



AGENDA
Jefferson County Planning Commission
Tuesday, August 11, 2020, 7:00 PM

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

This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through ZOOM Meeting. If you wish to participate in Citizen's Communication or public comment for one of the agenda items, please type your name, address, and agenda item # in the chat function at the start of the meeting.

****ZOOM Meeting Information:**

Topic: Planning Commission Meeting
Time: Aug 11, 2020 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/83053272053>
Meeting ID: 830 5327 2053
Dial by your location
+1 301 715 8592 US (Germantown)
Find your local number: <https://us02web.zoom.us/u/kbpvarA6tB>

1. Approval of Meeting Minutes: July 14, 2020.
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** (advertised for 7/14/20 PC meeting): Request by Christopher & Miriam Conroy for a Final Plat Amendment to lift the Single Family restriction from Lot 1 Residue of the Elizabeth L. West Minor Subdivision (PC File #01-33). The applicant is requesting to build an in-law suite above a detached garage. The property is designated as Tax District: Harpers Ferry (04); Tax Map: 3, Parcel: 1.2; Zoned: Rural; Size: 10.13 acres.
5. **Public Hearing:** Request by Variety Properties, LLC for a Waiver (20-4-PCW) from Section 20.201A(2) of the 2008 Subdivision Regulations, as amended, 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 or 12 Family Transfer lots. Applicant is requesting to utilize an existing 40' easement (Ma and Pa Parkway) to access a proposed two-lot subdivision. Property Location: 25 Ma and Pa Parkway, Kearneysville, WV. Tax District: Middleway (07); Tax Map: 2; Parcel: 10; Zoned: Rural; Size: 4.15 acres.
6. **Public Workshop:** Regarding the proposed Zoning Ordinance Text Amendment (ZTA20-01) to permit Commercial Cemeteries in various zones in Jefferson County. The purpose of the meeting will be to receive input on the proposed process for permitting cemeteries and possible development standards.

There is no public comment for the following items.

7. **Discussion and Action:** For the Planning Commission to vote to approve or deny the Rocky Ridge Preliminary Plat Application (File #19-7-SD) as complete in accordance with Sections 24.113 and 24.114 of the Subdivision Regulation, for the purpose of scheduling a Public Hearing for this application. The property is designated as Tax District: Middleway (07); Tax Map: 1; Parcels 1.1 & 1.2. Zoned: Residential - Light Industrial - Commercial; Size: Total of both parcels: 23.6 acres.
8. Reports from Legal Counsel
9. Planner's Memo
10. President's Report
11. Actionable Correspondence
12. Non-Actionable Correspondence:

Meeting Minutes
Jefferson County Planning Commission
July 14, 2020

The Jefferson County Planning Commission met on July 14, 2020 with the following Commission members present: Mike Shepp, President; Donnie Fisher, Vice President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison, Jack Hefestay, Steve Stolipher, J Ware, and Ron Thomas. Staff members present included Jennifer Brockman, County Planner; Jonathan Saunders, County Engineer; Nathan Cochran, County Attorney; and Jennilee Hartman, Zoning Clerk.

By order of the President, the Planning Commission meeting was held virtually via ZOOM. Access information was made available on the agenda and packet, which were posted to the County website.

Mr. Shepp called the meeting to order at 7:02 pm. Ms. Hartman verified the attendance of the members to confirm there was a quorum. Mr. Fisher, Mr. Thomas and Mr. Cochran joined the meeting after the roll call; however, prior to Item #4.

1. **Minutes:**

Approval of the June 2, 2020 and June 23, 2020 meeting minutes. Approved as submitted.

2. **Citizen Communications:** Citizens were able to sign up for this item utilizing the chat function in ZOOM prior to the commencement of the meeting. There were no citizens signed up to speak.

3. **Request for postponement.** None.

4. **Public Hearing:** File #: 20-3-PCW Request by Federal Group, Inc. (Ken Lowe) for two waivers of the 2008 Subdivision Regulations, as amended:

A. Appendix B, Section 2.2H, which requires a non-residential subdivision to have a 60' road right-of-way rather than an easement; and

B. Sections 21.402D which states that no permanent encroachments, structures, fences or landscaping shall be allowed to be located in any easement area.

Property Owner: Federal Group, Inc.; Property Address: 233 Lowe Drive, Shepherdstown, WV 25443; Parcel Information: Tax District: Shepherdstown (09); Tax Map: 8; Parcel: 10.9; Size 30.01 acres; Zone: Residential-Growth

Ms. Brockman provided an overview of her staff report explaining that the applicant is proposing to create three (3) nonresidential lots. Ms. Brockman explained that Lot 1 would contain the existing Clarion Hotel, Lot 2 would contain the existing Conference Center, and that Lot 3 would consist of the remaining 6 acres north of Lowe Drive.

Mr. Paul Raco with P.J. Raco Consulting, LLC, representative for the property owner, was present to address the Commission. Mr. Raco explained the nature of the request, noting that the 60' access easement has existed in its current configuration since 1996. Regarding the first request (A), Mr. Raco explained the difference between a right-of-way and an easement; highlighting that the key difference is that a right-of-way is transferrable. Mr. Raco confirmed that the property owner did not have plans to transfer the ownership of the easement at this point in time. In addressing the second request (B), Mr. Raco explained that in other jurisdictions common access easements are often delineated over and across adjacent parcels to allow flow-through traffic and parking between adjoining lots. Mr. Raco noted the current Regulations do not allow for this type of conventional design. Mr. Raco argued that infrastructure such as parking spaces, landscaping and fences should be permitted within an access easement provided they do not hinder the drive aisles and/or safe access. Mr. Lorenzetti inquired about the access for Phase [Lot] 2 as it was not depicted on the plat. Ms.

Brockman stated that there is a note on the plat requiring the property owner to create access easements over the existing drive aisles and parking spaces for the benefit of Phase [Lot] 2. Ms. Brockman noted that additional variances may be required. Mr. Raco confirmed that the property owner will have to create the necessary easements prior to the creation of Phase [Lot] 2.

Mr. Stolipher stated that Ron Thomas was connected via telephone and had requested to be unmuted. Mr. Stolipher also noted for the record that Donnie Fisher was present.

Mr. Shepp opened the public hearing. There was no public comment. Mr. Shepp closed the public hearing.

Mr. Stolipher motioned to approve both the waivers as requested. Mr. Hefestay seconded the motion, which carried unanimously.

5. **Discussion and Possible Action:** Discussion of next steps related to petition from landowner Hillary Banachowski, represented by ElderBranch, LLC for a proposed text amendment to the Zoning Ordinance to create a process to allow Commercial Cemeteries in the Rural zoning district. File # ZTA20-01.

Ms. Brockman explained that at the June 2, 2020 Planning Commission meeting the Commission adopted this text amendment into their work plan. Ms. Brockman stated the Commission may choose to have staff draft development standards or may hold a public hearing or public workshop to receive input on possible development standards for Commercial Cemeteries.

Mr. Lorenzetti motioned to schedule a public workshop to receive input on possible development standards for Commercial Cemeteries. Mr. Stolipher seconded the motion, which carried unanimously. Ms. Brockman stated that staff would schedule the public workshop for August 11, 2020 during the next regularly scheduled Planning Commission meeting.

6. **Review and Approval:** Planning Commission's FY 2020 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.

Ms. Brockman provided an overview of the Annual Report to the Commission. Mr. Stolipher motioned to approve the Annual Report and to forward it to the County Commission. Mr. Fisher seconded the motion, which carried unanimously.

7. **Reports from Legal Counsel.** Mr. Cochran informed the Commission that the County Commission had received a complaint regarding the legality of the public notice requirements for the Solar Energy Facility text amendment. Mr. Cochran stated the County Commission would hear the complaint at their July 16, 2020 regular meeting.

8. **Planner's Memo.** Ms. Brockman informed the Commission that the Office is open to the public provided they wear a mask and abide by social distancing requirements. Ms. Brockman noted that staff continues to work with Greenway Engineering on the reorganization of the Subdivision Regulations and Zoning Ordinance. Ms. Brockman stated that the next Planning Commission meeting would be on August 11, 2020.

9. **President's Report.** None.

10. **Actionable Correspondence.** Ms. Brockman stated that staff had distributed a letter pertaining to the minutes; however, the item did not require action.

Planning Commission

July 14, 2020

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11. **Non-Actionable Correspondence.** None.

Mr. Stolipher motioned to adjourn the meeting at 7:32 pm. Mr. Hefestay seconded the motion, which carried unanimously.

Staff Report
 Jefferson County Planning Commission Meeting
 August 11, 2020

Christopher & Miriam Conroy (PC File #01-33)

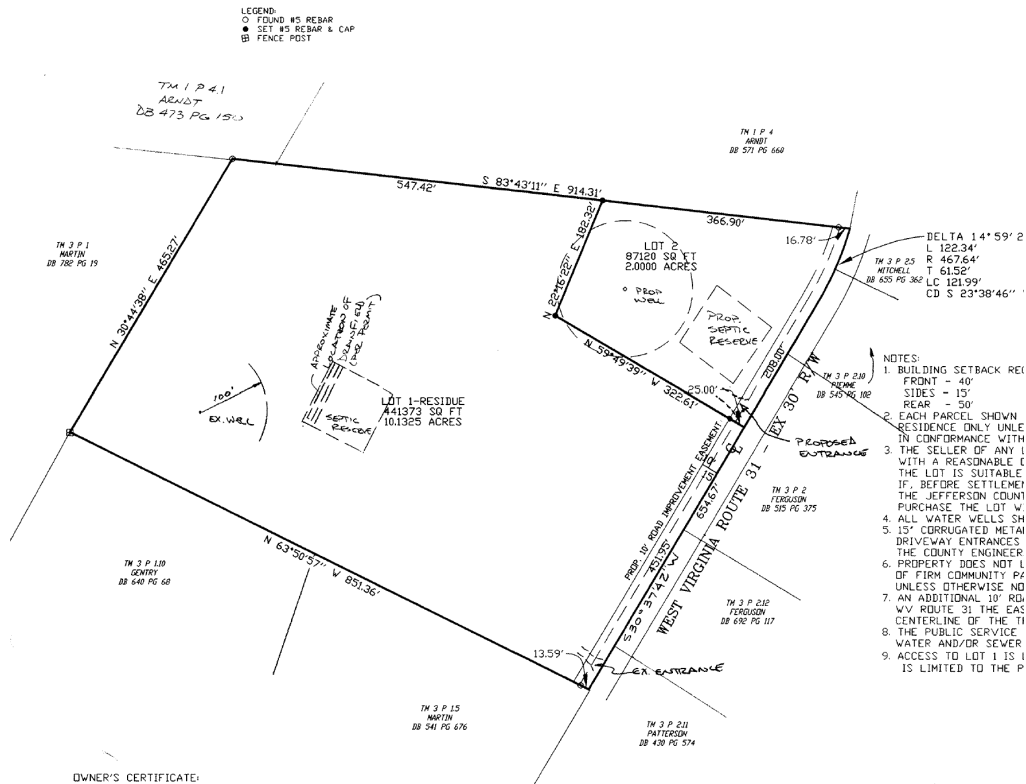
Item #4: Public Hearing: Request by Christopher & Miriam Conroy (PC File #01-33) for a Final Plat Amendment to lift the single family restriction from Lot 1 Residue of the Elizabeth L. West Minor Subdivision, recorded in 2002 (PB19/PG18) to build an in-law suite above a detached garage. The single family restriction is found in note #2 on this subdivision plat.

APPLICANT:	Christopher & Miriam Conroy		
OWNER/DEVELOPER:	Same as above		
PROPERTY LOCATION:	1347 Engle Molers Road, Harpers Ferry, WV 25425		
LEGAL DESCRIPTION & ZONING MAP DESIGNATION:	Tax District: Harpers Ferry (04); Tax Map: 3, Parcel: 1.2; Zoned: Rural; Size: 10.13 acres		
			
SURROUNDING PROPERTIES:	North: Rural South: Rural	East: Rural West: Rural	
APPROVED ACTIVITY:	Single Family Residence		
APPROVALS:	2/1/02: Elizabeth L. West Minor Subdivision Final Plat Approved; recorded in Plat Book 19, Page 18		

Overview of Request

The Elizabeth L. West Minor Subdivision, which created two lots (1-Residue & 2), was recorded 2/1/02. This property is in the Rural Zoning District. At the time the plat was approved, the Subdivision Regulations required all Minor Subdivisions to include a note that restricted each lot to a single-family residence only unless otherwise approved by the Planning Commission in accordance with the County prevailing land development laws. This note is no longer required for Minor Subdivisions. This note is the subject of this plat amendment request.

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 Jefferson County Planning Commission Meeting
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The applicants live on the referenced 10.13-acre property (Lot 1-Residue). The applicants would like to build an in-law suite for their mother above a detached garage on the property in addition to their home. Detached in-law suites are permitted in the Rural Zoning District in accordance with Section 8.15A of the current Zoning Ordinance on properties of at least 2 acres in size.

Zoning Ordinance Requirements

If the Planning Commission approves this Final Plat Amendment lifting the single family restriction for Lot 1 Residue of the Elizabeth L. West Minor Subdivision, the applicant can process under the zoning requirements for In-Law Suites/Accessory Dwelling Units in the Rural Zoning District. Section 8.15A of the Zoning Ordinance has various provisions that must be complied with, including, but not limited to, the requirement that the accessory unit must be secondary in size to the principal dwelling unit, with a maximum size of 1,700 heated square feet, gross floor area.

Plat Amendment Requirements

Section 24.202A of the Jefferson County Subdivision and Land Development Regulations, “Amendment, Modification, and the Vacating of Subdivision Plats”, states that the Planning Commission (or staff, in the case of a minor subdivision plat) may approve an amendment to a subdivision plat in the same manner as the plat was originally approved, provided:

1. All of the property that is affected by the amendment is under the ownership of the applicant;
2. The amendment will not affect the ownership or right of convenient access of persons owning other parts of the subdivision; and

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Jefferson County Planning Commission Meeting
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3. The amendment complies with all of the standards of these Regulations, including verification of compliance with the Zoning Ordinance.

Because all plats were approved by action of the Planning Commission under the 1979 Subdivision Ordinance, this amendment was required to be placed on the Planning Commission agenda for a Public Hearing and Planning Commission action. The required 30-day public notice has been advertised in the Spirit of Jefferson newspaper. Please note that the required public notice was included in the June 10, 2020 Spirit of Jefferson paper for the July 14, 2020 Planning Commission meeting and was inadvertently left off that agenda; it was therefore placed on the August 11, 2020 agenda for Planning Commission action.

Recommendation

Staff recommends approving the requested Final Plat Amendment to delete Note #2 as it relates to Lot 1 Residue of the Elizabeth L. West Minor Subdivision, recorded in 2002 (PB19/PG18) as specified in the request. If approved, the applicant will need to apply for a Zoning Certificate for the Accessory Dwelling Unit prior to applying for a Building Permit.

June 03, 2020

Christopher & Miriam Conroy
1347 Engle Molers Road
Harpers Ferry, WV 25425

Jefferson County, WV Office of Planning & Zoning
116 East Washington Street, PO Box 716
Charles Town, WV 25414

RE.: Exception to Single Family Restriction

To Whom It May Concern,

Please accept this letter as our request to lift the single-family restriction on our property at 1347 Engle Molers Road, Harpers Ferry, WV (10.1325 acres) on Lot 1, Tax Map 3, Parcel 1.2, Deed Book 541, Page 676 within the Harpers Ferry District. Lifting this exception will allow us to provide an in-law suite above a future planned garage for my aging mother. My mother who is semi-independent with limited income, currently lives out of town and needs to be relocate closer to family who can immediately assist her as necessary.

It is our understanding that with the formal request a legal ad expressing our request will be posted in the next available edition of the Spirit of Jefferson and that this ad is required to run 30 days prior to the next scheduled Planning Commission Meeting at which time our request will be presented. We also understand that we will need to be present at the meeting or connected online if held remotely via Zoom or other media.

If you should have any questions, please call me at 410.302.3621 or email at clconroy@aol.com.

Thank you,


Christopher L. Conroy


Miriam Conroy

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August 11, 2020

50' access easement, provided that the access easement serves no more than 5 lots or 12 Family Transfer lots. The request is to allow one additional lot to access the 40' wide access easement known as Ma and Pa Parkway, which currently serves five lots and a residue created under the Parent to Child Exception process and to be permitted to process as a Minor Subdivision.

Under the provisions of Section 5.7D3 of the Zoning Ordinance, the residue property has the right to process another lot and a residue at this time; however, because there are currently six properties, created through the Parent to Child Exemption process, which access Ma and Pa Parkway, any additional subdivision would not be permitted under either the Minor or Major process unless the road easement could be widened to 50' or a waiver is granted.

Relevant Site Information:

As the property proposed to be subdivided also has frontage on WV 155 (Old Charles Town Road), the applicants have requested direct access to WV 115 for one of the proposed lots, which would preclude the need for this waiver; however, the WV DOH has denied an additional access in this location.

The property proposed to be subdivided is already occupied by a single family home which sits at the corner of WV 115 and Ma & Pa Parkway. The applicants have renovated this existing house. As this existing house is not in conformance with the current required front yard setback from Ma and Pa Parkway, it is not possible for the applicants to provide a 50' access easement in this area without removing the existing house. There is also a structure and fence on the property on the

Waiver Requirements:

The applicant provided a response to the requirements found in "Division 24.300 Waivers" of the Subdivision Regulations in the waiver 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:

Staff acknowledges that the applicant is unable to widen the existing easement for Ma and Pa Parkway without removing the existing house or acquiring property from the adjoining property owners along the access easement which is already developed. If the Planning Commission is inclined to approve this waiver request, staff recommends that the applicant be limited to one additional lot, for a maximum of 7 lots on the existing 40-foot access easement.



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

File #: 20-4-PCW
 Mtg Date: 8/11/20
 Date Rec'd: 7/16/20
 Fees Paid: 100-
 Staff Int: JH
 List of Adjoiners: Staff provided

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

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

Planning Commission Waiver Request

Waivers must comply with Division 24.300 of the 2008 Subdivision Regulations, as amended.

Property Owner Information

Owner Name: William C Walls, Donald Bret Hale
 Business Name: Variety Properties, LLC
 Mailing Address: 273 Hite Road, Kearneysville, WV 25430
 Phone Number: 304-676-0967 Email: bilwalls@gmail.com

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

RECEIVED

JUL 16 2020

Consultant Information

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

**JEFFERSON COUNTY PLANNING
 ZONING & ENGINEERING**

Physical Property Details

Physical Address: 25 Ma + Pa Parkway, Kearneysville 25430 Vacant Lot:
 Tax District: Middleway (07) Map No: 2 Parcel No: 10
 Parcel Size: 4.16 AC Deed Book: 1216 Page No: 11
 Zoning District: Middleway

On a separate sheet of paper sketch the shape and location of the lot. Show the location of the intended construction or land use and indicate building setbacks, size, and height. Identify existing easements, roads, buildings, structures, or land uses on the property. Sign and date the sketch.

Included Not applicable (include a vicinity map if a sketch is not applicable)

What Section of the Subdivision Regulations and year of the Regulations are you requesting to Waive?

Sec. 20.201 A (2) -GAT

Briefly Describe the Nature of Your Waiver Request:

Ma + Pa Parkway in Kearneysville services 6 different individuals or 6 lot locations, We would like to divide one of the parcels which is 4 acres into 2 (2) acre lots, so another would be added. We are told that a 50' entrance access is required, however, only 40' is available, so we would like to get that 50' requirement reduced to 40' which would allow us to divide the 4 acres and build a house on 2nd lot.

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.

N/A

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.

No changes to access road for property owners.

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

Proposed construction of new house will follow correct guidelines.

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

Proposed construction of new house will result in better maintained lot. This would increase value of other properties.

By signing this application, I give permission to the Planning and Zoning Staff to conduct a site visit for the purpose of taking photos for the Planning Commission staff report. The information given is correct to the best of my knowledge.

William C. Halls 7/15/20
Property Owner/Applicant Signature Date

David Buttrick 7/15/20
Property Owner/Applicant Signature Date

Notification Requirements

The subject parcel shall be posted with a minimum of one 28" x 22" placard at least 14 days prior to the public hearing. The placard(s) will be prepared by the Staff and posted by the applicant. Adjacent property owner name and address information shall be provided by the applicant so that notification letters can be mailed by Staff least 14 days prior to the public hearing.

08/11/20
Public Hearing Date

7/28/20
Date Placard Posted

7/28/20
Date Adjoiners Mailed

Planning Commission Determination

Approved

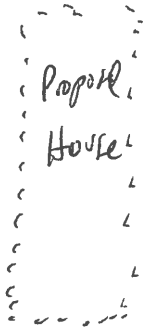
Denied

Date: ___ / ___ / ___

20-4-PCW

1 ACRE LOT
ALSO OWNED

308'



Proposed
House

346'

Proposed ~ 2 ACRES

321'

WV
Experimental
Farm



MA
&
PA
PKWY

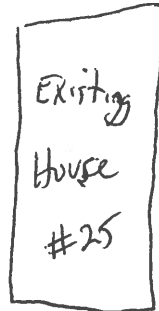
295'

TOTAL 4.16 ACRES

184'

Proposed ~ 2 ACRES

180'



Existing
House
#25

111'



40'
access

151'

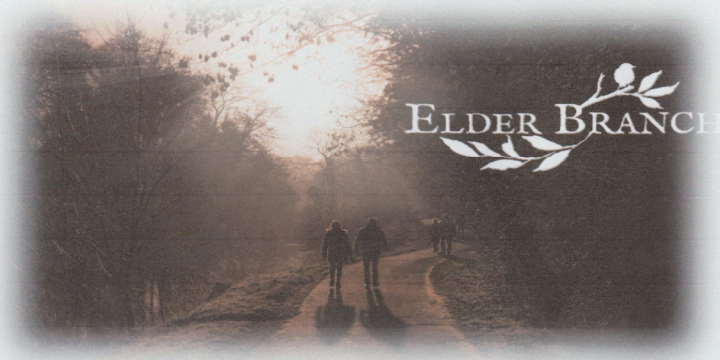
Omaha Buttrick 7/15/20

Charles Town Rd

RT 115

Agenda Item # 6

Public Workshop: Regarding the proposed Zoning Ordinance Text Amendment (ZTA20-01) to permit Commercial Cemeteries in various zones in Jefferson County. The purpose of the meeting will be to receive input on the proposed process for permitting cemeteries and possible development standards.



May 18, 2020

Jefferson County Department of Engineering, Planning, and Zoning
104 East Washington Street
Charles Town, WV 25414

RE: Zoning Ordinance Text Amendment for Commercial Cemeteries

Section 12.4.B of the Zoning and Land Development Ordinance allows for members of the County to propose text amendments to the Planning Commission. ElderBranch LLC is working with landowners in the County and proposes this text amendment on their behalf.

ElderBranch seeks to establish several small cemeteries in the West Virginia and Maryland region and is in the process of purchasing land from a Jefferson County resident. Our vision is for a natural burial cemetery in a park-like setting for people to visit their loved ones. This land use will provide value to rural landowners and is consistent with the 2035 Envision Jefferson Comprehensive Plan ("Plan") central goal: the "enhancement of the rural economy," which includes uses outside of traditional agriculture. Cemeteries are also an important part of the community and can be a place of reflection and reverence.

ElderBranch looks forward to working with the County on this proposed amendment.

Very truly yours,

Jane Dennison

Co-Director, ElderBranch LLC

May 16, 2020

Jefferson County Planning Commission
The Mason Building, 2nd Floor
116 East Washington Street, Suite 200
Charles Town, WV 25414

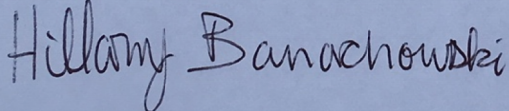
Dear Commissioners,

I am a resident of Jefferson County and run the Sacred Roots Herbal Sanctuary in Shepherdstown, WV, where we raise Certified Naturally Grown herbs (sacredrootswv.com).

I am requesting that the County amend its Zoning Ordinance to allow for commercial cemeteries in the Rural District as a Conditional Use. Having this use as an option would provide value to landowners and the County as a whole. It would also be consistent with the Comprehensive Plan's stated goal: the "Enhancement of the Rural Economy."

I am working with Michael Judd and Jane Dennison, co-directors of ElderBranch LLC, who will coordinate directly with the County in the development and adoption of this amendment. ElderBranch LLC was formed with the purpose of establishing natural burial cemeteries that respect the land and environment and allow people to be buried in environmentally-friendly ways. This would be a wonderful opportunity for the residents of the County to build community and remembrance of those that have passed. I hope that the Commission will allow the County's people to have this option to honor their loved ones.

Sincerely,



Hillary Banachowski
1799 Persimmon Lane
Shepherdstown, WV

Article 2. Definitions

"Cemetery" shall mean land that is used or dedicated for a burial park for earth interments.

Land Use	NC	GC	HC	LI	MI	PND ¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
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	
<u>Cemetery, Commercial</u>								<u>CU</u>		<u>CU</u>	<u>CU</u>		
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
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	
Land Use	NC	GC	HC	LI	MI	PND¹	OC	R	RG	RLIC	IC	V	Additional Standards
Commercial Uses continued													Sec. 8.9
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
August 11, 2020

1. Introduction:

The applicant is proposing to develop the 23.6 acres as a mixed use development consisting of 132 townhouse units with related parking, stormwater management and open space, and a mini storage facility consisting of four units 260' long with varying depths and a storage/parking area for licensed boats and RVs. The townhouses are proposed to vary in width from 18 to 24 feet wide (approximately 1,400 to 1,900 sq. ft.). The mini storage facility will consist of various sizes for a total of approximately 61,000 sq. ft.

The townhouses and mini storage facility are proposed to access off Hospice Lane at three proposed access points. Hospice Lane is wholly located in Berkeley County. The applicant is also proposing to keep an area of approximately 4 acres around the existing structures addressed off Charles Town Road as a proposed business office and maintenance shed and storage area utilizing the existing access on Charles Town Road.

2. Concept Plan Approval

The Planning Commission held a Public Workshop for the Concept Plan for the proposed Rocky Ridge Subdivision (File #19-7-SD) and Rocky Ridge Site Plan (File #19-8-S) on July 09, 2019. Input from outside agencies related to the proposed Concept Plan was presented by staff and comments from neighbors and interested citizens were heard. In particular, comments related to interconnectivity to neighboring properties and access for construction traffic were discussed.

The Planning Commission approved a motion to accept the Concept Plan as submitted with a recommendation that the developer proceed to Preliminary Plat; work with WVDOH to see if there is a possibility of a construction entrance; and not provide interconnectivity with the adjacent property.

3. Role of Berkeley County:

As the 16.6-acre parcel is located in both Berkeley and Jefferson Counties, the review of the engineering design is being coordinated with the two counties. Because the stormwater from this site will drain into Berkeley County and because Berkeley County is an MS-4 community with stricter stormwater regulations and control over the facilities after they are constructed, Berkeley County Engineering staff has provided their review and approval of the stormwater management plans and reports for conformance with all MS4 requirements for this project.

Water and Sanitary Sewer Services are being provided by Berkeley County Public Service District utility providers and those agencies have been responsible for reviewing the design and construction documents for all water and sanitary sewer facilities.

The WV DOH access is being managed by the staff member that manages encroachment permits for Berkeley County for all uses accessing Hospice Lane as Hospice Lane is completely within Berkeley County. It should be noted that the Subdivision Regulations require the Jefferson County Offices of Engineering and Planning to defer to the WV Division of Highways' (WV DOH) requirements and approval for all major subdivisions.

4. Approved Waivers

At the December 10, 2019 Planning Commission meeting, the Commission approved a motion to allow a waiver from Section 24.113B.10 that requires a Phase I Archaeological Study (File #: 19-18-PCW).

A waiver is still required for the slope of the driveway and will need to be approved before final approval of the Preliminary Plat.

Staff Report
Jefferson County Planning Commission Meeting
August 11, 2020

5. Summary of Request

The applicant has submitted the Preliminary Plat/Site Plan for Rocky Ridge for review and approval on November 18, 2019. The Planning Commission is required to deem the application complete and schedule a Public Hearing within 45 days in accordance with the following requirements of the Subdivision Regulations.

Per Sec. 24.113 of the Subdivision Regulations, a Major Subdivision Preliminary Plat requires the Office of Planning to review the submission and determine whether it is “sufficient” (at least 70% of the required elements are addressed) within ten (10) days of the 45-day sufficiency and completeness review. Staff determined that, per Sections 24.113 and 24.122 Rocky Ridge Development, Residential Preliminary Plat and Commercial Site Plan were deemed sufficient; however, staff had noted a number of missing elements, which were noted during the first review.

Engineering, Planning and Zoning Staff have now finalized the “completeness review” with the remaining outstanding comments attached to this report. One outstanding comment requires the approval of a waiver for which the Public Hearing will be scheduled at the next available Planning Commission meeting. Per Section 24.113 of the Subdivision Regulations, staff has placed the Preliminary Plat and application on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. An 11” x 17” copy of the pages showing the lot layout is included in this packet. The complete file containing the Preliminary Plat and application is available in the Office should any members wish to review it for completeness and confirm the staff’s review.

Per Sec. 24.113(I), if the application is found complete or essentially complete, the Planning Commission shall schedule a public hearing within 45 days in accordance with Section 24.114, *Major Subdivision Preliminary Plat - Public Hearing*. If the application is incomplete, the applicant shall be notified in writing stating the reasons for denial. A motion to deem the application to be complete should include a condition that the outstanding staff comments be addressed prior to the hearing.

6. Preliminary Plat Contents and Review

The Preliminary Plat submission requirements include the following (Section 24.113(B)) and the application has been deemed sufficient and complete by staff:

- Preliminary Plat
- Density Calculation and Site Resource Map
- General Location
- Preliminary Engineering Plans
- Preliminary Landscape Plans
- Transportation Impact Study (if required by WV DOH)
- Well and Septic Systems, if required
- Feasibility of Water and Sewer Systems (from relevant PSD)
- Special Engineering
 - Historic Resource Preservation (Phase I Archaeological Study)
- Proposal Description
- Stormwater Management Plan and Narrative
- Identified Concerns from Concept Plan direction or proffers

The Subdivision Regulations requires the review of the submitted application and plat and plans by the Department of Engineering, Planning and Zoning as well as the WVDOH and the relevant Public

Staff Report
Jefferson County Planning Commission Meeting
August 11, 2020

Service Agency, in this case the Berkeley County Public Water and Sewer Service Districts. As noted above, Berkeley County Engineering has also reviewed and approved the stormwater plans and reports.

The Department of Engineering, Planning and Zoning is required to determine whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues and/or variances that can be identified at the Preliminary Plat submission. Additionally, the Department is required to provide a written opinion as to whether the Preliminary Plat meets the site planning criteria specified in Articles 21 and 22 of the Subdivision Regulations and whether the Concept Plan was fulfilled.

A letter has been received from the WVDOH dated 6-29-2020 stating that 132 townhouses and the storage units will not negatively affect the existing permit and that Permit #5-10-0367 for the Hospice Lane entrance to WV 115 is still valid for this use.

The Berkeley County Public Water and Sewer Service Districts and WV Office of Environmental Health Services were required to review and approve the proposed engineering for water and sanitary sewer service for the proposed development. Copies of approved WV Office of Environmental Health Services permits for both water and sanitary sewer services has been submitted to Jefferson County. Additionally, the Berkeley County Public Water District has approved the plans submitted and requested a mylar. A copy of these approved plans need to be submitted to the Jefferson County office for the project files. The Berkeley County Public Service Sewer District has a few outstanding comments and when their plans are approved a copy of the approved plans will also need to be submitted to the Jefferson County office for the project files.

A revised copy of the Stormwater Management Plan (SWM) for this project was resubmitted on August 3, 2020. Berkeley County Engineering will be reviewing SWM items for water quality and quantity for the runoff drains into their jurisdiction because of their MS4 Permit. Jefferson County Engineering will review for conveyance of storm water only in separate report. This approval has not yet happened. A copy of the approved permit and report will need to be submitted to the Jefferson County for project files.

Staff has finalized its completeness review and was not able to stamp the Preliminary Plat as approved by staff until all outstanding comments have been addressed. This staff report serves as the “written opinion” that the Preliminary Plat essentially conforms with the Zoning Ordinance requirements, generally meets the site planning criteria specified in Articles 21 and 22 of the Subdivision Regulations, and fulfills the Concept Plan direction. The outstanding staff comments are attached to this report and addressing them shall be a condition of finding the Preliminary Plat “complete”.

7. Planning Commission Action Required

The Subdivision Regulations require that, after staff concludes the completeness review, staff shall place the preliminary plat on the next regularly scheduled Planning Commission agenda for a vote to accept or deny the application as complete. If the application is found complete or essentially complete, the Planning Commission shall schedule a public hearing within 45 days of that meeting. If the application is incomplete, the applicant shall be notified in writing stating the reasons for denial.

Section 24.113(H) further directs the Planning Commission review of Preliminary Plat and states that if the preliminary plat and application is incomplete, or the development cannot conform to the Zoning Ordinance, be serviced by public services or on-site utilities, or is otherwise impossible, the Planning Commission shall deny the same; otherwise, the Planning Commission shall find it complete and accept it. The Planning Commission may also accept the Preliminary Plat and application with the condition that the remaining items identified as necessary by these Regulations be completed prior to final Preliminary Plat approval.

Staff Report
Jefferson County Planning Commission Meeting
August 11, 2020

Upon deeming the application complete, the Planning Commission shall schedule a Public Hearing to receive public comments, concerns, and inputs on the proposed preliminary subdivision plat within 45 days. The Commission's next regular meeting on September 8, 2020 will satisfy this requirement and notice has been posted to meet the 21-day notice requirement, provided the Planning Commission agrees to this date. A reduced copy of the relevant pages of the Preliminary Plat and application will be included in the Public Hearing packet.

Staff Report
Jefferson County Planning Commission Meeting
August 11, 2020

Outstanding Staff Comments for Review #5 (review in process now)
August 4, 2020

Resolving the following comments should be included as a condition of a determination of completeness for the Preliminary Plat and shall be addressed prior to stamping the Preliminary Plat as approved:

1. A waiver is required for the slope of the driveway as noted by the County Engineer. It is anticipated this waiver request will be on the September 8, 2020 Planning Commission meeting agenda.
2. Document that all outstanding stormwater comments from the Berkeley County Engineering Department have been addressed and provide copy of Berkeley County approved SWM Report for the office files (attached).
3. Provide a copy of the approved Berkeley County Public Service Water and Sewer plans for the office files.
4. Correction of various notes required by the Subdivision Regulations under review on the most recent submittal (8-3-20) for conformance with the requirements.

Note: a separate Boundary Line Adjustment plat and deed will need to be recorded prior to approval of the Final Plat or the merger will need to be accurately included on the Final Plat.

**BERKELEY COUNTY ENGINEERING AND
BUILDING INSPECTIONS**

400 West Stephen Street - Suite 202, Martinsburg, WV 25401-3838

Telephone: 304-264-1966, Fax: 304-262-3128

Web Page: www.berkeleywv.org

5 May 2020

Trevor Lloyd
CRE, Inc
100 Hart Field Rd.
Suite 191
Morgantown, WV 26508

&

Jefferson County Engineering Planning & Zoning
116 East Washington Street
Suite 200
Charles Town, WV 25414

RE: BC File#992-19, Rocky Ridge
Engineering Review #2

PRELIMINARY PLAN

Mr. Lloyd,

A review of the above-mentioned project has been completed with consideration to the dual jurisdiction we have the following comments:

1. Sheets C-107-109: There seems to be discrepancy among the biofiltration sections. If Extended filtration is the intent specify your section from the details in the WVDEP's manual.
2. How is vertical density achieved (MS4 credits) in DA- F&G?
3. The numerous soil inspection pits cited in the narrative; where are they located, relative to the SWM/BMP sites? Cited minimum, is 3/basin.

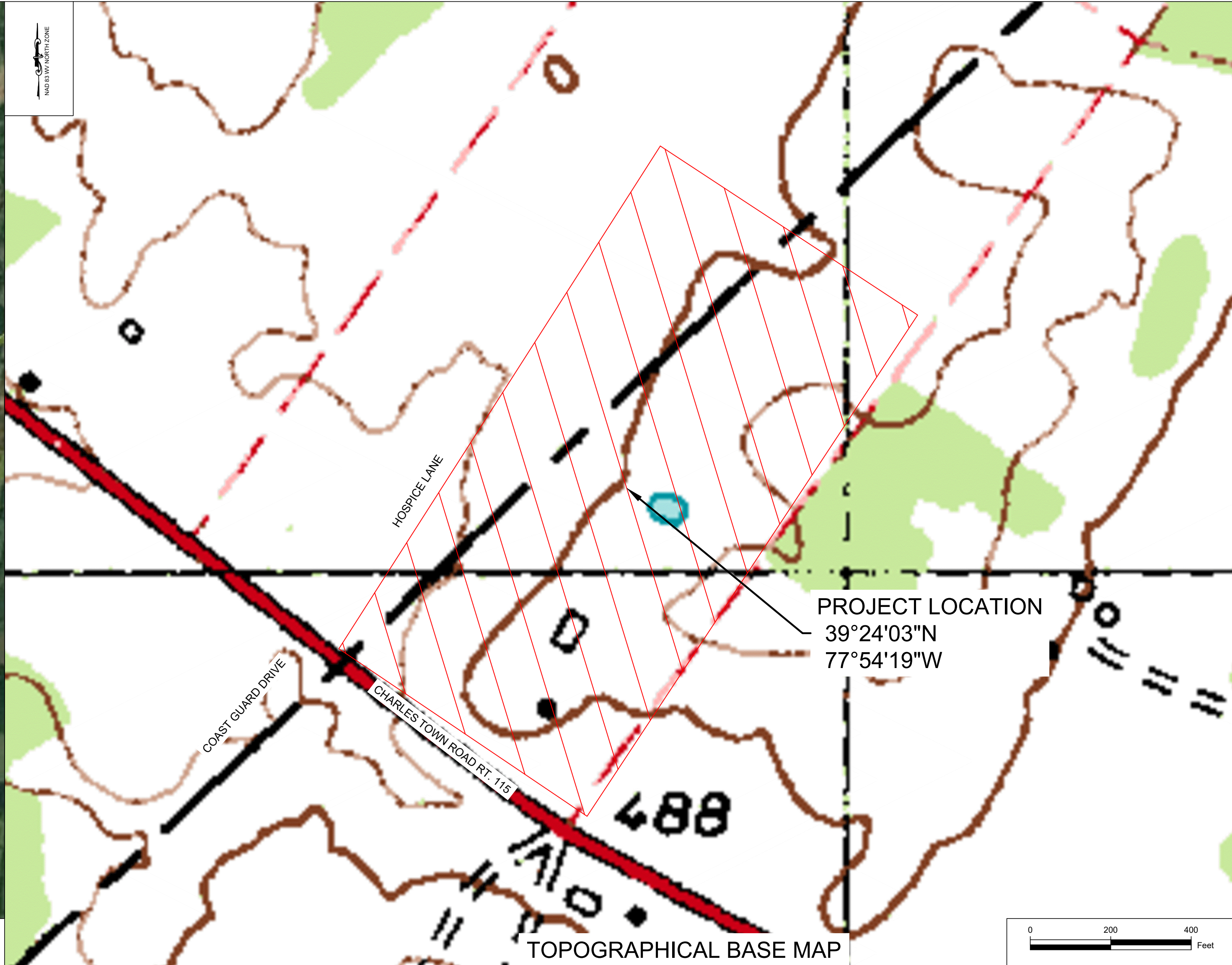
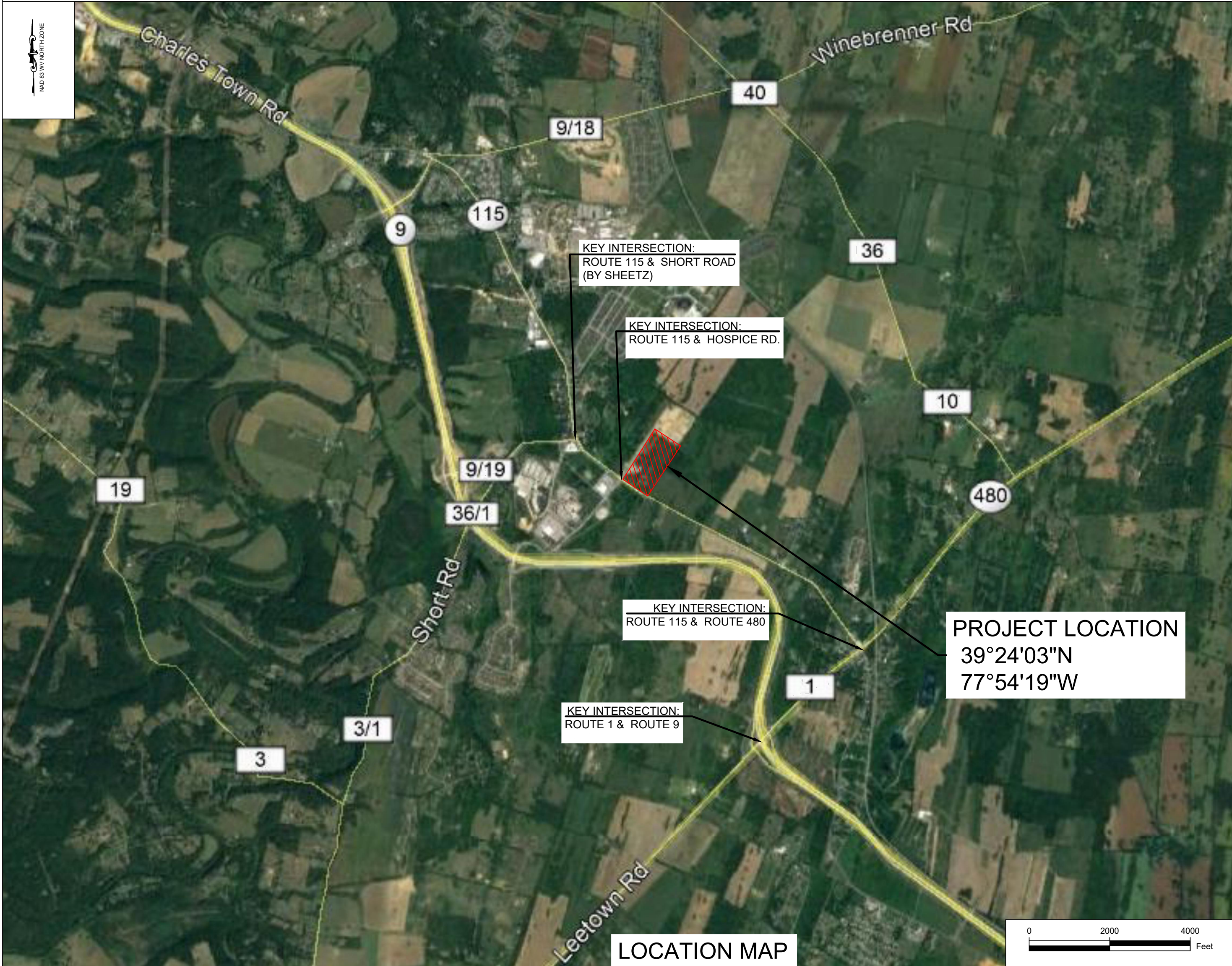
If you have any questions, please contact us at 304.264.1966 or by email.

Respectfully,



Dirk Stansbury, P.E.
Berkeley County Engineer
dstansburyi@berkeleywv.org

c H. Williams, BCPC Director
L. Hoffmaster, BCPC
Jefferson County P,E,&Z
PJ Raco Consulting



ROCKY RIDGE DEVELOPMENT

RESIDENTIAL PRELIMINARY PLAT

COMMERCIAL SITE PLAN

KEARNEYSVILLE, WV

SHEET LIST

CS	COVER SHEET
GN	GENERAL NOTES
C-100	EXISTING CONDITIONS/SITE RESOURCE MAP
C-101	E&S PLAN
C-102	SEDIMENT BASIN 1 PLAN & PROFILE
C-103	SEDIMENT BASIN 2 PLAN & PROFILE
C-104	E&S DITCH A P&P
C-105	E&S DITCH B P&P
C-106 - C-108	BIO-RETENTION PLAN & PROFILES
C-109	WATER QUALITY SWALE PLAN AND PROFILE
C-110	SITE LAYOUT
C-111	PRELIMINARY PLAT
C-112	COMMERCIAL SITE PLAN
C-113	GRADING PLAN
C-114	EASEMENT PLAT
C-115	TYPICAL TOWNHOMES
C-116	TYPICAL STORAGE
C-200 - C-205	ROAD PLAN AND PROFILES
C-300	STORM PLAN
C-301	EXISTING DRAINAGE MAP
C-302	E&S DRAINAGE MAP
C-303	PROPOSED DRAINAGE MAP
C-304 - C-317	STORM PLAN AND PROFILES
C-318	STORM ENTRANCE ROAD CROSSINGS
C-319	DETENTION BASIN 1 PLAN & PROFILE
C-320	DETENTION BASIN 2 PLAN & PROFILE
C-400	SANITARY PLAN
C-401 - C-404	SANITARY PLAN AND PROFILES
C-405 - C-406	SANITARY DETAILS
C-500	WATER PLAN
C-501 - C-509	WATER PLAN AND PROFILES
C-510 - C-511	WATER DETAILS
C-700 - C-701	LANDSCAPING PLANS
C-900 - C-903	DETAILS
C-904	STORM INLET CALCULATIONS

Jefferson County CONSTRUCTION NOTES
(Table 1.2-1)

- Erosion & Sediment Control Measures shall be in place and inspected prior to performing any significant earth disturbing activities and site grading.
- Earth Work shall be compacted to the percentages of maximum dry density in accordance with AASHTO T99C, as shown below:

a. Roadways.....	98%
b. Parking Lots for heavy trucks.....	98%
c. Parking Lots for passenger vehicles.....	95%
d. Utility line trenches.....	98%
e. Building Pads.....	100%

The above compaction requirements shall be certified by a professional engineer or a soils technician under the direction of a professional engineer, and acceptable to the County Engineer.
- Changes and revisions to the construction plans and specifications shall not be made unless first submitted in writing and approved by the County Engineer and any other agencies, as deemed appropriate.
- Work zone temporary traffic control along a public road shall be in accordance with West Virginia Division of Highway requirements and approval.
- Seventy-two (72) hours prior to excavation in public right-of-ways or in areas served by underground utilities, call MISS UTILITY 1-800-245-4848.

OUTSIDE AGENCY APPROVALS

AGENCY	APPROVAL NO.
WVDEP	WVR110498
BCPSSD, DHHR SANITARY	20.549
BCPSWD, DHHR WATER	20.550
WVDOH	5-10-0367

THE DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS AND SPECIFICATIONS PROVIDED HEREON; AND TO COMPLETE ALL THE IMPROVEMENTS REQUIRED BY THE PRELIMINARY PLAT OR SITE PLAN

OWNER SIGNATURE: _____ DATE: 02/14/2020

JEFFERSON COUNTY - COMPLETE LIST OF WAIVERS/VARIANCES

ORDINANCE	SECTION OF ORDINANCE	DESCRIPTION OF WAIVER OR VARIANCE	DATE GRANTED
JEFF. CO. SUBDIVISION REGULATIONS	24.113B.110	WAIVER OF PHASE 1 ARCHAEOLOGICAL STUDY REQUIREMENT	12/10/2019
JEFF. CO. SUBDIVISION REGULATIONS	B.2.2 (C) (2)	WAIVER FOR MAXIMUM ROAD SLOPE TO BE RAISED FROM 8% TO 12% AT STORAGE	IN PROGRESS

PROPOSED DEVELOPMENT:
132 TOWNHOMES
±61,100 SQ FT STORAGE UNITS

Jefferson County, West Virginia

PRELIMINARY PLAT APPROVAL
 SITE PLAN APPROVAL

BY _____ County Engineer _____ Date _____

BY _____ County Planner _____ Date _____

Jefferson County SITE WORK MILESTONE INSPECTIONS

The developer shall request County Engineer inspections minimum of 48 hours in advance (Call 304-728-3228). Inspections shall be requested according to the Table of Milestones shown below:

- Installation of Sediment & Erosion Control Devices prior to beginning site grading.
- Roadway and/or parking lot subgrade proof roll prior to placing stone base.
- Roadway and/or parking lot stone base depth check prior to placing asphalt or concrete pavement.
- Water system and Sanitary sewer system inspection and approval by the public service district/utility prior to backfilling of trenches.
- Final inspection including but not limited to: seeding & mulching, roadway & parking lot paving, sidewalks, storm drainage and stormwater management systems, traffic control signs & pavement markings, landscaping, etc.

Note: The County Engineer may accept "third-party" inspection and certification reports in place of inspections performed by the Office of Engineering, upon prior approval. Third-party inspection reports shall be submitted in the format specified by the County Engineer.

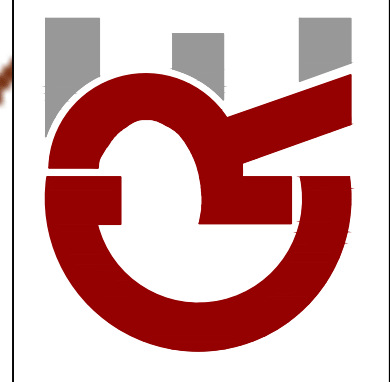
ROCKY RIDGE DEVELOPMENT
PRELIMINARY PLAT
JC FILE NO. 19-7-SD

DEVELOPER/OWNER INFORMATION:
ILA PROPERTIES - (571)438-3612
4113 CHARLESTOWN ROAD
KEARNEYSVILLE, WV 25430

ENGINEER INFORMATION:
CHEAT ROAD ENGINEERING
(304)212-5480
5011 MID ATLANTIC DRIVE
MORGANTOWN, WV 26508

SURVEYOR INFORMATION:
ROBERTS LAND SURVEYING
2068 PALMER ROAD
HEDGESVILLE, WV 25427

REV NO.	DATE	DESCRIPTION	BY
1	05.21.19	JEFFERSON COUNTY COMMENTS	ZPB
2	10.11.19	PRELIMINARY PLAT	TLL
3	01.31.20	SITE PLAN RESUBMISSION	ZPB
4	03.04.20	REVISED BASED ON COMMENTS	ZPB
5	04.03.20	PSWD REVISIONS	TLL
6	04.15.20	JEFFERSON RESUBMISSION	ZPB
7	06.17.20	DOH UPDATES	TLL

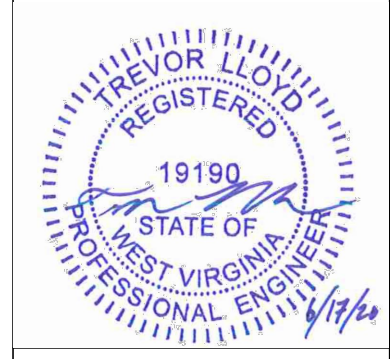


CHEAT ROAD ENGINEERING, INC.
5011 MID ATLANTIC DRIVE
MORGANTOWN, WV 26508
PHONE: (304) 212-5480

ROCKY RIDGE DEVELOPMENT
RESIDENTIAL PRELIMINARY PLAT / COMMERCIAL SITE PLAN
19-7-SD
DISTRICT 07 MIDDLEWAY MAP 1 PARCEL 1.2 AND 1.1
DB 087/PC887 AND DB 15/PC142 - JEFFERSON COUNTY, WV
ARDEN/DISTRICT MAP 17 PARCEL 18 DB480/PC515,
BERKELEY COUNTY, WV

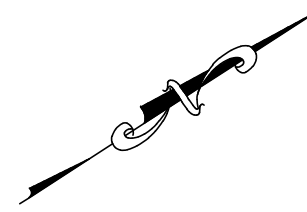
18-115 SITE AND STORM SHEETS.DWG
November 5, 2019

DRAWN BY: Z. BARTLEY
CHECKED BY: T. LLOYD
SCALE: NTS
DATE: November 5, 2019



COVER SHEET
SHEET NUMBER:
CS

CRE PROJECT # 18-115



TOWNHOME SETBACK

FRONT: 25'
SIDE (CONFRONTING END UNITS): 12'
SIDE (ABUTTING INTERNAL SUBDIVISION STREET): 15'
SIDE (ABUTTING ROW >= 40'): 15'
REAR: 20'

SIDEWALKS:

ALL SIDEWALKS ARE 4' WIDE

SIGHT TRIANGLES:

SIGHT TRIANGLES ARE PROVIDED ON THE C-200 SHEETS

- 18' WIDE UNITS (60)
- 20' WIDE UNITS (18)
- 24' WIDE UNITS (54)

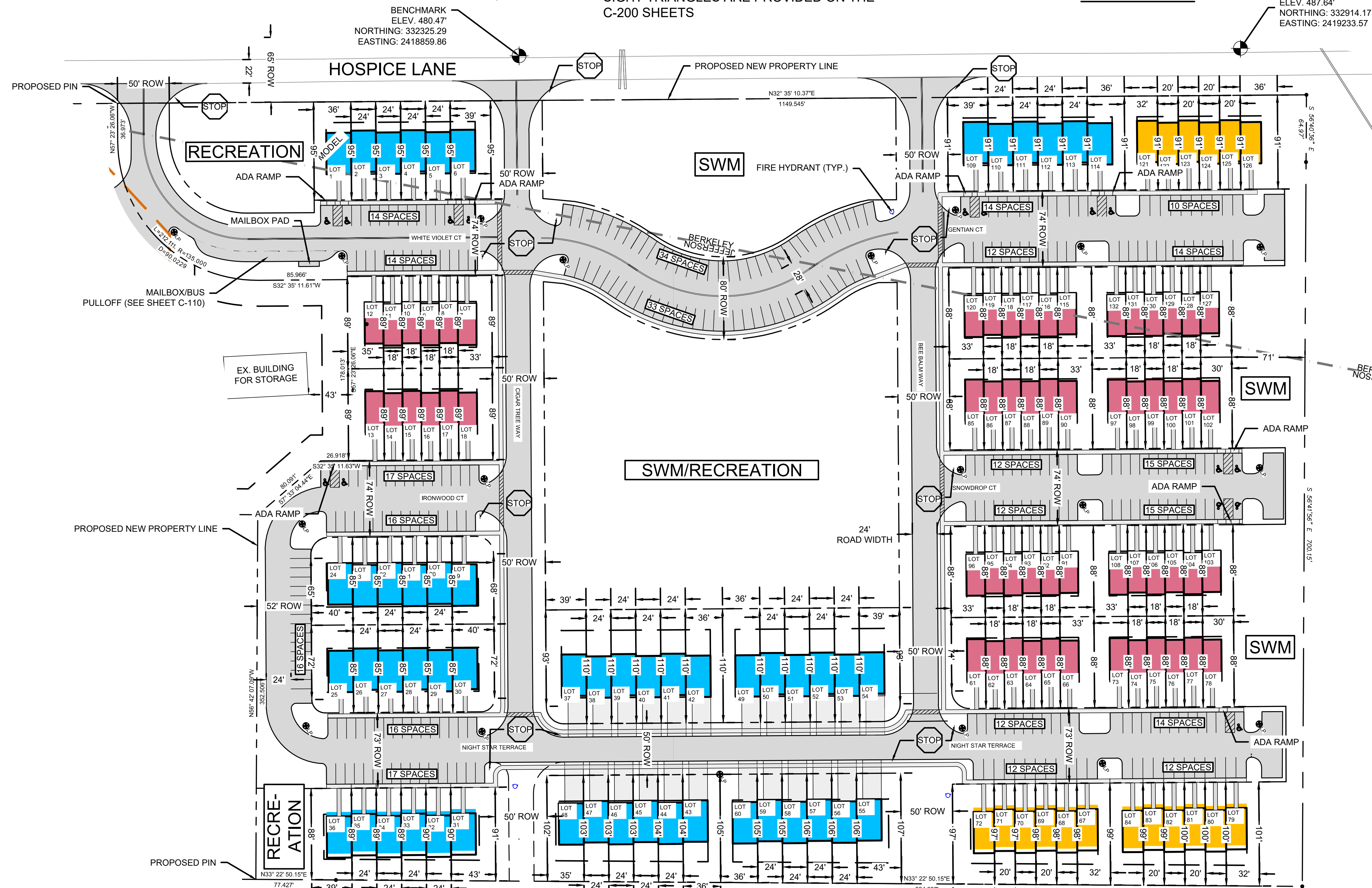
TOTAL UNITS: 132

BENCHMARK
ELEV. 487.64'
NORTHING: 332914.17
EASTING: 2419233.57

LEGEND

	PROPERTY LINE
	TREE LINE
	EXISTING ROAD
	EXISTING FENCE LINE
	EXISTING PIPE
	EXISTING BUILDING
	PROPOSED BUILDING
	PROPOSED BUILDING SETBACK
	PROPOSED PARKING
	EXISTING SURVEY MONUMENT
	PROPOSED LIGHT POLE
	PROPOSED STOP SIGN

REV NO.	DATE	DESCRIPTION	BY
1	05.21.19	JEFFERSON COUNTY COMMENTS ZPB	TLL
2	10.11.19	PRELIMINARY PLAN	ZPB
3	01.31.20	SITE PLAN RESUBMISSION	ZPB
4	03.04.20	REVISED BASED ON COMMENTS	ZPB
5	04.03.20	PSWD REVISIONS	TLL
6	04.15.20	JEFFERSON RESUBMISSION	ZPB



GENERAL INFORMATION:

ZONING
THIS PROPERTY IS ZONED RESIDENTIAL/ LIGHT INDUSTRIAL/COMMERCIAL.

PROPOSED USE
132 TOWNHOMES & A MINI STORAGE FACILITY

SOIL AND GEOLOGICAL DATA
SOILS MAPPING HAS BEEN TAKEN FROM BERKELEY COUNTY, WEST VIRGINIA SOIL SURVEY BY THE NATIONAL CARTOGRAPHY CENTER AND GEOSPATIAL CENTER FORT WORTH TEXAS. PLEASE REFER TO EXISTING CONDITIONS SHEET (C-100)

GROSS DENSITY
TOWNHOMES:
132 DWELLINGS / 17.98 ACRE
7.34 DWELLINGS / 1 ACRE
43560 / 7.34 = 5934.60 SQ.FT. / UNITS (REQUIRED 3500 SQ.FT.)
ALL LOTS EXCEED MINIMUM LOT SIZE REQUIREMENT (MIN. 1400 SQ.FT.)
IMPERVIOUS AREA: 7.16 ACRE (IMPERVIOUS) / 17.98 ACRE (TOTAL) = 39.8 %

HISTORICAL USE:
FARM LAND / PASTURE

SENSITIVE AREAS
THERE ARE NO KNOWN SENSITIVE AREAS INCLUDING: SINKHOLES, CAVES, OR SPRINGS WITHIN THE SCOPE OF THE PROJECT. SEE EXISTING CONDITIONS SHEETS FOR IMPACTED SITE FEATURES.

PROPOSED UTILITIES
SANITARY SEWER (BERKELEY COUNTY PSD)
PUBLIC WATER (BERKELEY COUNTY PSD)
STORM SEWER

PARKING
ALL SPACES ARE MINIMUM OF 9' WIDE AND 20' LONG
REQUIRED PARKING: (2*132 UNITS + 0.25*396 TOTAL BEDS) 363 SPACES
DRIVEWAY/GARAGE PARKING CREDITS: (1.5*24) 36 SPACES
PROVIDED PARKING: 327 SPACES
TOTAL PROVIDED PARKING: 363 SPACES
ADA PARKING REQUIRED (4% * 363 SPOTS = 14.5) = 15
ADA PARKING PROVIDED: 15 SPACES

ZONING
THIS SITE ZONED RESIDENTIAL/ LIGHT INDUSTRIAL/ COMMERCIAL

TRAFFIC (CHARLES TOWN RD)
EXISTING ADT (WVDOT AADT MAP, 2017): 5046 TRIPS
PROPOSED ADT: (132 TOWNHOMES * 7/D.U.) + (61,100SF STORAGE AREA * 2.8/1000 SF) = 925 TRIPS
COMBINED ADT: (132 TOWNHOMES * 7/D.U.) + (61,100SF STORAGE AREA * 2.8/1000 SF) + 5046 = 6142 TRIPS
PEAK HR TRIP GENERATION: (132 TOWNHOMES * 0.6 PEAK HR) + (0.29/D.U. * 338 STORAGE UNITS) = 178 TRIPS

RECREATION SPACE
TOTAL REC./OPEN SPACE: 4.56 AC (25.4% OF TOTAL, MIN. 10% REQUIRED)
TOTAL SWM AREA WITHIN REC SPACE: 1.02 AC (22.4%)

SCHOOL BUS ROUTE
SCHOOL BUS ACCESS WILL FOLLOW THE PORTIONS OF ROADWAY WITH THE DOUBLE YELLOW CENTER LINE. SHELTERS WILL BE PROVIDED ALONG THE ROUTE FOR STUDENTS TO WAIT FOR THE BUS.

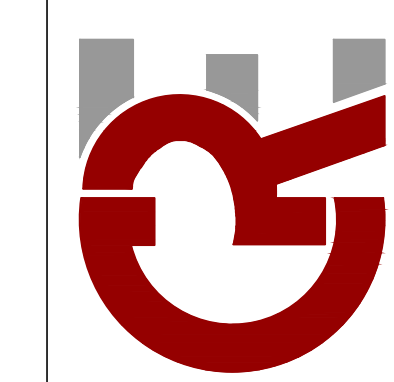
MODEL HOMES/SALES OFFICE
MODEL HOMES WILL BE LOCATED ON THE SITE.
LOT 1 WILL HAVE A SALES OFFICE FOR SALES EXCLUSIVELY WITHIN DEVELOPMENT.
SEE SECTION 8.10 OF THE JEFFERSON COUNTY ZONING AND LAND DEVELOPMENT ORDINANCE FOR MODEL HOMES/SALES OFFICES.

HOMEOWNERS ASSOCIATION
THE RESIDENTIAL PORTION OF THIS DEVELOPMENT WILL HAVE AN ESTABLISHED HOMEOWNERS ASSOCIATION PER NOTE 61.

EXISTING PROPERTY BOUNDARY/BOUNDARY ADJUSTMENT:
FOR EXISTING PROPERTY INFORMATION, PLEASE SEE SHEET C-100.
FOR ALL EXISTING AND PROPOSED EASEMENTS, PLEASE SEE SHEET C-114.
A SEPARATE SUBMISSION WILL BE COMPLETED FOR THE BOUNDARY ADJUSTMENT.

LIGHTING
LIGHT POLES ARE PROPOSED AS SHOWN ON THE PLANS. PROPOSED LIGHT POLES ARE NOT TO CREATE ANY OFFSITE GLARE AND ARE TO FOLLOW GUIDELINES IN ALL RELEVANT JEFFERSON COUNTY ORDINANCES.

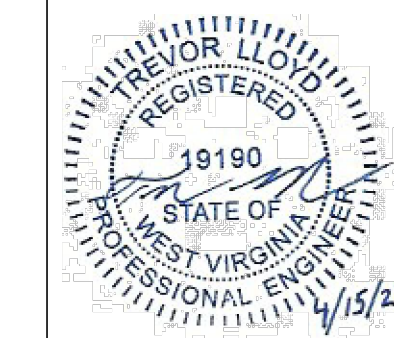
ACCESS EASEMENTS
5' ACCESS EASEMENTS ARE PROVIDED BETWEEN ALL BUILDINGS AS SHOWN ON SHEET C-114.



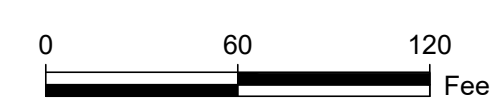
CHEAT ROAD ENGINEERING, INC.
5011 MID ATLANTIC DRIVE
MORGANTOWN, WV 26508
PHONE: (304) 212-5480

ROCKY RIDGE DEVELOPMENT
RESIDENTIAL PRELIMINARY PLAN / COMMERCIAL SITE PLAN
19-7-SD
DISTRICT 07 MIDDLEWAY MAP 1 PARCEL 1.2 AND 1.1
DB 08/7/PC887 AND DB 12/5/PC142 - JEFFERSON COUNTY, WV
ARDEN/DISTRICT MAP: 17 PARCEL - 18 DB480/PC515,
BERKELEY COUNTY, WV
18-115 SITE AND STORM SHEETS.DWG

DRAWN BY: Z. BARTLEY
CHECKED BY: T. LLOYD
SCALE: 1" = 60'
DATE: November 5, 2019



PRELIMINARY PLAT
SHEET NUMBER:
C-111





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 August 11, 2020

1) Updated Status of Engineering, Planning and Zoning County Offices during COVID-19 Virus Pandemic (from website) [full staffing anticipated in office in fall]

YOU MUST WEAR A MASK TO ENTER THE BUILDING AND IT MUST BE KEPT ON WHILE YOU ARE IN THE BUILDING. PLEASE DO NOT ENTER THE BUILDING IF THERE ARE MORE THAN TWO (2) PEOPLE IN THE LOBBY. KEEP AT LEAST SIX (6) FEET APART. IF YOU NEED TO GO TO PLANNING & ZONING OR GIS/ADDRESSING PLEASE CHECK IN AT THE PERMIT DESK BEFORE GOING UPSTAIRS.

DO YOU CURRENTLY HAVE ANY OF THE FOLLOWING SYMPTOMS?

- FEVER (100.4 DEGREES F OR HIGHER) OR A SENSE OF A FEVER?
- NEW COUGH THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?
- NEW SHORTNESS OF BREATH THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?
- NEW SORE THROAT THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?
- NEW MUSCLE ACHES (MYALGIAS – JOINT PAIN) THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION, OR THAT MAY HAVE BEEN CAUSED BY A SPECIFIC ACTIVITY (SUCH AS PHYSICAL EXERCISE)?
- NEW LOSS OF TASTE OR SMELL?
- OTHER FLU-LIKE SYMPTOMS THAT YOU CANNOT ATTRIBUTE TO ANOTHER HEALTH CONDITION?

THANK YOU FOR YOUR UNDERSTANDING AND PATIENCE.

2) Greenway Ordinance/Regulation Amendment Update

- a) Greenway provided a revised version of the Sub Regs on July 31, 2020, which staff has begun to review and will coordinate with the PC Committee.
- b) After PC review and input, a Public Hearing before the Planning Commission and County Commissions will be required in order to result in the revised, reorganized Subdivision Regulations that meet the needs and expectations of the Planning Commission.

3) Status of Zoning Ordinance Text Amendments

- a) ZTA19-03: Text Amendment re: Solar Energy Facilities (CC workshop held on 8/6/20; Public Hearing to be scheduled)
- b) ZTA20-01: Text Amendment re: Commercial Cemeteries in the Rural Zone (PC Workshop 8/11/2020; Public Hearing to be scheduled)

4) Upcoming PC meetings

- a) Next Regular meeting: September 8, 2020
 - AT&T Monopole Concept Plan
 - Rocky Ridge Preliminary Plat Public Hearing and Waiver Request