



AGENDA  
Jefferson County Planning Commission  
Tuesday, January 8, 2013

Planning Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 p.m.

**All Citizens that desire to speak must sign-in prior to the Agenda Item being addressed.**

1. Election of Officers.
2. Approval of the 2013 Planning Commission Meeting Schedule.
3. Approval of the minutes for the December 11, 2012 meeting.
4. Citizen Communications: 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 will be so noted.
5. Request for postponement.
6. Request by applicant Morgan's Grove Market (S12-06) to be represented by Peter Corum (Twin Oaks Subdivision, L.L.C) and Fred Blackmer (FB solutions) for a waiver from the following sections of the Jefferson County Subdivision and Land Development Regulations:
  - a) Section 20.102(B): to allow surface site grading in anticipation of subsequent procedural and document approvals (PCW12-08).
  - b) Section 22.208: requesting relief from the road frontage sidewalk (PCW12-09).
  - c) Section 24.116(B): relief from subdivision ordinance requesting traffic study (PCW12-10).

This project consists of an agricultural-based market. Intended uses are to consist of, but are not limited to, a Food Hub, General Merchandise (retail), Professional/Business Offices, Community Amenities, and other associated uses. This property is located at 3988 Kearneysville Pike (Rt. 480), adjacent to Morgan's Grove Park and is designated as Tax District: Shepherdstown; Tax Map: 13; Tax Parcel: 26.1, 26.2, 26.3 and 26.4.

7. Request by applicant Fred Blackmer with FB solutions to have the Planning Commission schedule a public hearing for the Morgan's Grove Market Major Site Plan (S12-06) prior to staff deeming it complete as required by the Jefferson County Subdivision and Land Development Regulations (Section 24.119.D). This project consists of an agricultural-based market. Intended uses are to consist of, but are not limited to, a Food Hub, General Merchandise (retail), Professional/Business Offices, Community Amenities, and other associated uses. This property is located at 3988 Kearneysville Pike (Rt. 480), adjacent to Morgan's Grove Park and is designated as Tax District: Shepherdstown; Tax Map: 13; Tax Parcel: 26.1, 26.2, 26.3 and 26.4. *This item is not open for public comment.*

8. Discussion on a draft amendment to the Jefferson County Planning Commission Bylaws regarding the Conduct of Public Hearings and Public Hearing procedures for Applications. *This item is not open for public comment.*
9. Reports from Legal Counsel and legal advice to the Planning Commission.  
Active Litigation:
  - Far Away Farms
  - Cedar Meadows Airpark
9. Director's Report.
10. Monthly Development Activity Report.
11. Liaison Reports:
  - County Commission Meeting
  - Health Department Meeting
  - Public Service District Meeting
  - Parks and Recreation Meeting
  - Jefferson County Development Authority Meeting
  - Water Advisory Committee Meeting
12. President's Report.
13. Actionable Correspondence
14. Non-Actionable Correspondence

All files are made available for public review Monday through Friday, 9:00 a.m. to 5:00 p.m. (excluding Holidays). The Planning Commission welcomes written comments at any time. Submitting a document no later than the Thursday before a scheduled meeting will provide the Commission an advanced opportunity to review your comments prior to the meeting. Please note that documentation and exhibits submitted at a Planning Commission meeting are retained as part of the official record.

Feel free to submit your comments to any of the addresses below:

Location: 116 E. Washington St., Charles Town, West Virginia 25414  
Mail: P.O. Box 338, Charles Town, West Virginia 25414  
Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
Fax: 304-728-8126

Any party desiring a transcript of these proceeding will be responsible for providing a competent stenographer at their own expense. Minutes, video and/or audio recordings of past meetings, the Jefferson County Subdivision Regulations, Zoning Ordinance and Comprehensive Plan as well as any working proposed amendments are located on our website at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). Minutes and audio recordings of older meetings that are not on the County's website are available for review in the office.