



DRAFT AGENDA

Jefferson County Planning Commission

Tuesday, November 10, 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 through a live 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.

****Please use the following information to join the ZOOM Meeting****

Join Zoom Meeting: <https://us02web.zoom.us/j/86803412403>

Meeting ID: 868 0341 2403

Dial by your location: +1 301 715 8592 US (Germantown)

Find your local number: <https://us02web.zoom.us/u/keiyFa5cho>

1. Approval of Meeting Minutes: October 13, 2020.
2. Citizen Communication: 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 are noted below.
3. Request for postponement.
4. **Public Workshop:** Concept Plan for Summit View Estates. The proposal consists of the re-subdivision of Lot 28 into three (3) total lots and the required 224 acres of associated green space on adjacent Parcels 6 & 7, under Section 5.7D.2 Cluster Provisions. Property Owner: Hy-Crest Farms, LLC. Property Location: Summit View Estates, Lot 28 Located at the end of Keith Dr. Tax District: Kabletown (06); Tax Map: 15; Parcel: 3.3 (Parcel ID: 06001500030003); Size: 8.5 acres; Zoned: Rural; File: 20-18-SD.
5. **Public Workshop:** Concept Plan for a Shepherdstown Professional Center (a Major Nonresidential Site Development). The proposal consists one two-story building with 5,100 sf retail space (first floor) and 5,100 office space (second story); one 6,000 sf single-story building divided into six (6) 1,000 sf retail/office units and associated parking spaces and signage. Property Owner: Rankin Properties, LLC. Property Location: Vacant parcel on the northeast corner at the intersection of Potomac Farms Dr. and Kearneysville Pike (Route 480). Tax District: Shepherdstown (09); Tax Map: 8; Parcel: 8.1 (Parcel ID: 09000800080001); Size: 3.56 acres; Zoning District: General Commercial; File: 20-7-SP.
6. **Public Hearing:** Waiver from Section 20.204 to process a Minor Site Plan with a Concept Plan instead of the required Major Site Plan for the Shepherdstown Professional Center (File: 20-7-SP). Property Owner: Rankin Properties, LLC. Property Location: Vacant parcel on the northeast corner at the intersection of Potomac Farms Dr. and Kearneysville Pike (Route 480). Tax District: Shepherdstown (09); Tax Map: 8; Parcel: 8.1 (Parcel ID: 09000800080001); Size: 3.56 acres; Zoning District: General Commercial; File: 20-10-PCW.
7. **Public Hearing:** Waiver from Section 20.201A.2 to reduce the required 50' wide access easement to 40' for a proposed two (2) lot minor subdivision. Applicant: Brickstreet Homes, LLC. Property Owner: Shaun Alexander. Property Location: Sites Farm, Lot 1B, 10668 Leetown Rd., Kearneysville, WV. Tax District: Middleway (07); Tax Map: 14; Parcel: 20.4 (Parcel ID: 07001400200004); Size: 4.85 acres; Zoning District: Rural; File: 20-9-PCW.
8. **Public Hearing:** Variance request from Section 2.1B of the 1979 Subdivision Ordinance (parent to child exemption) to lift the single family restriction to allow for an Accessory Dwelling Unit (In-Law Suite). Property Owner: Kristen Espinosa. Property Location: 6485 Summit Point Road, Charles Town, WV. Tax District: Kabletown (06); Tax Map: 3; Parcel: 1.7 (Parcel ID: 06000300010007); Size: 5.25 acres; Zoning District: Rural; File: 20-4-PCV.

9. **Public Hearing:** Waiver from Section 20.201A.2, which requires all lots in minor residential subdivision to have motor vehicle access via a 50' access easement, provided that the access easement serves no more than 5 lots. The applicant is proposing a two (2) lot subdivision, which will create a total of six (6) lots on the existing access easement (Fiddlers Way). Property Owner: Fiddlers 1, LLC. Property Location: Sunset View, Lot 3, 54 Fiddlers Way, Shepherdstown, WV. Tax District: Shepherdstown (09); Tax Map: 5; Parcel: 8.16 (Parcel ID: 09000500080016); Size: 4.25 acres; Zoning District: Residential Growth; File: 20-11-PCW.

There is no public comment for the following items.

10. Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment by property owner James W Van Evera III (et al) to rezone the subject parcel from Residential Growth to Residential-Light Industrial-Commercial is consistent with the 2035 Comprehensive Plan. Property Owner: James W Van Evera III Et Al. Applicant: Bob Franks, Sheetz Inc. Property Location: 7948 Middleway Pike, Shepherdstown, WV. Properties on south side at the intersection of Martinsburg Pike (Route 45) and Maddex Farm Dr. District: Shepherdstown (09), Map: 8; Parcels: 10.2, 13, 14, 15.2; Total Size: 22.17 ac; Proposed Areas: 5.4 ac.
11. Discussion and Possible Action: Proposed revision to the 1979 Subdivision Variance Policy (enacted 10/4/07) regarding notice requirements.
12. Discussion and Possible Action: 2021 Planning Commission Meeting Schedule
13. Reports from Legal Counsel
14. Planner's Memo
15. President's Report
16. Actionable Correspondence
17. Non-Actionable Correspondence