



Advanced Agenda
Jefferson County Planning Commission
Tuesday, March 12, 2024 at 7:00 PM

**By order of the President of the Jefferson County Planning Commission,
Public Participation is available in-person only.
The meeting will be broadcast live via ZOOM for viewing purposes only.**

In-Person Meeting Location: County Commission Meeting Room located in the lower level of the Charles Town Library (side entrance on Samuel Street)
200 East Washington Street, Charles Town, WV 25414

ZOOM Broadcast Information*: Meeting ID: 851 7873 2013
Meeting Link: <https://us02web.zoom.us/j/85178732013>

**If watching live broadcast, please ensure your microphone is muted and be mindful that your video is streaming to others.*

- 1. Approval of Meeting Minutes:** February 20, 2024
- 2. Request for postponement.**
- 3. Public Workshop:** Concept Plan for Hunter Valley Apartments; Approximately 138 1-2 bedroom apartments with associated parking. Property Owner/Applicant: ILA Properties, Inc.; Property Location: SW Side of RT 115, Kearneysville, WV; Parcel ID: 07000200020002; Size: 12.8 acres; Zoning District: Residential/Light Industrial/Commercial (File: 24-1-SP).
- 4. Public Hearing:** Variance request from Section 11.2.e.1 of the 1979 Subdivision Ordinance to waive the required site plan screening and landscaping for the proposed pool and community center property located within the Beallair development to serve the residents. Property Owner: Beallair Homes, LLC; Applicant: Piedmont Design Group, LLC; Property Location: Vacant Lot on Beallair Manor Dr., Harpers Ferry, WV; Parcel ID: 04010ARESA0000; Size: 46.18 acres; Zoning District: Residential Growth (File: 24-2-PCV).

There is no public comment for the following items.

- 5. Waiver Request** from Section 20.201B2 of the Subdivision Regulations, pertaining to the 5-year Family Transfer requirement. Property Owner/Applicant: Richard and Melissa Boswell; Property Location: 149 Pleasant Acres Ct, Kearneysville, WV 25430; Parcel ID: 07000800010017; Size: 1 acre; Zoning District: Rural (File: 24-6-PCW).
- 6. Waiver Request** from Section 24.108C to extend the maximum vesting period for a Concept Plan of two years (which expired 5/11/23). Property Owner: DLGA LLC; Applicant: Greenway Engineering Inc. / Zach Judy; Property Location: 2282 Summit Point Rd, Summit Point, WV 25446; Parcel ID: 06001600100000; Size: 25 acres; Zoning District: Rural (File: 24-7-PCW).
- 7. Waiver Request** from Section 20.203 of the Subdivision Regulations that requires the proposed project to process as a Minor Site Development. Property Owner: Rolling Ridge Foundation Inc.; Applicant: Opequon Quaker Camp at Rolling Ridge Conservancy / David Hunter; Property Location: 671 Floc Way, Harpers Ferry, WV 25425; Parcel ID: 06002400040001; Size: 296.72 acres; Zoning District: Rural (File: 24-8-PCW).

- 8. Waiver Request** from Section 20.201A.2, which requires all lots in Minor Subdivision to have motor vehicle access via a 50' access easement. The applicant is proposing to utilize an existing 30' access easement instead of the required 50' access easement. Property Owner/Applicant: Susquehanna Properties LLC; Property Location: 21 Bella CT, Charles Town, WV 25414; Parcel ID: 02001700190000; Size: 0.879 acres; Zoning District: Residential/Light Industrial/Commercial (File: 24-9-PCW).
 - 9. Discussion and Possible Action:** Staff recommendations related to the review of and possible edits to Section 8.20 of the Zoning Ordinance pertaining to Solar Energy Facilities as requested by the County Commission at their 12/21/23 CC Meeting.
 - 10. Discussion and Possible Action:** Draft amendment to the Bylaws of the Jefferson County Planning Commission Section 5.1 "Voting" related to the use of a video conferencing program for regular and special meetings.
 - 11. Discussion and Possible Action:** Draft amendment to Section 24.300 of the Subdivision Regulations related to allowing public comment on waiver applications under consideration by the Planning Commission.
 - 12. Discussion and Possible Action:** Draft policy or possible Amendment to the Bylaws related to public notice and records for Planning Commission Committee and Subcommittee meetings.
 - 13. Reports from Legal Counsel**
 - a. Discuss and review Jefferson County Circuit Court Civil Action No. 2021-C-109 (RE: PC File #21-2-Z – Jefferson Orchards Rezoning).
 - b. Review and discuss 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 and Jefferson County Circuit Court Civil Action No. 2023-C-112 (RE: PC File #ZTA19-03 Solar Energy Facilities text amendment).
 - c. Jefferson County Circuit Court Case #CC-19-2022-C-81 (RE: PC File #ZTA22-01 Solar Energy Facilities text amendment).
 - d. Discuss and review for possible action Jefferson County Circuit Court Civil Action No. 2023-C-48 (RE: PC File #21-8-SP Berryville Pike Telecommunications Tower).
 - e. Update from Legal Counsel regarding County Commission actions on December 21, 2023 including obtaining ethics opinion regarding committee.
 - 14. Planner's Memo**
 - 15. President's Report**
 - 16. Actionable Correspondence**
 - 17. Non-Actionable Correspondence**
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