

Meeting Minutes
Jefferson County Planning Commission
October 15, 2019

The Jefferson County Planning Commission met on October 15, 2019 with the following Commission members present: Steve Stolipher, Vice President (via phone); Ralph Lorenzetti, County Commission Liaison; Mike Shepp; J Ware, Jack Hefestay and Ron Thomas. Staff members present included: Jennifer Brockman, County Planner; Jonathon Saunders, County Engineer and Rachael Burke, Planning Clerk.

Donnie Fisher, President; Nathan Cochran, County Attorney; Wade Louthan, Secretary and Ray Bruning were absent with prior notification.

Mr. Shepp offered to serve as acting President, which was unanimously agreed to. He called the meeting to order at 7:01pm.

1. Approval of the September 10, 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 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: Kabletown (06); Tax Map: 17; Parcel: 2; Zoned: Rural; Size: 415.32 acres.

Ms. Brockman reviewed the location and history of the project.

Mr. Ryan Perks, with Gordon, spoke on behalf of the applicant. He explained that the signage requested will have the company’s new branding and help direct patrons to the track. He also stated that the applicants are willing to move the sign to accommodate the sidewalk easement if a sidewalk or trail area developed at a later time.

Ms. Brockman clarified that because the sign is considered a permanent structure and that the Subdivision Regulations prohibit permanent structures in an easement, this waiver requires Planning Commission review and approval.

Planning Commission members asked if the sign would remain in the same location and brought up concerns with road visibility. They also asked about sign composition.

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

Mr. Thomas made a motion that they approve the waiver as requested, with the stipulation that they will not impede the visibility of the triangle and if sidewalks or paths comes through at a later time, the new signs would need to be moved. Mr. Hefestay seconded the motion. A vote was taken and carried unanimously.

6. **Reports from Legal Counsel:** None.

7. **Planner's Memo:** Ms. Brockman distributed a timeline for the Subdivision Regulation and Zoning Ordinance edits being undertaken by Greenway Engineering. The timeline is as follows:

- Staff held a Stakeholder Meeting on September 30, 2019 and there were about 15 people in attendance. We received 4 additional public comments after the meeting, which we can distribute if the commission wishes.
- Staff met with Greenway today, October 15, 2019 to discuss the reorganization of the subdivision regulation. Mr. Saunders and Ms. Brockman created a word document with proposed changes that they had previously worked on.
- Staff will do a weekly update with Greenway. At the following Planning Commission meeting any updates will be provided and by November 15, 2019 Greenway will provide, to the committee and staff, the reorganization of the document with no edits. These edits will focus on submission process and there will be duplicative items due to not editing the document until the organization is reviewed to make sure it is logical.
- Greenway will proceed in December with the edits. This first round of edits are due January 2, 2020 and will include items that are being waived frequently, clarification for conflicts in ordinance and overall cleanup.

Mr. Shepp and Mr. Stolipher stated they are disappointed in the length of the timeline and Ms. Brockman stated they wanted to see the unedited organization first. Also, the true length of time will depend on Public Comment and Planning Commission (PC) and County Commission (CC) discussion.

The earliest the required PC Public Hearing could be scheduled is February 25, 2020 and there would possibly be the need for two other special meetings, one in January and one in March. The February 25th Public Hearing would need to be called at the January PC meeting in order to meet the 30-day public notice requirement. Then, they would need to get on the County Commission's Agenda to schedule their Public Hearing and provide time for input after the hearing is held.

At the Stakeholder meeting there was talk of larger changes and this may not be the time for those edits. The Zoning Ordinance amendments will focus on moving some Cluster Development requirements to the Subdivision Regulations, revisions to the parking and landscaping regulations, addressing various items requiring variances, and possibly the sign ordinance. The overall goal is to prevent applicants from coming to Planning Commission and the Board of Zoning Appeals.

Mr. Lorenzetti asked for clarity about the Route 45 overlay and the edits completed by Shepherdstown Planning Commission. Ms. Brockman stated she will check to see if these were included in her edits sent to Jamie, with Greenway.

Ms. Brockman discussed an example of which could streamline one part of the process. Currently, for Preliminary Plats and Major Site Plans, the Planning Commission has to schedule a meeting to deem these items as complete and then to schedule a public hearing, which creates a two-month delay. We have asked Greenway to look into this, to see if it is

possible to allow staff to schedule the Public Hearing if given the authority by the Planning Commission. This would save time for applicants.

Ms. Brockman gave an update on ROCS and Seneca, current Preliminary Plats/Site Plans that are waiting Department of Highways approval.

Ms. Brockman stated that the ordinance amendment for churches in the Industrial Commercial Zone was approved on September 19, 2019 and they have applied for their Conditional Use Permit. This item will be on next Board of Zoning Appeals meeting. The Event Facility revisions are planned to be reconsidered October 31, 2019 at the County Commission meeting, based on Public Comment.

November 12, 2019 is next meeting.

MARC public comments were sent from staff explaining that the commuter train is an important part in the Comprehensive Plan.

8. Actionable Correspondence. None.
9. Non-Actionable Correspondence: None.

Mr. Hefestay made a motion to adjourn the meeting and Mr. Thomas seconded it; The motion carried unanimously.

Mr. Shepp closed the meeting at 7:32 PM.