



Agenda
Jefferson County Planning Commission
Tuesday, April 12, 2022 at 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 only.

If you wish to make a 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****

Access virtual meeting from desktop, laptop, iPad/tablet, or phone.

You will be prompted to download the software or install the ZOOM app.

Join Zoom Meeting: <https://us02web.zoom.us/j/82141356440>

Dial by location: 301-715-8592 / Meeting ID: 821 4135 6440

Find your local number: <https://us02web.zoom.us/u/kdrGzdn1OcCELL>

1. Approval of Meeting Minutes: March 8, 2022
 2. Request for postponement.
 3. **Public Workshop:** Sleepy Hollow Wireless Telecommunications Facility Concept Plan. The purpose of this plan is to construct a 150' telecommunication monopole tower within an existing substation compound Applicant: Richard Marquiss/First Energy. Property Owner: The Potomac Edison Company. Property Location: 1320 Old Country Club Road, Charles Town, WV. Parcel ID: 04001000030005; Size: 3.6692 acres; Zoning District: Residential Growth. File: 22-1-SP.
 4. **Public Hearing:** Request for waiver of Section 11.1.B. which requires a site plan for all new telecommunication towers (Sleepy Hollow Wireless Telecommunications Facility). Applicant: Richard Marquiss/First Energy Property Owner: The Potomac Edison Company. Property Location: 1320 Old Country Club Road, Charles Town, WV. Parcel ID: 04001000030005; Size: 3.6692 acres; Zoning District: Residential Growth. File: 22-8-PCW.
 5. **Public Hearing:** Final Plat Amendment to allow a 22' x 44' inground pool with surrounding concrete to be located within a platted 10' drainage/utility easement. See Note #15 on Final Plat / PC File 05-26. Property Owner/Applicant: Melissa & Lucas Palmer; Property Location: Sheridan Subdivision, Phase II, Lot 160, 68 Wilderness Court, Harpers Ferry, WV. Parcel ID: 04009D01600000; Size: 0.388 ac; Zoning District: Residential Growth; File: 22-1-FPA.
 6. **Public Hearing:** Final Plat Amendment to allow a 12' x 5.5' deck to be located within a platted 12' drainage/utility easement. Property Owner/Applicant: John & Melissa Knott; Property Location: Aspen Green Subdivision, Phase 1A, Lot 20, 80 Quaking Aspen Way, Charles Town, WV. Parcel ID: 02004G00200000; Size: .3179 acre; Zone: Rural. File: 22-2-FPA.
 7. **Public Hearing:** Final Plat Amendment to allow the construction of a detached accessory dwelling unit for a family member. See Note #4 on Final Plat / PC File 01-17. Property Owner/Applicant: John Rolfe; Property Location: Wright's Field Subdivision, Lot 14, 708 Rudder Road Shepherdstown, WV. Parcel ID: 09013A00140000; Size: 4.07 ac; Zoning District: Rural; File: 22-3-FPA.
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8. **Public Hearing:** Request for waiver of Section 20.201A.2.b to reduce the required road frontage from 200' to 161' for a proposed two lot minor subdivision consisting of one 3-acre lot for a proposed gas station and convenience store (zoned Highway Commercial) and a vacant 1.4 acre lot (zoned Rural). Applicant: Bob Franks, Sheetz, Inc. Property Owner: Guy Chicchirichi; Property Location: NE of US 340 & Augustine AVE. Intersection, Charles Town, WV Parcel ID: 02001600010000; Size: 4.41 ac; Zoning District: Highway Commercial/Rural; File: 22-6-PCW.
9. **Public Hearing:** Request for waiver of Section 20.201A.3 to waive the requirement related to the extension of off-site utilities to allow for a proposed two lot minor subdivision. Applicant: Bob Franks, Sheetz, Inc. Property Owner: Guy Chicchirichi; Property Location: NE of US 340 & Augustine AVE. Intersection, Charles Town, WV Parcel ID: 02001600010000; Size: 4.41 ac; Zoning District: Highway Commercial/Rural; File: 22-7-PCW.

There is no public comment for the following items.

10. **Review, discussion and possible action** related to the County Commission's amended version of the PC proposed *Envision Jefferson 2035 Comprehensive Plan Amendment (1/6/22)*.
 11. **Discussion and possible action** related to the County Commission's direction to the Planning Commission to initiate a revised amendment to the Zoning Ordinance related to Solar Energy Facilities in conformance with the County Commission's amended *2035 Comprehensive Plan Amendment*.
 12. **Discussion and possible action** related to proposal for update to Subdivision Regulation and Zoning Ordinance updates.
 13. **Discussion and Approval:** Planning and Zoning Quarterly Report for FY 2021-2022 3rd Quarter for the County Commission.
 14. **Reports from Legal Counsel**
 - a. Discuss and review Jefferson County Circuit Court Civil Action No. 2021-C-109.
 - b. Review of Zoning Text Amendment File #ZTA19-03 related to solar energy facilities, including discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C- 33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021- C-46 through 50, and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
 - c. Report by counsel regarding Comprehensive Plan Amendment and related issues.
 15. **Planner's Memo**
 16. **President's Report**
 - Discuss meeting format for future meetings.
 17. **Actionable Correspondence**
 18. **Non-Actionable Correspondence**
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