



Agenda
Jefferson County Planning Commission
Tuesday, August 13, 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: 832 7458 4292
Meeting Link: <https://us02web.zoom.us/j/83274584292>

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

1. **Planning Commissioner Training:** Presentation by Roberta N. Meade-Curry with DarkSky Bolivar-Harpers Ferry regarding DarkSky International.
2. **Approval of Meeting Minutes:** July 23, 2024 Meeting
3. **Request for postponement.**

The following items are open for public comment.

4. **Public Hearing:** Request for a Final Plat Amendment to lift the single family restriction to allow for a second kitchen to be added onto the existing home to establish a two-family dwelling unit (see Plat Note #6 on Final Plat recorded in DB 633/PG 721). Applicant/Property Owner: Ian and Susan Brownsmith. Property Location: McDonald Minor Subdivision, Lot 2; 1139 Engle Molers Rd., Harpers Ferry, WV. Parcel ID: 04000300010004; Size: 3.55 ac; Zoning District: Rural (File #24-3-FPA).
5. **Waiver Request:** Waiver from the requirements of Section 21.401 and 21.402.D of the Subdivision Regulations to allow an existing fence within the required 50' access easement of a proposed minor subdivision. Applicant: Dalton Whitaker. Property Owners: Henry & Rachell Duvall and Stanley W Jr & Katherine B Dunn. Property Location: 2648 and 2646 Kabletown Rd, Charles Town, WV. Parcel ID: 06002100050001 and 06002100050000; Sizes: 1.42 acres and 174.64 acres; Zoning District: Rural (File #24-23-PCW).
6. **Waiver Request:** Waiver from the requirements of Section 20.203B of the Subdivision Regulations that requires the proposed project to process as a Minor Site Development. The project consists of the installation of a crane/bungee area affixed to a 400 sf slab, a 320 sf storage container, a 1,225 sf registration kiosk, a 75 sf floating dock, and a 216 sf staircase. The proposal will also include various walking paths, gravel drive aisles, grass & gravel parking, and signage. Applicant: Bungee Consultants International (Nick Steers). Property Owner: Standard Land Company LLC. Property Location: Northeast intersection of Peregrine Ln & Millville Rd, Harpers Ferry, WV. Parcel ID: 04001100240001; Size: 404 acres; Zoning District: Residential-Light Industrial-Commercial (File #24-24-PCW).

There is no public comment for the following items.

7. Review and Approval: Planning Commission's FY 2024 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.

8. Reports from Legal Counsel

9. Planner's Memo

- a) Approved Planning Commission Bylaws (as amended July 11, 2024) for signature

10. President's Report

11. Comprehensive Plan Actionable Correspondence

Comments received pertaining to the 2024 Comprehensive Plan:

- a) 2024-07-11 Mary Gee
- b) 2024-07-15 Elizabeth Ricketts
- c) 2024-07-16 Briar Run Estates HOA
- d) 2024-07-16 Jacquelyn Milliron
- e) 2024-07-16 Jacquelyn Milliron (2)
- f) 2024-07-16 Wade Louthan
- g) 2024-07-22 Christine Wimer
- h) 2024-07-26 Jean Kotch
- i) 2024-08-05 Briar Run HOA

12. Actionable Correspondence

13. Non-Actionable Correspondence
