. 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 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.

5. Staff Comments/Recommendation:

Generally, staff would not support an encroachment within a platted 10' sidewalk easement; however, the placement of signs in the areas proposed could be conditioned upon a requirement that the signs would have to be moved if and when a sidewalk/trail is proposed in this area. Any motion to approve these waivers should further require the applicant to abide by their commitment that the proposed signs will be located in such a way that site visibility will not be impeded (see attached details).

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**History of Approval Related to Multiple Properties owned by
 Summit Point Automotive Research Center LLC (SPARC)**

SUBDIVISIONS:

Approval	File #	Development	Description
04/22/08	07-14	SPARC Training Campus	PB: 24; PG 41
04/01/08	08-02	William H. Scott Inter Vivos Trust Final/Merger Plat	PB: 25; PG 13
03/17/10		SPARC Training Campus	PB: 25; PG 216
01/21/11	10-06	William H. Scott Inter Vivos Trust MSD, Lots 1, 2, & 3	PB: 25; PG 270

NOTE: There have been a number of boundary line adjustments related to these properties.

SITE PLANS (including related variances & redline revisions):

Summit Point Tactical Training Facilities (District: Kabletown; Map: 16/17; Parcels: 3, 5, 5.1, 11, 11.1)

Approval	File #	Development	Description
01/24/95	S94-11	Summit Raceway / BSR Training Academy	Training Track And Classroom Building
02/08/00	S00-01	Summit Point Raceway	Merchandise Store 6,323 sf
07/27/06	S06-03	SPARC Range Classroom (Lecture Hall) & Hostage Rescue Training Facility:	Range Classroom (lecture hall): 3,400 sf Hostage Training Facility: 4000 sf. 02/4/13: Redline Revision Classroom Bldg.: 4,260 sf #S02-01: Redline Revision Weapons Training Range
07/24/07	S06-08	Training Campus	Training Bldg: 3,364 sf
07/24/07	S07-01	Summit Point Tactical Training Center, Phase I	Bldg 1: 8400 sf Bldg 2: 750 sf Shed 1: 200 sf Bldg 3: 1,600 sf Shed 2: 200 sf Bldg 4: 8,400 sf Shed 3-: 450 sf Bldg 5: 8,400 sf Total Impervious: 261,956 sf 01/23/07: PC approves multiple bldgs on single tract. 08/07/07: Redline Revision approved 08/20/07: Redline Revision approved 03/24/08: Redline Revision approved
01/08/08	S07-13	Training Campus Pad & Revision to Existing Range	Training Pad: 217,912 sf Dirt Extension Of The Existing Training Range 400' X 300'
03/01/10	S09-01	Skid Pad Training Building	Bldg. 1: 2,450 sf Bldg. 2: Construction Trailer
07/05/11	S11-11	Summit Point Tactical Training Center, Phase II	Classroom Bldgs: 31,616 sf Public Drive aisles: 33,097 sf Private Driveway & Training/Storage Areas: 85,263 sf Sidewalks: 4,993 sf Gravel Drives: 12,276 sf

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			Total Impervious: 167,245 01/23/07: PC waived curb, getter and sidewalk rqrmts. 09/07/11: Redline Revision approved 11/30/11: Redline Revision approved
11/21/12	S12-04	Summit Point Tactical Training Center, Phase III	Storage Trailer and Training Bldg: 1,800 sf Training Area and Covered Walkways: 15,000 sf Leadership Reaction Course: 15,000 sf Gravel Safety Zone: 29,676 sf Paths: 1,031 sf Paved Turnaround 937 sf Total Impervious: 63,444 sf 09/30/13: Redline Revision add connex boxes 04/30/13: Redline Revision to add covered area
05/20/14	S13-03	Summit Point Tactical Training Center, Phase 4	Bldgs: 112,381 sf Private driveway and storage areas: 924,275 sf Sidewalks: 11,034 sf Concrete aprons: 10,097 sf Gravel drives: 83,578 sf Total: 1,141,365 *Six merger areas increasing acreage from 13.55 to 138.9. Includes: 5 classrooms; 2 training bldgs; dining hall; garage; wash bay & office space; fueling station; watch tower; 3 training areas.

SITE PLANS (including related variances & redline revisions):

Summit Point Motorsports Park (District: Kabletown; Map: 17; Parcel: 2)

Approval	File #	Development	Description
12/13/94	S94-10	Summit Point Raceway	Registration Building
08/13/96	S96-13	Summit Point Raceway Apple Chapel	Pavilion to be used for worship services
03/25/97	S97-05	Summit Point Raceway	Tech Inspection Bldg
07/14/98	S98-05	BSR Range Complex	3 Pole Bldgs/Shooting House/Range House PC approved the following variances: 12/13/94: Sec. 11.2.c.2 revised internal access widths & Sec. 11.2.b.6 for a concrete apron. 06/23/98: Sec. 11.2.j.1 for paved interior roads & Sec. 11.2.c.2.a to reduce internal drives. 03/24/98: from processing a site plan based on whole site.
04/11/00	S00-04	Summit Point Raceway	Shower/Bathroom Facility
10/23/01	S01-10	Summit Point Raceway	Storage Building: 480 sf
06/11/02	S02-01	Summit Point Raceway Shenandoah Circuit	Race Control Bldg: 6,400 sf Race Track: 362/720 sf Registration Bldg: 1,058 sf Gasoline Alley Bldg: 39,360 sf Concession Kiosk: 2,162 sf
02/08/05	S04-12	SPARC	School Vehicle Maintenance Buildings x 9600 sf
05/12/10	S10-01	SPARC	Driveway Relocation

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03/22/11	S10-07	Summit Point Raceway/ Global Tower Partners	195' monopole, Colocation Telecommunications Tower 07/07/11: Redline revision to shift tower location 100'
02/11/11	S10-08	STaSIS - SPARC	Bldg 1: 11,688 sf w/ future 2,100 sf expansion. Bldg 2: 4,800 sf w/ future 3,000 sf expansion. 10/26/10: allow rough grading prior to site plan approval. 12/21/10: elimination of sidewalks.
05/10/13	S13-02	Jefferson Circuit	Expansion of existing Jefferson Circuit
10/06/17	S17-10	SPARC Staging Area	Summit Point Motorsports Park Staging Area
12/18/17	S17-11	SPARC Range Extension	Extension of an existing range 12/14/17: Eliminate the required landscape buffer (ZV17-20). 02/22/18: Eliminate the required landscape buffer for temp trailers (ZV18-02). 02/27/18: Redline Revision to add temporary trailers

Zoning Certificates

11/19/09	ZC09-08	SPARC	Seasonal Use Permit to hold WKA events on Washington Circuit at the Summit Point Raceway.
12/11/13	ZC13-50	Summit Point Raceway Assoc., Inc. dba BSR	Federal Firearms Licensing to include affiliated transfer of firearms and ammunitions sales, on premises, as it relates to existing Firearms Training Facility. Not a "store front" gun shop. No guns sold to the general public.
05/31/13	ZC13-14	SPARC	Vocational and /or Training Facility for adults. Extension of the Jefferson Circuit and additional skid pad for continued use as a Government, Corporate, Educational and Automotive Club Training/Testing Facility.

4005.2 **SIGHT DISTANCE TRIANGLE (VISION TRIANGLE)**

- A. The intersection sight distance provisions contained in 'A Policy on Geometric Design of Highways and Streets' published by the American Association of State Highway and Transportation Officials (the AASHTO Green Book referenced in Section 4008) are adopted as the presumptive standard applicable to all intersections within the City provided, however, that the Director of Public Works or his designee may, where consistent with public safety, specify greater or lesser intersection sight distances. Unless otherwise required by the Director of Public Works or his designee, all intersections shall be designed, constructed and maintained in accordance with such sight distance provision. Additionally, no landscaping, fence, utility equipment, wall or other structure in excess of thirty six inches in height above the roadway shall be constructed or maintained in the area identified as the sight triangle, nor shall any parking be allowed within the area of the sight triangle.
- B. Streets shall not be designed with intersections on the inside of horizontal curves or at any location in general where sight distance will be inadequate for drivers to tell if they can safely enter the traffic flow or cross the street. The minimum distance from an intersection to a curve shall be the applicable minimum sight distance listed below. The Director of Public Works or his designee may make exceptions for especially difficult design circumstances only if visibility easements to provide adequate sight distance are established. In lieu of visibility easements, additional street right-of-way may be dedicated. Minimum intersection design sight distance standards, as specified in the AASHTO "Green Book" shall be as follows:

Design Speed (MPH)	Minimum Sight Distance (Feet) *
25	280
30	355
35	415
40	470
45	530
50	590
55	645
60	705

* Distance measured from an entering driver's eye position to the position of the closest approaching vehicle's far front corner

The entering driver's eye position shall be assumed 3 feet to the right of the entering street's centerline, 3.5 feet above the pavement surface, and 9 feet to the nearest pedestrian crosswalk line (marked or unmarked) on the street being entered.

The position of the closest approaching vehicle's far front corner shall be assumed 3 feet from the edge of the nearest approaching vehicle lane and 4.24 feet above the pavement surface for each direction of travel.

- C. Where stop control is not used, the corner sight distance for residential streets shall be a minimum of 70 m (200') [100 m (300') recommended].
- D. To maintain the minimum sight distance, restrictions on height of embankment, locations of buildings, and screening fences may be necessary. Landscaping in the sight distance triangle shall be low-growing, and shall not be higher than 0.9 m (3') above the level of the intersecting street pavements. Tree overhang shall be trimmed to a line at least 2.4 m (8') above the level of the intersections.

4005.3 **RIGHT-OF-WAY**

- A. Intersections containing primary arterials/secondary arterials as classified by the Major Streets and Highways Map of the Norman COMPLAN shall provide a width of one hundred twenty (120) feet of public right-of-way for a distance of two hundred (200) feet from the intersecting right-of-way. Said right-of-way shall then have a one hundred fifty-foot transition from the one hundred twenty-foot width to a one hundred foot standard width
- B. Variations to this right-of-way requirement shall be granted in accordance with the procedure for plat variations contained in the *Subdivision Regulations of the City of Norman, Oklahoma*.

4006 **TRAFFIC IMPACT OF DEVELOPMENTS**

4006.1 **GENERAL**

When a development will have a significant impact on the traffic pattern (100 vph increase, or more) of the adjacent streets, driveways, and intersections, the developer shall provide a traffic impact analysis. The developer shall provide additional traffic lanes and right-of-way width to the streets or other improvements to mitigate the impact of the development. The City Traffic Engineer shall determine the exact type and quantity of construction required. Each development will be evaluated based on the traffic into and out of the development, the traffic load on the arterial, and current and planned configuration of the arterial, as shown in the City's Major Street and Highway Plan and the trip generation rates for the proposed development, including future phases.

4006.2 **GEOMETRIC DESIGN CRITERIA**

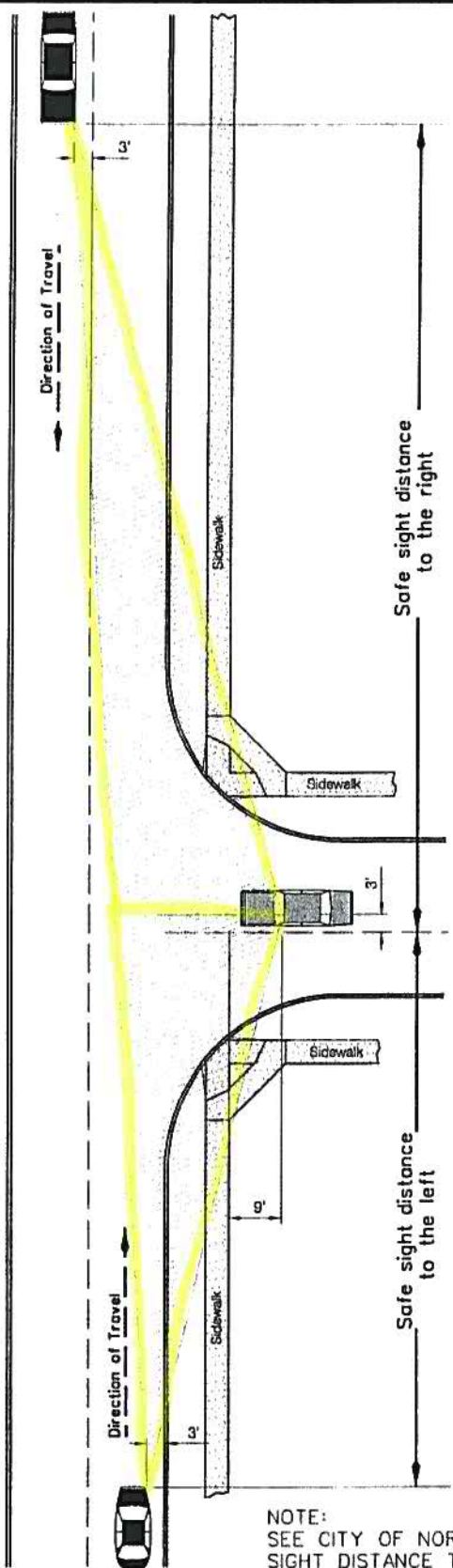
Intersection design (storage, tapers, grades, etc.) shall be based on *National Cooperative Highway Research Report 279, INTERSECTION CHANNELIZATION DESIGN GUIDE*, Transportation Research Board, National Research Council, latest edition.

4006.3 **OUTSIDE LANE**

- A. An outside lane shall be required when:
 1. The development is within 300 m (1,000') of an arterial type intersection.
 2. The arterial will be at or above 130 percent of level C capacity with the addition of the traffic from the development.

4006.4 **DECELERATION LANE**

- A. A deceleration lane is a right turn into a development that has a lane width of not less than 4 m (13') feet wide for a distance of not less than 30 m (100') plus corner radius, measured from the center line of the road on which the right turn is to be executed, and a thirty (30) to one (1) taper back to the existing arterial street width.



Design Speed (MPH)	Minimum Sight Distance (Feet) *
25	280
30	355
35	415
40	470
45	530
50	590
55	645
60	705

* Distance measured from an entering driver's eye position to the position of the closest approaching vehicle's far front corner.

NOTE:
SEE CITY OF NORMAN "STANDARD SPECIFICATIONS" SECTION 4005.2
SIGHT DISTANCE TRIANGLE (VISION TRIANGLE).

INTERSECTION SIGHT DISTANCE

City Engineer Approval:		CITY OF NORMAN, OKLAHOMA	
Approval Date:	Revision Date: 5-28-2003	Rev. No. 0	DRAWING NO. ST-36



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: 19-16 PCW
 Staff Initials: GH
 Sketch Received: ✓
 List of Adjoiners: ✓
 Fees Paid: 100-

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: SPARC LLC
 Mailing Address: PO BOX 190, Summit Point, WV 25446
 Phone Number: 304-725-6512 Email: cotto@bsr-inc.com

Applicant Contact Information

Name: Same as 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 201 Motorsports Park Circle, Summit Point, WV 25446
 Tax District: Kabletown District Map No: 17 Parcel No: 2
 Parcel Size: 415 acres +/- Deed Book: 1096 Page No: 472

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 checked="" 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"/>

RECEIVED

AUG 27 2019

JEFFERSON COUNTY PLANNING,
 ZONING & ENGINEERING
Place Date Stamp Here

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

Section 21.402.D - Public Easement Encroachments

Briefly Describe the Nature of Your Waiver Request:

Applicant requests to place a sign at the west and east entrance points for Motorsports Park Circle onto Summit Point Road (County Route 13). As signs will be located within ~~10' road improvement easement~~ and 10' sidewalk easement that parallels the state road right-of-way, a waiver from Section 21.402.D prohibiting the placement of encroachments within easements is needed. RBB

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.

Both signs will provide improved wayfinding for the Summit Point Motorsports Park. This is a benefit to the County in making access to recreational opportunities easier and improving the safety and convenience of the County transportation network.

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.

The proposed signs will be located such that traffic and visibility will not be impeded.

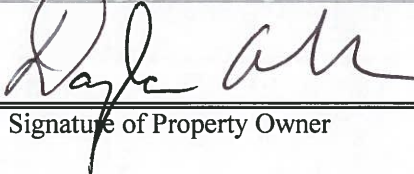
Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

The intent of this section of the ordinance is to keep easements clear of encroachments so that the easement may be used for its intended purpose. At this time, neither the road improvement easement nor the sidewalk easement are being used. If and when roadway or sidewalk improvements are constructed within the easements, the signs can be moved by the property owner to eliminate the encroachment.

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

The signage placement as presented in the waiver request is the preferred location of the signs to provide adequate visibility from the State Road. Granting the waiver will provide better quality wayfinding for the facility.

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

 Aug 19, 2019
Signature of Property Owner Date

Signature of Property Owner Date

To Be Completed By Office

10/08/19 Date of Public Meeting/Public Hearing

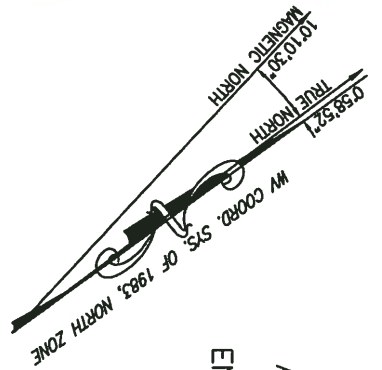
Official/Administrative Body

9/24/19 Date Property to be Posted By
9/24/19 Date Adjoiner Letters to be Mailed

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

Approved Denied

SUMMIT POINT MOTORSPORTS PARK
OVERALL PROPERTY EXHIBIT
AUGUST 2019



**W. SEC. RTE 2
 'HARDESTY ROAD'**

AREA OF
 WEST
 ENTRANCE
 SIGN
 EXHIBIT

AREA OF
 EAST
 ENTRANCE
 SIGN
 EXHIBIT

WV. SECONDARY RTE 13
 'SUMMIT POINT ROAD'
 30' PRESCRIPTIVE EASEMENT

REMAC AMERICA, INC.
 TAX MAP 16, PARCEL 10
 D.B. 1025, PG. 676

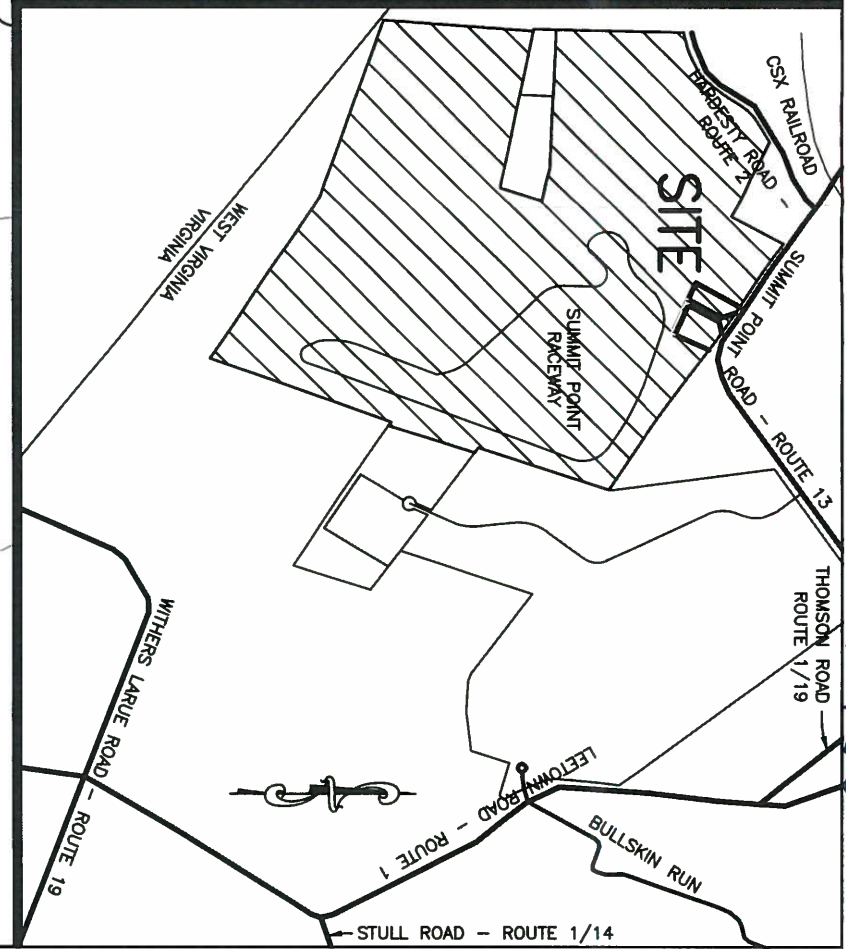
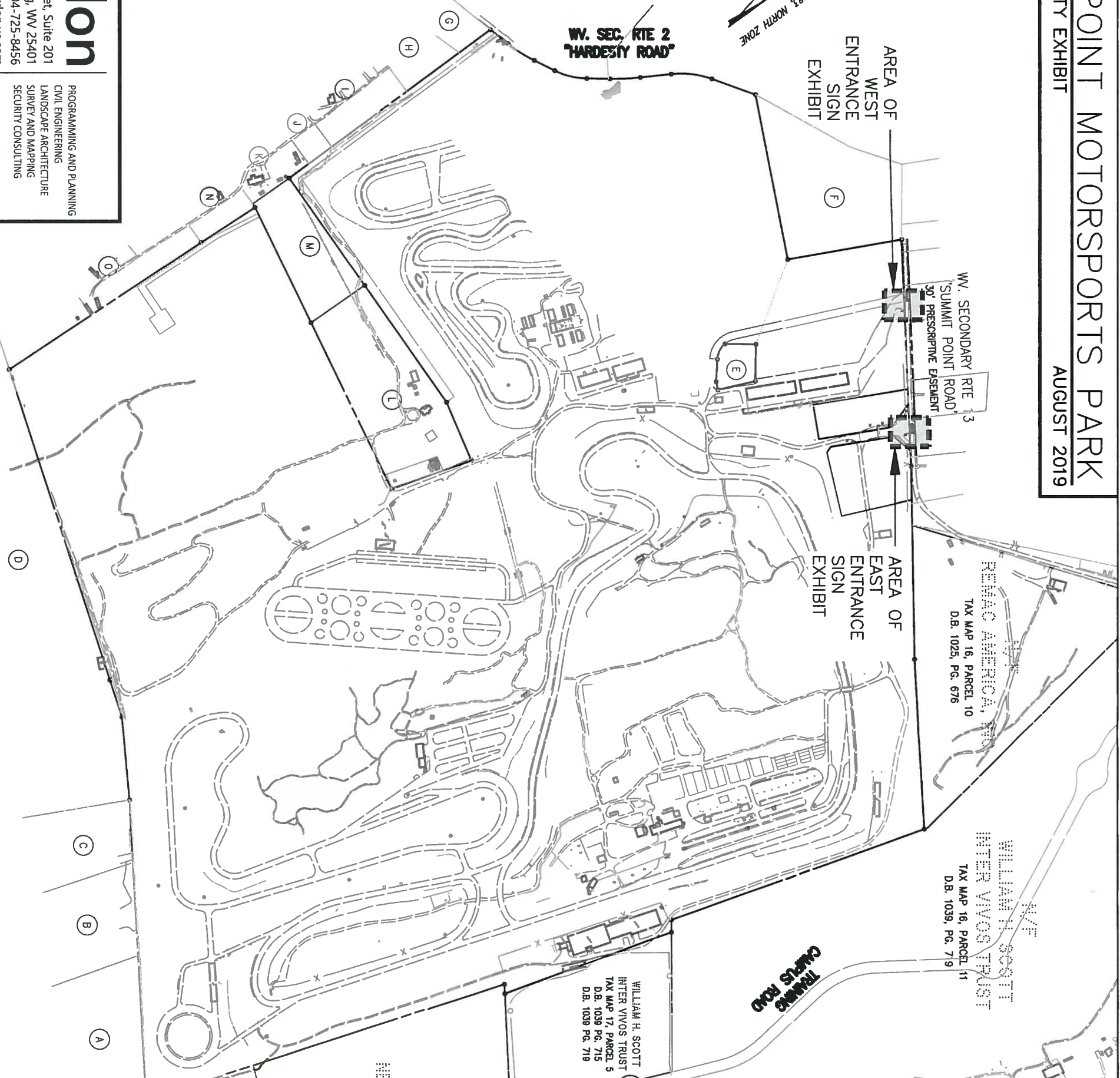
WILLIAM H. SCOTT
 INTER VIVOS TRUST
 TAX MAP 16, PARCEL 111
 D.B. 1039, PG. 719

WILLIAM H. SCOTT
 INTER VIVOS TRUST
 TAX MAP 17, PARCEL 5
 D.B. 1039 PG. 715
 D.B. 1039 PG. 719

N/Y
 BETTY LEE
 NELSON TRUSTEE
 TAX MAP 17, PARCEL 7
 D.B. 1048 PG. 383

N/Y
 MARTIN P. BURK AND
 CONNIE J. BASS
 TAX MAP 17, PARCEL 6.7
 D.B. 957 PG. 309

**Training
 CARRIS ROAD**



VICINITY MAP
 SCALE: 1" = 2000'



GRAPHICAL SCALE: 1" = 600'

[Signature]
 8/28/2019

19-16-PCW

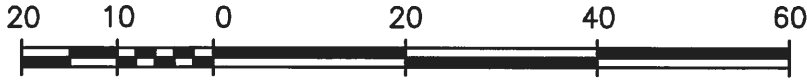
Gordon
 148 S. Queen Street, Suite 201
 Martinsburg, WV 25401
 Phone: 304-725-8456
 www.gordon.us.com

PROGRAMMING AND PLANNING
 CIVIL ENGINEERING
 LANDSCAPE ARCHITECTURE
 SURVEY AND MAPPING
 SECURITY CONSULTING

SUMMIT POINT MOTORSPORTS PARK

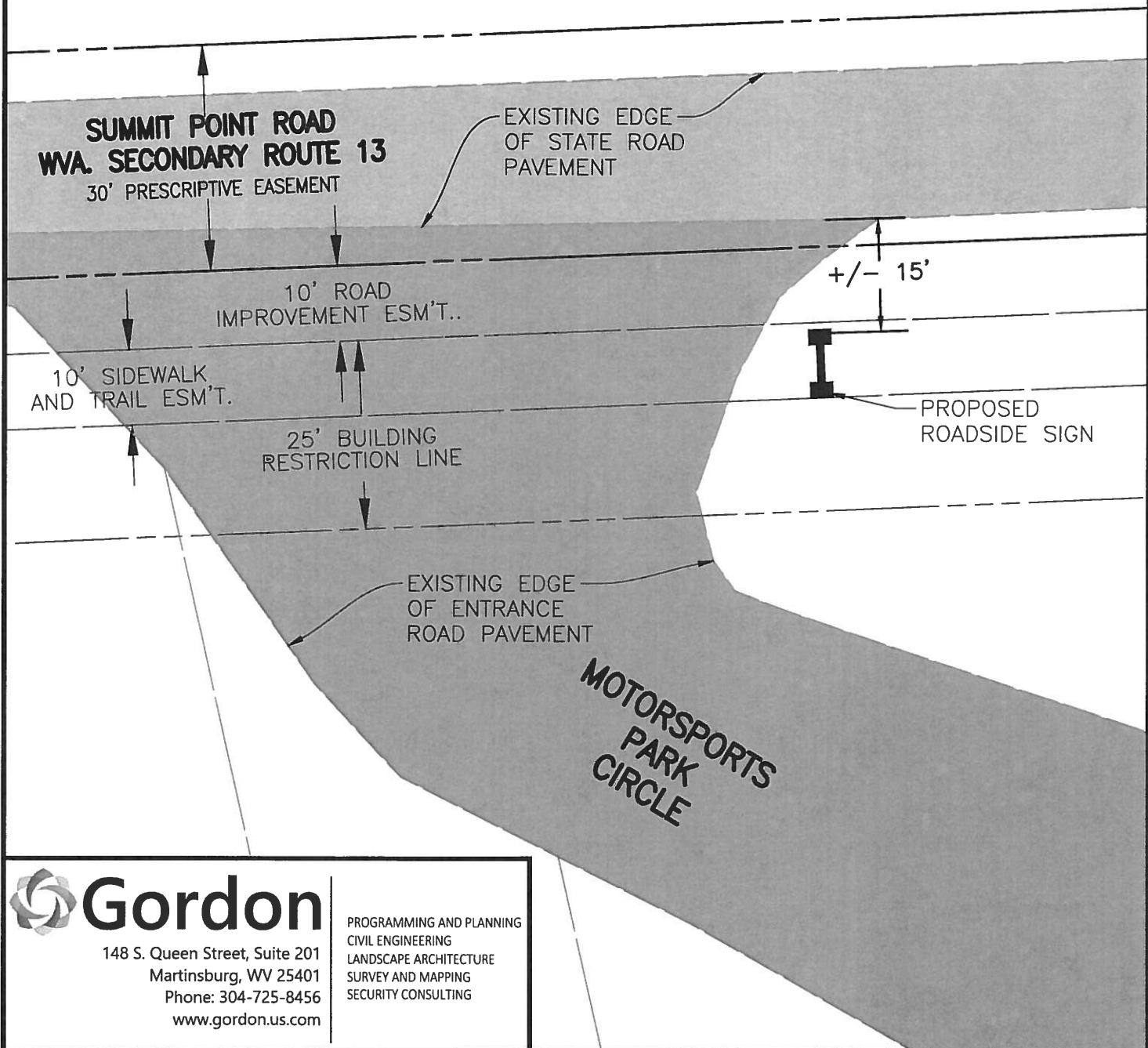
WEST ENTRANCE SIGN EXHIBIT

AUGUST 14, 2019



GRAPHICAL SCALE: 1" = 20'

Lynn J. [Signature]
8/26/2019



Gordon

148 S. Queen Street, Suite 201
Martinsburg, WV 25401
Phone: 304-725-8456
www.gordon.us.com

PROGRAMMING AND PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
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SECURITY CONSULTING

19-16-PCW

SUMMIT POINT MOTORSPORTS PARK

EAST ENTRANCE SIGN EXHIBIT

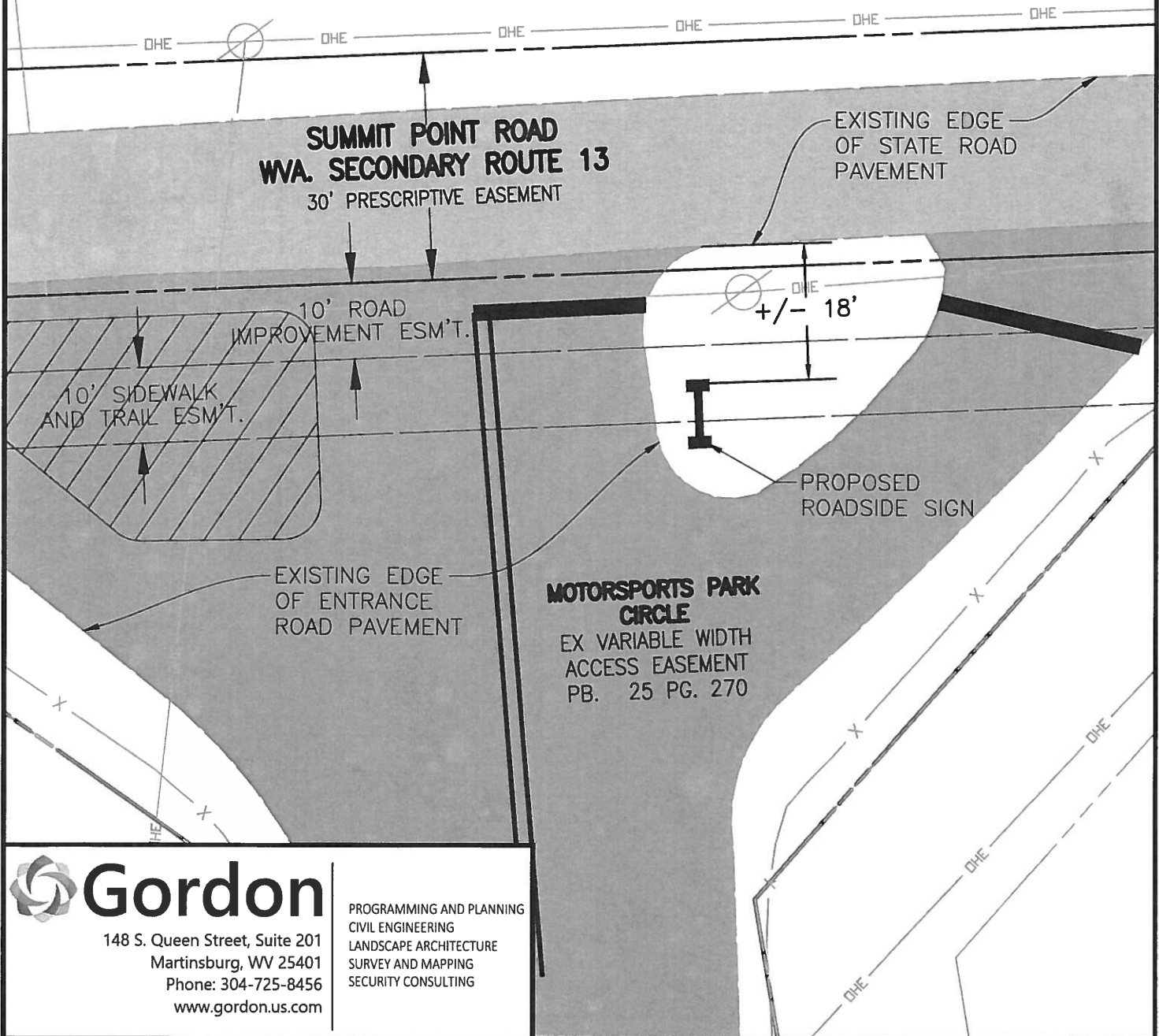
AUGUST 14, 2019



Ray J. Felt
8/26/2019



GRAPHICAL SCALE: 1" = 20'



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Martinsburg, WV 25401
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www.gordon.us.com

PROGRAMMING AND PLANNING
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LANDSCAPE ARCHITECTURE
SURVEY AND MAPPING
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**ARCHITECTURAL ALUMINUM
POST AND PANEL SIGN WITH
REFLECTIVE CUT VINYL GRAPHICS**

**POSTS 3 FEET INTO GROUND
DRY MIX SACRETE FOOTERS**

19-16-PCW



Xator
Summit Point
 MOTORSPORTS PARK

BSR Training Center

INSR

OTHER SIDE

Xator
 CORPORATION

Summit Point
 MOTORSPORTS PARK

SUMMIT POINT
 AN XATOR COMPANY

18 FT TO ROAD

Date: 05/13/2019
Description: Summit Point - Roadside Signs
<small>This drawing is the exclusive property of Sign Here (Century Graphics Group, Inc) until purchased by the customer. It has been prepared and presented to the customer for concept and proposal purposes. All colors are representative unless noted otherwise. Reproduction or distribution of this drawing is expressly forbidden. This drawing and related graphics are available for purchase from Sign Here apart from the sign work proposed.</small>




IDENTIFY WITH US!

301-791-7654
800-442-7654
info@signhere.net
 345 E. Antietam Street, Hagerstown, Maryland 21740



15 FT TO ROAD

Date: 05/13/2019	Description: Summit Point - Roadside Signs	<p>This drawing is the exclusive property of Sign Here (Century Graphics Group, Inc) until purchased by the customer. It has been prepared and presented to the customer for concept and proposal purposes. All colors are representative unless noted otherwise. Reproduction or distribution of this drawing is expressly forbidden. This drawing and related graphics are available for purchase from Sign Here apart from the sign work proposed.</p> 
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345 E. Antietam Street, Hagerstown, Maryland 21740



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

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Fax: (304) 728-8126

Planner's Memorandum Planning Commission Meeting October 15, 2019

- 1) Letter to MDOT MTA Regarding MARC service changes on behalf of PC (attached)
- 2) Greenway Ordinance/Regulation Amendment Update
 - a) September 30, 2019 Stakeholder Roundtable Meeting
 - b) October 15, 2019 Meeting with staff
 - c) Proposed Timeline for updates
- 3) Zoning Ordinance Text Amendments
 - a) ZTA19-02 Churches in IC zone (CC Approved 9/19/19)
 - b) ZTA19-01 Event Venue in new structures (CC PH 9/19/19; CC proposed revisions 10/3/19; to be reconsidered 10/31/19)
 - 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
- 4) 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
- 5) Upcoming PC meetings
 - a) Next Regular Meeting: **November 12, 2019**



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

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October 4, 2019

MDOT MTA MARC Train
1600 Ludlow Street, Building 7
Baltimore, MD 21230

HearingComments@mta.maryland.gov

RE: Hearing Comments
Proposed Changes to MARC Train Brunswick Line Service to West Virginia

To whom it may concern:

On behalf of the Jefferson County, WV Planning Commission, the following relevant portions of the *Envision Jefferson 2035 Comprehensive Plan*, adopted by the County Commission of Jefferson County, WV on January 14, 2015, are being submitted for consideration by the MDOT MTA staff as it relates to reducing MARC Train Brunswick Line Service to West Virginia.

Relevant comments related to MARC service to Jefferson County are found under the **“Economic Development, Employment, and Infrastructure Element”** of the *Comprehensive Plan*. This section of the *Comprehensive Plan* acknowledges that maintaining MARC services is an important asset to the local economy and quality of life, while reducing commuter traffic on local roads. It further reinforces the need to develop a stable funding mechanism for the MARC service and recommends the establishment of a dedicated funding source for the West Virginia Commuter Rail Access Act to supplement the cost of commuter rail services in the state. The *Plan* also referenced the most recent Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Transportation Plan (LRTP) recommendations for additional rail service to be provided into West Virginia, including reverse commute service for tourism purposes.

Objective #2 of **Goal #13** of the *Comprehensive Plan* reads as follows:

“Coordinate with MARC and other applicable local government agencies to continue and improve commuter rail options from Jefferson County into Maryland and to Washington, D.C., including the relocation of the Duffields MARC station.”

The **Transportation Recommendations** of the *Comprehensive Plan* include the following recommendation:

“Recommendation 12: Coordinate with state officials to identify funding sources and mechanisms that would encourage additional MARC service into West Virginia, as identified in the HEPMPO Long Range Transportation Plan.

- a. Collaborate with Maryland Area Regional Commuter (MARC) and the West Virginia Department of Transportation (WVDOT) to identify ways to improve and expand rail service through the Harpers Ferry Water Gap.
- b. In conjunction with MARC and the WVDOT, study the feasibility of constructing a facility for MARC in Jefferson or Berkeley County that would allow for additional trains to be stored overnight.
- c. In collaboration with the Eastern Panhandle's state delegation, work to ensure that sufficient, dedicated funding is available to fund the reimbursement program identified in the Commuter Rail Access Act passed in 2013.
- d. Collaborate with key stakeholders to identify funding sources that would enable the relocation of the Duffields train station to the Northport Station site in conjunction with future development.
- e. Collaborate with key stakeholders to re-establish excursion train service into and from Jefferson County to support tourist and day excursion travel.”

At the September 10, 2019 Planning Commission meeting, the Jefferson County Planning Commission requested that the County Planner provide this relevant information from the *Envision Jefferson 2035 Comprehensive Plan* to MDOT MTA as it relates to proposed the service reduction.

On behalf of the nine members of the Jefferson County Planning Commission, these comments are being submitted as part of the Hearing Comments being solicited by the MDOT MTA staff.

Sincerely,

Jennifer M. Brockman, AICP, County Planner
Jefferson County Office of Planning and Zoning