

Meeting Minutes  
Jefferson County Planning Commission  
August 11, 2020

The Jefferson County Planning Commission met on August 11, 2020 with the following Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Ralph Lorenzetti, County Commission Liaison, Jack Hefestay, Steve Stolipher and Ron Thomas. Staff members present included Jennifer Brockman, County Planner; Jonathan Saunders, County Engineer; Nathan Cochran, County Attorney; Alexandra Beaulieu, Zoning Administrator; and Rachael Burke Planning Clerk.

Donnie Fisher, Vice President and J Ware were absent with prior notification.

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. Mr. Shepp verified we had a quorum at the start of the meeting.

1. **Minutes:**

Approval of the July 14, 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:** (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.

Ms. Brockman provided an overview of her staff report explaining that the applicant wants to build an in-law suite above a detached garage. The applicant had nothing further to add regarding their proposal.

Mr. Stolipher made a motion to accept the application as submitted. Mr. Thomas seconded the motion, which carried unanimously.

Ms. Brockman explained a Zoning Certificate and Building Permit are next steps.

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.

Ms. Brockman provided an overview of her staff report. The applicant had nothing further to add.

Mr. Stolipher made a motion to accept the request as submitted. Mr. Thomas seconded the motion, which carried unanimously.

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.

Ms. Beaulieu provided an overview of the amendment and started the discussion with the Planning Commission members. The commission asked the applicant, Jane Dennison, and Ms. Beaulieu questions about size requirements and environmental concerns.

Mr. Stolipher made a motion to schedule a Public Hearing for the September Planning Commission meeting, to include the proposed text. He also stated that Ms. Beaulieu could continue with further revision and she stated that she would include a 10 acre minimum and 100' setback. Mr. Thomas seconded the motion. A vote was taken: 5 in favor; 1 opposed (Ralph Lorenzetti). The motion carried.

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.

Ms. Brockman gave an overview of the project thus far and the process for Preliminary Plats submitted under the new ordinance. She explained this is the final step before Public Hearing and that this is a joint Site Plan (mini storage units) and Preliminary Plat. The Site Plan does not require the Public Hearing; this is just to meet the requirements for the Preliminary Plat portion of the file (townhome community). The Site Plan will be administratively approved.

She went on to explain that the uniqueness of this project is that it is in both counties (Jefferson and Berkeley). The 5<sup>th</sup> submission is in our office and being reviewed at this time. The Stormwater approval letter from Dirk Stansbury was also e-mail to the Planning Commission members at 5:00pm today. The motion should include addressing any outstanding comments: a required waiver for drive slope for the Site Plan portion, to be submitted by next Tuesday, 8-18-20 and a Boundary Line Adjustment to move an existing line.

Mr. Lorenzetti asked about road naming and Ms. Brockman and Applicant representative, Paul Raco, explained that these are approved in accordance with E911 and GIS addressing. Mr. Raco also stated he was confident the engineer could make the necessary corrections before the September Public Hearing.

Mr. Stolipher made a motion to accept with the conditions outlined and Mr. Lorenzetti seconded the motion. A vote was taken: 5; 1 opposed (Jack Hefestay). The motion carried.

8. Reports from Legal: Mr. Cochran added that the Solar Amendment is scheduled for 8/20/20 to be a Public Workshop with the County Commission. 9/11/20 will be the Public Hearing.
9. **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 September 8, 2020.
10. **President's Report.** Mr. Shepp advised the September 8, 2020 Planning Commission meeting will be held via ZOOM.

11. **Actionable Correspondence.**

12. **Non-Actionable Correspondence:** Ms. Brockman stated that staff had distributed a letter pertaining to the cemetery text amendment.

Mr. Stolipher motioned to adjourn the meeting at 7:45 pm. Mr. Hefestay seconded the motion, which carried unanimously.