

AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
February 14, 2012

Planning Commission meetings are located in the Old Charles Town Library meeting room at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 PM

1. Approval of the minutes for the January 10, 2012 meeting.
2. Citizen Communications.
3. Request for postponement.
4. Request by THZ Enterprises, LLC for a waiver from the Subdivision Regulations Section 8.2.a to allow for a 20' road width for Canal Way instead of the required 24'. This property is located off of Route 45 east of Potomac Farms Drive and is designated as Tax District: Shepherdstown, Map: 8, Parcel: 15.
5. Public Input Workshop regarding Proposed Commercial Zoning Categories, an amendment to the Jefferson County Zoning Ordinance.
6. Reports from Legal Counsel and legal advice to PC.
7. Director's Report.
 - Discussion of the Planning Commission Work Plan.
8. County Commission Liaison Report.
9. Planning Commission Exchange.
 - Report from the Health Department Meeting Liaison.
 - Report from the Public Service District Meeting Liaison.
 - Report from the Parks and Recreation Meeting Liaison.
 - Report from the Jefferson County Development Authority Meeting Liaison.
 - Report from the Water Advisory Committee Meeting Liaison.
10. President's Report.
11. Actionable Correspondence.
12. Non-Actionable Correspondence.

The Planning Commission welcomes written comments at any time. Our office is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is located at 116 East Washington Street, P.O. Box 338, Charles Town, WV 25414. Our phone number is (304) 728-3228; our fax number is (304) 728-8126; our email address is planningdepartment@jeffersoncountywv.org and our website is www.jeffersoncountywv.org.

Any party desiring a transcript of these proceedings will be responsible for providing a competent stenographer at their own expense. Minutes and video recordings of past meetings, Subdivision Regulations, Zoning Ordinance, and the Comprehensive Plan can be found on the website. The office has a file on each project as well as aerial photos of the county. Minutes and audio recordings of older meetings not on the website are available for review in the office.

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
JANUARY 10, 2012

The Jefferson County Planning Commission met on Tuesday, January 10, 2012 with the following Commission members present: Paul Taylor, President; Eric Smith, Vice-President; Morgan Etters, Secretary; Kelly Baty, Ed Burns, and Walt Pellish. Staff members present included Jennifer Brockman, Director of Planning and Zoning; Seth Rivard, Planner; Steve Barney, Zoning Administrator; Jonathon Saunders, County Engineer; Stephan Groh, Assistant Prosecuting Attorney; and Amy Puetz, Planning Clerk.

Mr. Daniel Hayes, Mr. Gene Taylor and Mr. Arnie Dailey were absent with notification.

Ms. Etters called the meeting to order at 7:02 PM.

1. Election of Officers.

President:

Mr. Pellish nominated Mr. Paul Taylor for President. Mr. Paul Taylor nominated Mr. Eric Smith for President. The vote was 4 for Mr. P. Taylor and 1 for Mr. Smith.

Mr. P. Taylor assumed the chair of President and continued the meeting.

Vice-President:

Ms. Etters nominated Mr. Eric Smith for Vice-President. Mr. Burns seconded that nomination. There were no other nominations and Mr. Smith assumed the position of Vice-President.

Secretary:

Mr. Smith nominated Ms. Morgan Etters for Secretary. There were no other nominations. Ms. Etters assumed the position of Secretary.

Mr. Baty entered the room at 7:06 PM.

2. Approval of the minutes for the November 8, 2011 meeting.

Mr. Pellish moved to approve the minutes of the November 8, 2011 Planning Commission Meeting. Mr. Smith seconded the motion which carried unanimously.

3. Citizens Communication. None.

4. Request for postponement. None.

5. **Final Plat Public Hearing for the Wild Goose Farm, LLC Subdivision. The property is to consist of 13 Single Family Lots and 1 Non-Residential lot for horse breeding/boarding and will contain a riding/training facility on 173.80 acres. The property is located across from Terrapin Neck Road and the National Training Conservation Center. District: Shepherdstown, Map: 3, Parcel 13 & 13.6.**

Mr. Rivard clarified that the lot is not non-residential as it is approved for one single family residence. He stated that it would be a mixed use lot. Mr. Rivard read from his staff report and recommended approval. Mr. Saunders recommended approval of the plat with the conditions that a Highway Entrance Permit is submitted and that the applicant shows that there are no conflicts or legal issues with the overlap of two right-of-ways on the plat.

Mr. Peter Chakmakian, applicant's representative, gave a history of the project and stated that staff conditions were not onerous and could easily be agreed upon.

Mr. P. Taylor opened the public hearing. There was no comment. Mr. Burns moved to close the public hearing. Mr. Smith seconded the motion which carried unanimously.

Mr. Eric Smith moved to approve the final plat based on conditions recommended by staff. Mr. Pellish seconded the motion which carried unanimously.

6. **Request by Mark O'Dell (340 Defense, PC File #S10-04) for a waiver from the Subdivision Regulations:**

- a. **Section 22.208 and Appendix B 9.6C requiring sidewalks to be provided in non-residential development. The applicant is requesting to dedicate a 10' easement to a bike path/walkway without currently constructing the path as a part of this site plan.**
- b. **Appendix B Section 2.3 and Section 9.5 to allow for a smaller required width of the access and a lesser depth of asphalt.**

This property is located at 263 Berryville Pike, Rippon, West Virginia and is designated as Tax District: Kabletown, Map: 29, Parcel 5.

Mr. Rivard read from his staff report, described the waiver request and recommended approval with the condition that the waivers, if approved, only apply to the property's current use of a shooting range.

Mr. Saunders read from his staff report and recommended approval of the waiver requiring sidewalks. He recommended denial of the waiver to decrease the pavement since the applicant had not demonstrated that a decrease in pavement thickness was adequate for the site's intended use.

Discussion ensued regarding the Engineering Department's denial recommendation and what compromises could be made.

Mr. Dirk Stansbury, Engineer for the project, explained the entrance layout and described the primary paved commercial entrance from which the driveway for the Shooting Range would access. He distributed a copy of Table 2.2-1 in the Jefferson County Subdivision Regulations and explained that the commercial requirements far exceed what would occur at this member's only business. He also distributed examples of area facilities with smaller gravel driveways that accommodate more of the public on a more frequent basis.

Mr. Saunders stated that if Mr. Stansbury could compile his presentation into a report that Engineering may be more agreeable to a recommendation of approval.

Discussion regarding how much traffic the property would see at a given amount of time ensued. Mr. Mark Puszkarczuk verified that it was member's only traffic and that no tournaments would be held at the site.

Mr. P. Taylor opened the public hearing. There was no public comment. The public hearing was closed.

Mr. Pellish moved to approve with the conditions that:

- a) The waiver only applies to this site plan and its current operation.
- b) If an expansion were to occur at a later date, driveway standards would need to be reviewed again.
- c) The waiver is limited to the number of users and associated parking for the site as designated on the site plan.

Mr. P. Taylor seconded the motion which carried 5 for and 1 opposed (Mr. Baty).

7. Recreational Uses potential zoning amendments – update on public feedback received to date.

Mr. Barney gave a summary of the comments heard at the Recreation Meeting held October 21, 2011 and presented a staff recommended direction for drafting amendments to the Zoning Ordinance.

Mr. Burns suggested that a broader outlook be taken when drafting the amendments and that more focus should be given to trails, caves and quarry uses, not just river uses.

Mr. Pellish asked that draft amendments be presented at a public workshop at the March 13, 2012 Planning Commission meeting.

8. Discussion and possible vote regarding amendments to Articles 20.203 and 26.200 concerning Major/Minor Site Plan Determination.

Ms. Brockman explained to the Planning Commission that the amendments to Articles 20.203 and 26.200 were being reassessed at the request of the County Commission. She stated that staff was tasked with drafting several options as a result of comments heard during public hearings.

Mr. Rivard reviewed each of the four options with the Planning Commission and reported that staff would be recommending Option 1 (which allowed a site plan up to 5,000 square feet to be reviewed administratively, from 5,000 to 50,000 square feet to process as a minor with the exception of the public review of a concept plan, and for any site plan greater than 50,000 square feet to process as a major site plan).
The Planning Commission discussed each option in detail.

Mr. Burns moved to forward to the County Commission the Planning Commission's support for staff's recommendation. Ms. Etters seconded the motion which carried unanimously.

9. Discussion of potential zoning categories.

Mr. Barney reviewed staff's initial draft commercial zoning categories. He stated that staff suggested that any approved new categories be referenced in the 2014 Comprehensive Plan and that no County initiated rezoning of properties would occur in conjunction with the proposed Zoning Ordinance amendment. He gave a brief overview of each of the eight (8) categories.

Mr. Barney suggested that the Planning Commission schedule a public workshop. Ms. Brockman recommended that the workshop be scheduled for the February 14, 2012 Planning Commission Meeting. Mr. P. Taylor agreed.

Mr. Groh suggested a more thorough examination of the Planned Development category as he thought that there may be legal issues with a broadly combined zoning. Mr. Smith suggested that staff work closely with legal when establishing the next draft of categories.

10. Discussion and possible vote on amendments to Section 4.9 of the Jefferson County Planning Commission Bylaws regarding tardiness to meetings.

Mr. Pellish asked for this item to be tabled.

11. Discussion and Vote on the 2012 Planning Commission Meeting Schedule.

Ms. Brockman presented the dates of the scheduled meetings for 2012 and reported that the only conflicted date would be May 8, 2012 when offices are closed for the Primary Election. There was unanimous consent to change the May 8, 2012 meeting to May 15, 2012. Mr. Burns moved to accept the 2012 Planning Commission Meeting Schedule as amended. Mr. Pellish seconded the motion which carried unanimously.

Mr. P. Taylor called for a 5 minute break at 9 PM. Mr. P. Taylor called the meeting back to order at 9:06 PM.

12. Reports from Legal Counsel and legal advice to PC.

Mr. Groh presented the motion to dismiss the Cedar Meadows Airpark Holdings, LLC Petition of Writ of Certiorari to the Planning Commission. He reported that there were no actions on any other pending lawsuits.

13. Director's Report.

Ms. Brockman presented the quarterly report and stated that she would submit the document to the County Commission on behalf of the Planning Commission. Mr. Pellish moved to forward the quarterly report as written to the County Commission. Mr. Burns seconded the motion which carried unanimously.

Ms. Brockman reported that there would be a US 340 Gateway Plan workshop held on January 19, 2012 and provided a summary of what would be discussed at that meeting. She stated that she would be requesting a joint meeting between the County Commission and the Planning Commission for a tentative date of March 1, 2012.

Ms. Brockman stated that she would report back to the Planning Commission regarding the Departments' Proposed FY13 Work Plan and the proposed new non-residential zoning categories in February and regarding the recreation amendments in March.

14. County Commission Liaison Report.

Mr. Pellish reported that Mr. Tim Boyde, County Administrator, would be resigning as of Friday, January 13, 2012 and expressed appreciation for his work with Jefferson County. He stated that Ms. Patsy Noland would remain in the position of President of the Jefferson County Commission and that he would continue to be the Planning Commission liaison.

15. Planning Commission Exchange.

- **Report from the Health Department Meeting Liaison.**

Mr. Burns reported that there was discussion regarding the Health Department's ability to approve well drilling. He stated that the Flowing Springs Wastewater Treatment Plant would not be built and that the Planning Commission should take that into consideration when approving new developments. He also commented that all servers in restaurants were now required to have their Food Handler's Permit visible and shown upon request.

- **Report from the Public Service District Meeting Liaison.** None.

- **Report from the Parks and Recreation Meeting Liaison.**

Ms. Brockman stated that she was asked to sit in on some of the Facilities Committee meetings due to the high public interest and the Planning Department's work with recreation development and amendments to the Zoning Ordinance.

- **Report from the Jefferson County Development Authority Meeting Liaison.**

Mr. Pellish commented that Jefferson County is one of four locations being considered for development by a large corporation. The identity of the corporation is unknown at this time. He reported that the JCDA would be holding interviews for the Executive Director position.

- **Report from the Water Advisory Committee Meeting Liaison.**
Mr. Baty stated he did not attend.

16. **President's Report.** None.

17. **Actionable Correspondence.** None.

18. **Non-Actionable Correspondence.** None.

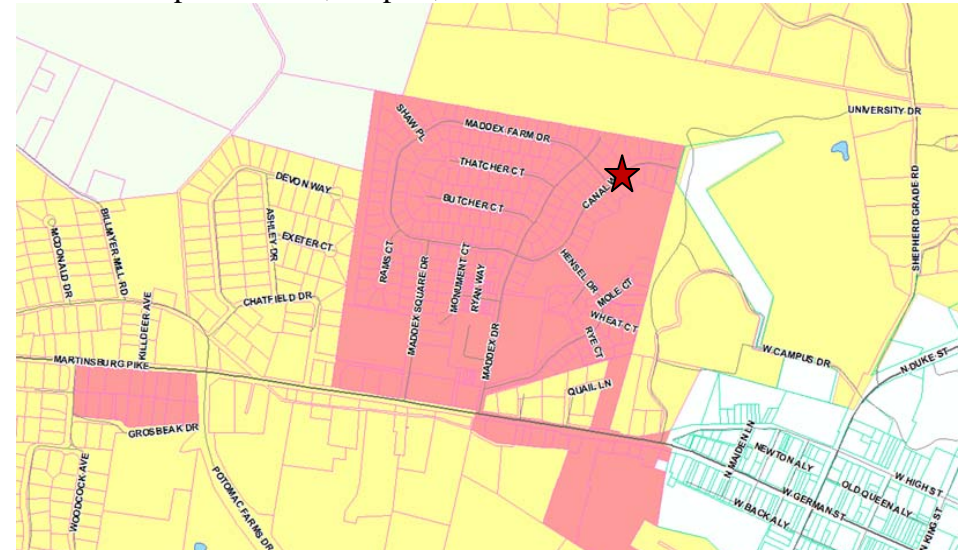
Mr. Burns moved to adjourn the meeting at 9:28 PM. Mr. Smith seconded the motion which carried unanimously. An audio recording and/or a video recording of the meeting may be found on our website. These minutes were prepared by Amy Puetz, Planning Clerk.

STAFF REPORT

Jefferson County Planning Commission Meeting

February 14, 2012

Item #4 Request by THZ Enterprises, LLC for a waiver from Subdivision Regulations Section 8.2 to allow for a road width of 20' for a length of 200' of Canal Way instead of the required 24' width.

APPLICANT:	THZ Enterprises, LLC
OWNER :	THZ Enterprises, LLC
DEVELOPER:	Same
SURVEYOR/ENGINEER:	Dewberry
PROPERTY LOCATION:	Located off of Route 45 east of Potomac Farms Drive
LEGAL DESCRIPTION:	District: Shepherdstown; Map: 8; Parcel: 15 
ZONING DISTRICT:	Zoning Map Designation: Residential/Light Industrial/Commercial
SURROUNDING PROPERTIES:	Zoning Map Designation: <i>North:</i> R-G <i>South:</i> R-G <i>East:</i> R-G <i>West:</i> R-G and R
LOT AREA:	20.785 Acres
HISTORY:	CIS approved: 02/22/2000 Preliminary Plat approved: 11/08/2002 Final Plat approved: 09/12/2006

Engineering Report

Maddex Farm

24 feet Entrance Width Variance

File #06-07

02/14/2012

Request:

THZ Enterprises LLC has requested a variance from the JEFFERSON COUNTY SUBDIVISION ORDINANCE (1979), Section 8.2 A for the Maddex Farm subdivision near Shepherdstown.

According to section 8.2 A, an entrance width of 24 feet is required for 100 linear feet into the subdivision when one entrance is utilized for 11 to 20 lots.

Situation:

The variance is being requested because this section on Canal Way was placed at 20 foot width during construction and not the required 24 foot width as shown on the approved plans. This section of Canal Way has 14 lots and ends at a cul-de-sac therefore having only one entrance.

Findings:

The applicant request this variance should be granted because:

1. The home owners along Canal Way will have their yards and driveway disturbed due to the reconstruction of the street from a 20 foot to 24 foot width.

Conclusion:

The county engineer recommends denial of this variance at this time because of the following:

1. The Home Owner Association has not expressed any agreement to this change at this time that I am aware of.
2. The current Jefferson County Subdivision Regulation now requires that the entire road length be paved at 24 feet width for one entrance, for lots totaling from 13 to 30 as per appendix B section 2.3.A.3 of the subdivision ordinance.
3. Whatever agreement that the contractor and the HOA make is between those two entities. At this time, no formal agreement has been made that I am aware of agreeing to the requested variance.

However, the county engineer would recommend approval if documentation is shown that the HOA and adjacent homeowner are in agreement with this proposed change which has been the norm before with other projects.

PCV12-01

RECEIVED

JEFFERSON COUNTY PLANNING COMMISSION

JAN 24 2012

VARIANCE REQUEST

JEFFERSON COUNTY PLANNING ZONING AND ENGINEERING

I/We request a variance from the provisions of the Subdivision and/or Salvage Yard Ordinance.

Property Owner(s): THZ Enterprises LLC

Address: PO Box 131

Charles Town, WV 25414

Phone Number: (304) 725-2539 (304) 283-2601

Location of Property: Shepherdstown, off of Rt. 45

behind the Food Lion

Lot Size: Maddex Farm - Ph. IV File no. 06-07

Deed Book Reference: Deed Book Number 975, Page Number 69

Tax Map Reference: District SD, Map 8, Parcel 15

Zoning District: Residential Growth - Lt. Industrial-Commercial

Section of Ordinance: Subdivision Ordinance Section 8.2.a

Briefly describe (in your own words) by specific reference to a sketch (in accordance with the following paragraph) of the lot the nature of your variance request.

Canal way was built 20' wide for its entirety. The road from its intersection with Maddex Farm Drive toward the cul-de-sac was supposed to be 24' wide for the first 200 feet. Maddex Farm Drive and Canal Way on all sides of this section are 20' wide. We are asking for a variance for this 200 foot section. This is allowable road width according to Table 2.2-1 of the newest specifications.

Sketch on a separate 8-1/2" x 11" sheet of paper the shape and location of the lot. Show the location of the intended construction or land use indicating building setbacks, size and height. Identify existing buildings, structures or land uses on the property. Sign and date the sketch. Please provide a vicinity map of the area.

Final Plat showing Phase IV,
Lots 15-24, 28-52, & 120-135

Maddex Farm

Shepherdstown District
Jefferson County, West Virginia
SD M8 P15, D.B.975 P.69

Developed By:
THZ Enterprises
March 16, 2006

Prepared By:
Dewberry
Dewberry & Davis, LLC
411 S. FAIRFAX BOULEVARD
FRANSON, WV 25438-1611
PHONE: 304.725.4572
FAX: 304.725.6896

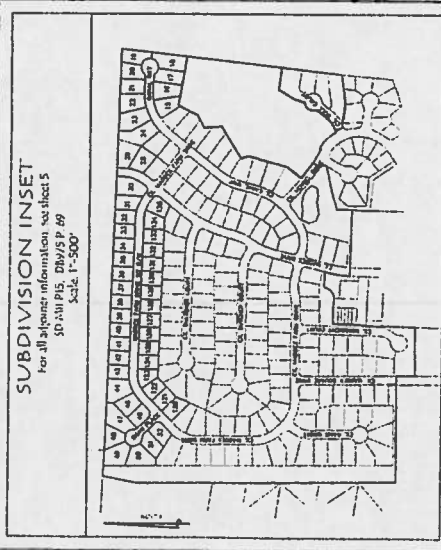
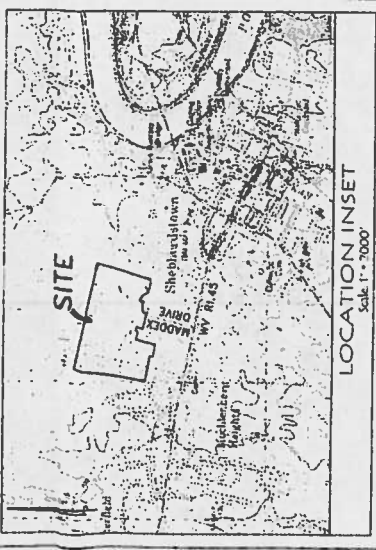
06-07

DEVELOPER / OWNER'S STATEMENT OF ACCEPTANCE
The Developer/Owner, in signing this plat, agrees to abide by all conditions, terms, and specifications provided herein.

John Thomas Jr.
THZ Enterprises
P.O. Box 511
Charles City, West Virginia 25114
(304) 725-2239

Maddex Farm - Ph. IV

AOI-01H



LEGEND
Property covered by this plat as shown on the attached notice
 concrete monument
 1' opposition statement
 --- existing easements
 - - - - - subdivision boundary
 - - - - - subdivision lot lines
 - - - - - setback lines

VARIANCES
On May 23, 2006 a variance was granted to allow an exception from the requirements of the Subdivision Ordinance, specifically Sections 8.2a, 8.2b, and 8.2c of Title 21 regarding: 1) conversion of lot area and 2) lot area per acre. The variance was granted for the purpose of providing mail service and mail service to the lot.

INDEX
 Cover Sheet _____
 Overall View _____
 Plan View _____
 1-6
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REVISIONS

NO.	REVISION	DATE	DRAWN BY
1	REVISIONS PER JPCZ COMMENTS	3/17/06	JUR

FINAL PLAT APPROVED
 File Number: 2006-07 Date: 4/11/06
 Ordinance Number: 02-04
 Code: 21-2-2-2
 4/11/06
 Jefferson County Department of Planning, Zoning, and Engineering. *APP. PLANNER*

SURVEYOR'S CERTIFICATION
 The project, as depicted herein, has been established by a method of surveying that complies with the provisions of a statute of the State of West Virginia, Chapter 21, Article 2, Section 2, which requires a reduction error of not more than 1/5000 in the length of any line.

Karen K. Hill, P.S. No. 715-1572
 Dewberry & Davis, LLC

DEVELOPER'S CERTIFICATION
 No. 008
 STATE OF WEST VIRGINIA

DEVELOPER'S CERTIFICATION
 The project, as depicted herein, has been established by a method of surveying that complies with the provisions of a statute of the State of West Virginia, Chapter 21, Article 2, Section 2, which requires a reduction error of not more than 1/5000 in the length of any line.

Karen K. Hill, P.S. No. 715-1572
 Dewberry & Davis, LLC

CL-07



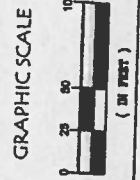
APPROVED SUBDIVISION
Sherry Kelly, Inc. ARCHITECT
 &
ADRIAN PLANNING
 Final Plat showing Lots 15-24,
 28-52, & 120-135

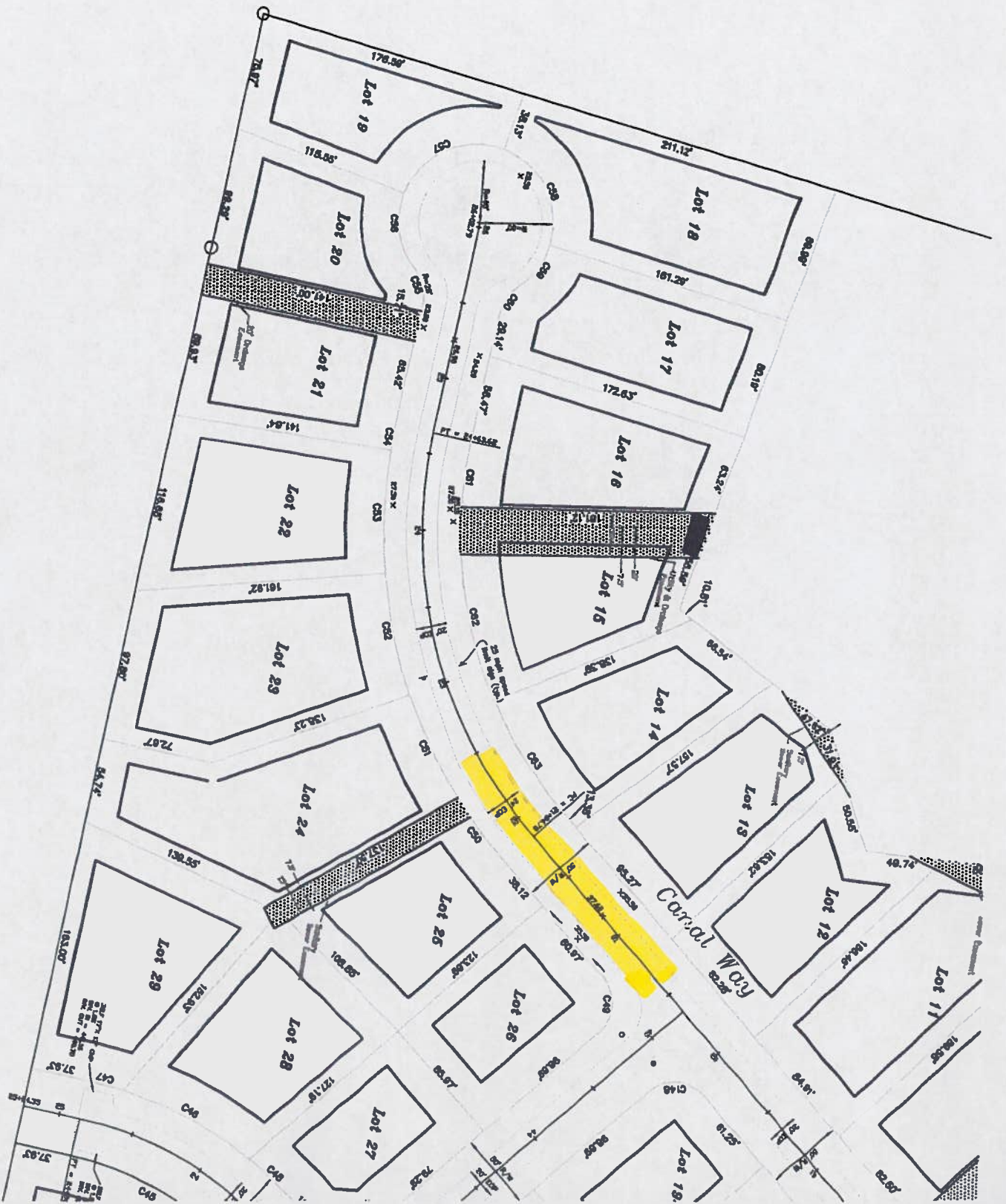
Maddex Farm

Shepherdstown District
 Jefferson County, West Virginia
 SD M8 P15, D.B.975 P.69

March 16, 2006

Dewberry
 Dewberry & Davis, LLC
 411 S. FAIRFAX BOULEVARD
 FAIRSON, WV 26438-1611
 PHONE: 304.725.4572
 FAX: 304.725.6886







**Table 2.2-1
Roadway Design Standards**

	Residential Local Street Maximum 12 Lot Subdivision	Residential Local Street (Max. 25 lots or units)	Residential Collector Street (Greater than 25 lots or units)	Non-Residential/Industrial & Commercial Street
ADT	N/A	< or = to 200	>200	N/A
Minimum Turn Lane Width		-	12'	12'
Minimum Horizontal Curve Radius	100'	100'	150'	300'
Minimum Turning Flare Radius at pavement edge	30'	30'	30'	35'
Stopping sight distance	100'	100'	175'	235'
Minimum Road Grade	1.5%	1.5%	1.5%	0.5% w/C&G
	Minimum Road Grade may be 0.50% if 1-1/2' deep x 2' wide flat bottom trapezoidal road drainage ditch provided.			
Maximum Road Grade	10%	9.0%	9.0%	9.0%
Maximum Internal Subdivision Intersection Approach Grade	8%	8%	6%	6%
Pavement Width	20'	20'	22'	26'
Pavement Surface Type	6" Depth Crusher Run Stone	Bituminous Asphalt (per std. detail)	Bituminous Asphalt (per std. detail)	Bituminous Asphalt (per std. detail)
Pavement cross slope	3/8" per ft.	3/8" per ft.	3/8" per ft.	3/8" per ft.
Shoulder Width	3'	3'	3'	Curb & Gutter
Shoulder Type	Crusher Run Stone	Crusher Run Stone	Crusher Run Stone	-
Shoulder cross slope	¼" per ft.	¼" per ft.	¼" per ft.	-
Ditch depth	1.5'	1.5'	1.5'	-
Ditch slope in:	4:1	4:1	4:1	-
Ditch slope out:	2:1	2:1	2:1	-
Ditch Line Treatment	Per Stormwater Management Regulations			
Minimum Road R.O.W. Width	50'	50'	50'	60'
Minimum Cul-de-sac R.O.W. Radius	-	60'	60'	60'
Cul-de-sac pavement radius	-	50'	50'	50'
Cul-de-sac R.O.W. Fillet Radius		25'	25'	30'
Hammer Head or "Y" Turnaround Allowed	Yes (see std. detail)	No	No	No
Subdivision Roadway Entrance Apron (from edge of existing road).	20'x25'x2-1/2" Bituminous Asphalt Surface	-	-	25'x6" WWF Reinforced 3,000 psi Portland Cement Conc.
Sidewalk	-	-	-	Minimum 4' width; no closer than 1' from P/L or 4' from curb.

D. Cut & Fill Slopes.

1. Fill slopes shall not exceed (3:1) 3' horizontal to 1' vertical slope. Fill sections need not have ditches unless the fill slope exceeds six feet in height.

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

MEMO

TO: Planning Commission Members
FROM: Jennie Brockman, AICP, Director, Planning and Zoning Departments
DATE: February 14, 2012
RE: Overview for Public Input Workshop regarding Proposed Commercial Zoning Categories, an amendment to the Jefferson County Zoning Ordinance

Throughout this Fiscal Year, the Departments of Planning and Zoning have proposed a series of text amendments to improve the usability and reliability of the locally adopted Zoning Ordinance and Subdivision Regulations. A high priority for an additional amendment, set by both the Planning Commission and County Commission, was the expansion of the number and variety of commercial zoning districts in the Zoning Ordinance. The Zoning Ordinance currently has only two commercial districts: Residential-Light Industrial-Commercial and Industrial-Commercial District. The overly broad nature of these districts has led to concern by the public when proposed in new locations throughout the County. Staff has undertaken an effort to investigate additional zoning categories, including districts that would allow appropriate limited commercial ventures in appropriate locations.

At their January 10, 2012 meeting, staff presented initial concepts to the Planning Commission, which then provided direction to staff regarding this proposal. The Planning Commission then scheduled a public input workshop to discuss these categories in concept at their February 14, 2012 meeting.

Attached is a summary sheet for each of eight new potential non-residential zoning districts under consideration by the Jefferson County Planning Commission as a Zoning Ordinance text amendment. The categories include:

- Rural Commercial (RC)
- Neighborhood Commercial (NC)
- General Commercial (GC)
- Highway Commercial (HC)
- Light Industrial (LI)
- Major Industrial (MI)
- Planned Neighborhood Development (PND)
- Office / Commercial Mixed-Use (OC)

Each summary sheet includes information that would be made a part of the new zoning district if it were approved, such as the "Purpose" of the district; "Eligibility" for property to be rezoned to the category; the proposed Permitted Uses; as well as "Special Standards" that may apply in the proposed district. Additionally, there is attached a spreadsheet that lists the new proposed zoning categories in columns with notations indicating the proposed Principal Permitted Land Uses for each zoning category.

The purpose of the Public Workshop on February 14, 2012 is to give the public and development community an opportunity to provide input and ideas into these proposed categories before the Planning Commission and staff spend the time to fine-tune the proposals into ordinance format. Comments can be provided at the meeting or in writing to the Planning and Zoning office. It is anticipated that the Planning Commission will schedule a formal public hearing in March or April after public input has been incorporated into a final draft for additional public review. All Zoning Ordinance text amendments require final approval by the County Commission at a future date.

Rural Commercial (RC)

Purpose:

The purpose of this district is to allow limited commercial uses to serve residents and visitors of the County's rural areas.

Eligibility:

This district is established as a "floating zone" which may be established on parcels in rural areas located along primary or secondary roads or at significant road intersections.

Permitted Uses:

Uses permitted include low-traffic commercial uses such as antique stores, bed and breakfasts, country inns, small campgrounds, small service stations (2 pumps maximum), and veterinary services. Other uses may be permitted by Conditional Use Permit or Special Exception.

Special Standards:

1. For existing buildings, all minimum setbacks are 10'
2. Flexible parking standards may be applied



Neighborhood Commercial (NC)

Purpose:

The purpose of this district is to permit the development of small scale commercial uses which serve the convenience needs of residential neighborhoods immediately adjacent to or within walking distance of the commercial use. Developments in the NC district should be designed, landscaped and buffered so as to be compatible with neighboring development. Uses should be appropriate in scale to the residential character of their context.

Eligibility:

Properties located on primary or secondary roads, in locations with safe vehicular access are eligible for Neighborhood Commercial designation, in addition to properties currently zoned Residential-Light Industrial-Commercial or Industrial-Commercial.

Permitted Uses:

Uses permitted include neighborhood-serving commercial uses such as some types of retail shops, services and offices that are compatible with adjacent residential areas. Uses are generally of a smaller scale than those allowed in the GC district. Some residential uses are also permitted. Other uses may be permitted by Conditional Use Permit or Special Exception.

Special Standards:

1. No side yard setback required for non-residential uses abutting commercial or industrial uses
2. Parking shall be located in rear or on side of building
3. Limitation of 3,000 square feet per building
4. Designated 15' pedestrian zone including sidewalk/trail and landscaping.



General Commercial (GC)

Purpose:

The purpose of this district is to provide for general destination business uses which provide a broad range of commercial products and services necessary for large regions. The uses in this district may be characterized by larger buildings, more intensive commercial activity, and more vehicular traffic than would be permitted for uses in the NC district.

Eligibility:

Properties located at on major roads and properties currently zoned Residential-Light Industrial-Commercial or Industrial-Commercial are eligible for this GC designation.

Permitted Uses:

The GC District allows uses permitted in the NC District, in addition to a broader variety of retail stores, repair shops, wholesale businesses, and offices. Residential uses are not permitted in the GC District.

Special Standards:

1. Individual buildings with area over 50,000 sq. ft. require approval as a Special Exception by the Board of Zoning Appeals.



Highway Commercial (HC)

Purpose:

The purpose of this district is to provide appropriate locations for high-intensity, motor-vehicle oriented commercial uses fronting on major roadways. This district may include land uses that are more intensive than other commercial districts and incompatible with nearby adjacent residential uses.

Eligibility:

Properties located at significant intersections on major highways are eligible for the HC district, in addition to properties designated for Highway Commercial uses in the Comprehensive Plan.

Permitted Uses:

Uses in the HC District include most uses permitted in the General Commercial (GC) District, in addition to large gas stations and large retail stores.



Light Industrial (LI)

Purpose:

The purpose of this district is to provide locations for lighter manufacturing processes which are not as extensive as those provided in the MI District and can be served with adequate public or community water and sewerage service. In this district, most manufacturing is composed of processing or assembly of previously processed materials.

Eligibility:

The following locations eligible for Light Industrial zoning:

- Properties located in Industrial Parks
- Properties with Industrial-Commercial zoning
- Properties designated as appropriate for either Light or Major Industrial land uses in the Comprehensive Plan

Permitted Uses:

Uses in the LI District include most uses permitted in the General Commercial (GC) District, in addition to low impact industrial uses such as light manufacturing, assembling, and fabrication, in addition to warehousing, wholesale, and service uses where little or no nuisance effects are generated.

Special Standards:

Larger setbacks required for Light Industrial uses located near a dwelling, school, church or institution for human care or a residential zoning district.



Major Industrial (MI)

Purpose:

This district is intended to provide sufficient space in appropriate locations for a wide variety of industrial activities, generally located on primary highways with more than 5,000 trips per day. The uses in this district may be characterized by extensive warehousing, frequent heavy trucking activity, and broader manufacturing activity than would be permitted in the LI district.

Eligibility:

The following locations eligible for Major Industrial zoning:

- Properties located in Industrial Parks
- Properties with Industrial-Commercial zoning
- Properties designated as appropriate for Major Industrial land uses in the Comprehensive Plan

Permitted Uses:

Permitted uses include Light Industrial and Major Industrial Uses. Some appropriate commercial uses that do not entail frequent customer traffic may be permitted, or established by Conditional Use Permit or Special Exception.

Special Standards:

Larger setbacks required for Major Industrial uses located near a dwelling, school, church or institution for human care or a residential zoning district.



Planned Neighborhood Development (PND) District

Purpose:

The purpose of the PND District is to:

1. encourage flexibility in the development of land in order to promote its most appropriate use;
2. improve the design, character and quality of new developments;
3. provide and promote redevelopment and reuse opportunities;
4. encourage a harmonious and appropriate mixture of uses and/or housing types;
5. facilitate the adequate and economic provision of streets, utilities and city services;
6. preserve critical natural environmental and scenic features of the site;
7. encourage and provide a mechanism for arranging improvements and sites so as to preserve desirable features and to provide transitions between land uses; and
8. mitigate the problems which may be presented by specific site conditions.

Eligibility:

Only properties designated by the Comprehensive Plan as appropriate for mixed residential /commercial development are eligible for PND designation.

Permitted Uses:

Uses in the PND District include those uses permitted in the General Commercial (GC) District, in addition to multi-family and townhouse residential uses, and small-lot single-family residential uses.

Special Standards:

1. Planning Commission approval of a PND plan required
2. Mix of Uses Required:
 - 10-30% commercial
 - 10-30% high density residential
 - 20-40% medium density residential
 - 0-60% low density residential
3. Modification of Development Standards Allowed:
 - Height
 - Impervious surface
 - Setbacks
 - Other standards
 - Permitted uses



Office / Commercial (OC) Mixed-Use District

Purpose:

The purpose of the OC district is to allow for well-designed employment centers. Developments in the OC district contain a mix of land uses, primarily oriented to commercial, and office uses but also allowing multi-family and attached single-family residential uses. Developments are oriented to principal streets, contain substantial public space and streetscaping, allow for pedestrian movement within the site and between adjacent sites, and meet the design standards provided for this district.

Eligibility:

Only properties designated by the Comprehensive Plan as appropriate for mixed residential /commercial development are eligible for OC designation.

Permitted Uses:

Uses in the OC District include those uses permitted in the General Commercial (GC) District, in addition to multi-family and townhouse residential uses.

Special Standards:

1. No side yard setback required for non-residential uses abutting commercial or industrial uses
2. Buildings fronting a principal street must be at least 2 stories in height
3. Minimum of 75% of ground floor commercial space required
4. Parking shall be located in rear or on side of building
5. Designated 15' pedestrian zone including sidewalk/trail and landscaping



Principal Permitted Uses Chart - DRAFT 2/14/12

Note: *Blue text* indicates new land use name

Land Use	RC	NC	GC	HC	LI	MI	PND	OC
Residential Uses								
Dwelling, Single Family	P	P	NP	NP	NP	NP	NP	NP
Dwelling, Two Family	P	NP	NP	NP	NP	NP	NP	NP
Dwelling, Duplex	P	NP	NP	NP	NP	NP	NP	NP
Dwelling, Townhouse	NP	P	NP	NP	NP	NP	P	P
Dwelling, Multi-Family	NP	P	NP	NP	NP	NP	P	P
Day Care Center, Small	P	P	NP	NP	NP	NP	NP	NP
Mobile Home	P	NP	NP	NP	NP	NP	NP	NP
Mobile Home Park	NP	NP	NP	NP	NP	NP	NP	NP
Model Homes/Sales Office	P	P	P	NP	P	NP	P	P
Home Uses								
Home Occupation, Level 1	P	P	NP	NP	NP	NP	P	P
Home Occupation, Level 2	P	P	NP	NP	NP	NP	P	P
Cottage Industry	P	P	NP	NP	NP	NP	P	P
Institutional Uses								
<i>Airport</i>	NP	NP	NP	NP	P	P	NP	NP
Church	P	P	P	P	P	PC	P	P
Day Care Center, Large	P	P	P	P	P	PC	P	P
Hospital	NP	NP	P	P	P	PC	P	P
Group Residential Facility	P	P	P	P	NP	NP	P	P
Group Residential Home	P	P	P	P	NP	NP	P	P
<i>Heliport</i>	PC	PC	PC	PC	P	P	PC	PC
Residential Care Home	P	P	P	P	NP	NP	P	P
Nursing or Retirement Home	NP	PC	P	P	P	NP	P	P
Cultural Facility	PC	P	P	P	P	PC	P	P
Elementary or Secondary School	P	P	P	PC	PC	NP	P	P
Preschool	P	P	P	PC	PC	PC	P	P
Vocational and Training Facility for Adults	PC	P	P	P	P	P	P	P
Public Safety Facility	P	P	P	P	P	P	P	P
Publicly Owned Facility	PC	P	P	P	P	P	P	P
Essential Utility Equipment	P	P	P	P	P	P	P	P
<i>Performing Arts Theater</i>	PC	P	P	P	P	P	P	P
<i>Park, Passive Recreational Uses</i>	P	P	P	P	P	NP	P	P
<i>Park, Active Recreational Uses</i>	P	P	P	P	P	NP	P	P
<i>Recycling Drop-Off Center</i>	NP	PC	P	P	P	P	P	P

P = Permitted use

NP = Not permitted use

PC = Use permitted conditionally subject to requirements of district

* = Limited permitted uses

** = Accessory use to a planned residential community

DRAFT - 2/14/12

Principal Permitted Uses Chart - DRAFT 2/14/12

Note: *Blue text indicates new land use name*

Land Use	RC	NC	GC	HC	LI	MI	PND	OC
Industrial								
Salvage Yards	NP	NP	NP	NP	NP	P	NP	NP
Slaughterhouses, Stockyards	NP	NP	NP	NP	NP	P	NP	NP
Heavy Industrial Uses	NP	NP	NP	NP	NP	P	NP	NP
Light Industrial Uses	NP	NP	NP	NP	P	P	NP	NP
Manufacturing, Limited	NP	NP	P	P	P	P	P	P
Manufacturing, Heavy	NP	NP	NP	NP	PC	P	NP	NP
Printing and Publishing	NP	NP	P	P	P	P	P	P
Shooting Range	NP	NP	NP	NP	PC	PC	NP	NP
Transportation Terminal	NP	NP	P	P	P	P	P	P
Vehicle Storage	NP	NP	NP	NP	P	P	NP	NP
Warehouse, Limited	NP	NP	P	P	P	P	P	P
Warehouse, General	NP	NP	NP	NP	P	P	NP	NP
Welding Services	NP	NP	P	P	P	P	P	P
Industrial Manufacturing & Processing								
Acid or heavy chemical manufacturer, processing or storage	NP	NP	NP	NP	NP	PC	NP	NP
Bituminous concrete mixing and recycling plants	NP	NP	NP	NP	NP	PC	NP	NP
Cement or Lime Manufacture	NP	NP	NP	NP	NP	PC	NP	NP
Commercial Sawmills	NP	NP	NP	NP	NP	PC	NP	NP
Concrete and ceramic products manufacture, including ready mixed concrete plants	NP	NP	NP	NP	NP	PC	NP	NP
Explosive manufacture or storage	NP	NP	NP	NP	NP	PC	NP	NP
Foundries and/or casting facilities	NP	NP	NP	NP	NP	PC	NP	NP
Garbage or dead animal reduction or processing; Landfills	NP	NP	NP	NP	NP	PC	NP	NP
Jails and Prisons	NP	NP	NP	NP	NP	PC	NP	NP
Mineral extraction, mineral processing	NP	NP	NP	NP	NP	PC	NP	NP
Petroleum products refining or storage	NP	NP	NP	NP	NP	PC	NP	NP
Adult Uses								
Adult Uses	NP	NP	NP	NP	P	P	NP	NP
Recreational Uses								
Hunting, Shooting, Archery and Fishing Clubs, public or private	PC	NP	NP	NP	PC	PC	NP	NP

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Principal Permitted Uses Chart - DRAFT 2/14/12

Note: *Blue text indicates new land use name*

Land Use	RC	NC	GC	HC	LI	MI	PND	OC
Commercial Uses								
Antique Shop	P	P	P	P	P	NP	P	P
Appliance Sales	NP	NP	P	P	P	P	P	P
Art Gallery or Artist Studio	P	P	P	P	P	NP	P	P
ATM	PC	P	P	P	P	NP	P	P
Automobile repair, sales and service	PC	NP	P	P	P	P	P	P
Automobile parts, supplies and tire stores	NP	NP	P	P	P	P	P	P
Automobile, light truck and light trailer rentals, indoor	NP	P	P	P	P	P	P	P
Automobile, light truck and light trailer rentals, outdoor	NP	NP	P	P	P	P	P	P
Branch Bank without drive-through facility	NP	P	P	P	P	PC	P	P
Bank with drive-through facility	NP	PC	P	P	P	PC	P	P
Bar / Nightclub	NP	PC	P	P	P	NP	P	P
Barber/Beauty Shop	NP	P	P	P	P	NP	P	P
Barber/Beauty Shop, Limited	PC	P	P	P	P	NP	P	P
Bed and Breakfast	P	P	NP	NP	NP	NP	NP	NP
Book Store	NP	P	P	P	P	PC	P	P
Building Materials and Supplies	NP	NP	P	P	P	P	P	P
Campground, Small	P	P	P	NP	NP	NP	P	P
Campground, Large	PC	PC	P	NP	NP	NP	P	P
Commercial Uses not otherwise specified	NP	NP	P	P	P	NP	P	P
Contractor with no outdoor storage	NP	P	P	P	P	P	P	P
Contractor with outdoor storage	NP	NP	P	P	P	P	P	P
Retail Food Convenience Store, Limited	PC	P	P	P	P	PC	P	P
Convenience Store	NP	PC	P	P	P	PC	P	P
Country Inn	P	P	P	P	P	NP	P	P
Craft or Hobby Shop	NP	P	P	P	P	PC	P	P
Dry cleaning and laundry pick-up station; laundromat	NP	P	P	P	P	PC	P	P
Dry cleaning and laundry services	NP	NP	P	P	P	P	P	P
Duplicating services	NP	P	P	P	P	PC	P	P
Equipment Rental, Sales, or Service	NP	NP	P	P	P	P	P	P
Florist	NP	P	P	P	P	PC	P	P
Hotel/Motel	NP	NP	P	P	P	NP	P	P

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DRAFT - 2/14/12

Principal Permitted Uses Chart - DRAFT 2/14/12

Note: *Blue text indicates new land use name*

Land Use	RC	NC	GC	HC	LI	MI	PND	OC
Furniture stores, carpet or related furnishing sales or service	NP	PC	P	P	P	PC	P	P
Gambling Facilities	NP	NP	NP	NP	P	P	NP	NP
Gas Station, Limited	P	P	P	P	P	P	P	P
Gas Station	NP	NP	P	P	P	P	P	P
Gas Station, Large	NP	NP	PC	P	P	P	PC	PC
Golf Course	NP	NP	P	P	P	P	P	P
Grocery Store	PC	P	P	P	P	PC	P	P
Kennel	NP	NP	P	P	P	PC	P	P
Medical/Dental/Optical Office, Small	NP	P	P	P	P	PC	P	P
Medical/Dental/Optical Office	NP	NP	P	P	P	PC	P	P
Mobile home, boat and trailer sales	NP	NP	P	P	P	P	P	P
Movie Theater	NP	NP	P	P	P	PC	P	P
Non/Not for Profit Commercial Uses	PC	P	P	P	P	PC	P	P
Non-Profit Community Centers	NP	P	P	P	P	PC	P	P
Parking, Commercial Offsite Accessory	NP	NP	P	P	P	P	P	P
Personal Services	NP	P	P	P	P	PC	P	P
Restaurant, Fast Food, Limited	P	P	P	P	P	PC	P	P
Restaurant, Fast Food	NP	PC	P	P	P	PC	P	P
Restaurant, Fast Food, Drive-Through	NP	NP	P	P	P	PC	P	P
Restaurant, Limited	PC	P	P	P	P	PC	P	P
Restaurant	NP	P	P	P	P	PC	P	P
Retail Store, Limited	PC	P	P	P	P	PC	P	P
Retail Store	NP	P	P	P	P	PC	P	P
Retail Store, Large	NP	NP	PC	P	PC	PC	PC	PC
Shipping and Mailing Services	NP	P	P	P	P	PC	P	P
Storage, Commercial	NP	NP	P	P	P	P	P	P
Veterinary Services	P	P	P	P	P	PC	P	P
Video Rental Stores	P	P	P	P	P	PC	P	P
Wireless telecommunications facilities	P	P	P	P	P	P	P	P
Agricultural Uses								
Agricultural Uses as defined in Article 2	P	P	P	P	P	P	P	P
Agricultural Repair Center	P	NP	P	P	P	P	P	P
Agricultural Tourism	P	P	P	P	P	P	P	P
Farm Brewery or Winery	P	P	P	P	P	P	P	P

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DRAFT - 2/14/12

Principal Permitted Uses Chart - DRAFT 2/14/12

Note: *Blue text* indicates new land use name

Land Use	RC	NC	GC	HC	LI	MI	PND	OC
Farm Market	P	P	P	P	P	PC	P	P
Farm Vacation Enterprise	P	P	P	P	P	P	P	P
Feed and/or Farm Supply Center	P	PC	P	P	P	P	P	P
Horticultural Nurseries and Commercial Greenhouses	P	P	P	P	P	P	P	P
Landscaping Business	P	P	P	P	P	P	P	P
Rental of Existing Farm Building for Commercial Storage (structure must have existed for 5 years)	P	NP	P	P	P	P	P	P
Accessory Uses								
Accessory Uses	P	P	P	P	P	P	P	P

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COPY

STATE OF WEST VIRGINIA

At a Regular Term of the Supreme Court of Appeals continued and held at Charleston, Kanawha County, on the 12th of January 2012, the following order was made and entered:

State of West Virginia ex rel. Gary L. Capriotti,
Edward R. Moore, Edward E. Dunleavy, and
Shepherdstown Battlefield Preservation Association,
Inc., Petitioners

vs.) No. 11-1470

Honorable David H. Sanders, Judge of the Circuit
Court of Jefferson County; Jefferson County Planning
Commission; and Far Away Farm, Respondents

On a former day, to-wit, October 27, 2011, came the petitioners, Gary L. Capriotti, Edward R. Moore, Edward E. Dunleavy, and Shepherdstown Battlefield Preservation Association, Inc., by Linda M. Gutsell, their attorney, and presented to the Court their petition praying for a writ of prohibition to be directed against the respondent, Honorable David H. Sanders, Judge of the Circuit Court of Jefferson County, as therein set forth.

Thereafter, on November 17, 2011, came the respondent, Jefferson County Planning Commission, by Stephen Groh, Assistant Prosecuting Attorney, and presented to the Court its respondent's brief.

Finally, on December 1, 2011, came the respondent, Far Away Farm, by Richard G. Gay and Nathan P. Cochran, Law Office of Richard G. Gay, LC, its attorneys, and presented to the Court its respondent's brief.

Upon consideration whereof, the Court is of opinion that a rule should not be awarded, and the writ prayed for by the petitioners is hereby refused. Justice Benjamin would grant.

A True Copy

Attest: /s/ Rory L. Perry II, Clerk of Court



RECEIVED
10/1/10

JEFFERSON COUNTY, WEST VIRGINIA
Department of Planning & Zoning
116 East Washington Street, 2nd Floor
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Director's Report
February 8, 2012
Planning Commission Meeting

- 1) Activity Report (attached)
- 2) FY 13 DRAFT Work Plan – for your review and discussion/to be forwarded to the CC (with the Departments' budgets)
- 3) US 340 Corridor - East Gateway Plan
 - a) **Joint PC/CC Meeting – Thursday, March 8, 2012 7 pm**, Charles Town Library Meeting Room -- attendance by all PC members is encouraged but a quorum is not required because no action will be taken:

Staff will be presenting the final recommendations of the Plan to the Planning Commission and County Commission for future approval/action.
- 4) Recent CC agenda items:
 - a) The following items were on the County Commission agendas for "action":
 - i. On the 1/12/12 CC Meeting:

"Decision regarding Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 9, Parcel: 39.1. This property is currently zoned Residential Growth and Residential/Light Industrial/Commercial zoning is being requested. The property is located on the south side of Route 340 (William L. Wilson Freeway); the east side of Route 27 (Millville Road) and on the north side of Route 27/2 (Allstadt's Hill Road) and is a total of 12.97 acres. James and Barbara Gibson are the owners." **(Approved)**
 - ii. On the 1/19/12 CC meeting:

"Discussion and Action on Alternative Recommendations regarding on a Proposed Amendment to Articles 20 and 26 of the Jefferson County Subdivision and Land Development Regulations amending the Maximum Square Footage Requirements for a Minor Site Plan in various Zoning Districts" **(Approved staff and PC recommended alternative)**
- 5) Upcoming PC meetings:
 - a) No second meeting in February 2012 at this time
 - b) March 2012
 - Possible Public Hearing of new proposed Commercial Zoning Categories
 - Work Session regarding potential Recreation Zoning and Sub Reg provisions
 - c) No second meeting scheduled for March at this time

Christine Chalmers

To: Planning Commission
Subject: RE: WEEKLY CALENDAR / 1.09.12- 1.13.12

MONDAY, JANUARY 9, 2012

10:00 am STAFF MEETING
11:00 pm – NOON JENNIE, SETH & AMY – WEEKLY PLANNING MEETING
NOON JENNIE – MEETING WITH WALT PELLISH
1:30 pm – 2:30 pm JENNIE, STEVE, SETH & DAWN – 340 MEETING WITH WHITNEY BURCH & MARK DYCK
2:30 pm – 3:00 pm JENNIE, STEVE & SETH- PREP FOR 340 MTG/JAN. 19th
3:00 pm – 4:30 pm JENNIE & STEVE – WEEKLY ZONING MEETING

TUESDAY, JANUARY 10, 2012

1:30 pm – 2:30 pm JENNIE & SETH – MEETING WITH ROGER /
RE: PROPOSED STORMWATER MANAGEMENT ORD CONSULTING SERVICE
1:30 pm STEVE & JENNILEE – SITE VISITS FOR UPCOMING BZA MTG AGENDA ITEMS
7:00 pm JENNIE, STEVE, SETH & AMY – PLANNING COMMISSION MEETING

WEDNESDAY, JANUARY 11 2012

10:00 am STEVE/JENNILEE OR SETH/AMY & JONATHAN – MSD PPC / RE: SPAUR
APPLICANT/CONSULTANT: GREGORY YEBERNETSKY
11:00 am STEVE/JENNILEE OR SETH/AMY & JONATHAN – MSD PPC / RE: KILROY
APPLICANT/CONSULTANT: PAUL RACO
NOON COVERED DISH LUNCH FOR CNTY ADMINISTRATOR TIM BOYDE (KITCHEN)
1:00 pm – 4:00 pm JENNIE, STEVE, SETH, DAWN & AARON – PREP FOR 340 MTG/JAN. 19th

THURSDAY, JANUARY 12, 2012

9:00 am - COUNTY COMMISSION MEETING

FRIDAY, JANUARY 13, 2012

BOARD OF ZONING APPEALS PACKET DAY

10:00 am JENNIE & SETH – TELEPHONE CONF. w/ZAK LETTE / RE: HITE ROAD PARK
11:00 am JENNIE & SETH – MTG w/DAN SNYDER (BRECKENRIDGE EAST)/ RE: RTE. 340
2:00 pm JENNIE, STEVE, SETH, DAWN & AARON – PREP FOR 340 MTG/JAN. 19th

Christine Chalmers

To: Planning Commission
Subject: RE: WEEKLY CALENDAR / 1.16.12- 1.20.12

MONDAY, JANUARY 16, 2012 MARTIN LUTHER KING HOLIDAY / OFFICES CLOSED

TUESDAY, JANUARY 17, 2012

10:00 am JENNIE, STEVE, SETH, DAWN & AARON—POWER POINT PREP/340 MTG ON JAN 19th
11:00 am JENNIE, STEVE & SETH—MONTHLY AMENDMENT MTG W/ENGINEERING DEPT
1:00 pm JENNIE, STEVE, SETH, DAWN & AARON – PREP FOR 340 MTG/JAN. 19th
1:00 pm – 3:00 pm JENNILEE & AMY – DEED TRAINING
1:30 pm – 2:30 pm JENNIE, STEVE, SETH & DAWN – US CITIZENS COMMITTEE MEETING
3:00 pm – 4:00 pm JENNIE, STEVE, SETH, DAWN – TELEPHONE CONF WITH DAN SZEKERES

WEDNESDAY, JANUARY 18 2012

10:00 am - NOON JENNIE – SUPERNOVA TRANSIT STUDY IN FRONT ROYAL, VIRGINIA
1:00 pm JENNIE, STEVE, SETH, DAWN & AARON – PREP FOR 340 MTG/JAN. 19th
2:00 pm – 3:00 pm JENNIE – MEETING WITH A.R.S. IN SMALL CONFERENCE ROOM (RE:CIN)

THURSDAY, JANUARY 19, 2012

9:00 am - COUNTY COMMISSION MEETING
3:00 pm BOARD OF ZONING APPEALS MEETING
7:00 pm JENNIE, STEVE, SETH, DAWN & AARON – RTE 340 PUBLIC MEETING

FRIDAY, JANUARY 20, 2012

10:00 am JENNIE & SETH – MEETING WITH RUSTY MORGAN
(AND POSSIBLY OTHER RIPPON RESIDENTS) RE: 340 DEF SHOOTING RANGE

Christine Chalmers

To: Planning Commission
Subject: RE: WEEKLY CALENDAR / 1.23.12- 1.27.12

MONDAY, JANUARY 23, 2012

TUESDAY, JANUARY 24, 2012

10:00 am SETH – OUT OF OFFICE MEETING WITH “DEP” AND JENNIFER MYERS /
RE: HITE ROAD PARK

WEDNESDAY, JANUARY 25, 2012

10:30 am - SETH – MPO TECHNICAL ADVISORY COMMITTEE MEETING
1:00 pm – 3:00 pm JENNILEE, AMY & CHRISTINE – OFFICE TRAINING

THURSDAY, JANUARY 26, 2012

9:00 am - COUNTY COMMISSION MEETING
1:30 pm – 3:00 pm JENNIE, STEVE & JENNILEE – WEEKLY ZONING MEETING
3:00 pm – 4:00 pm JENNIE, SETH & AMY – WEEKLY PLANNING MEETING
7:00 pm JENNIE – PARKS FACILITIES COMMITTEE MEETING (JCPRC)

FRIDAY, JANUARY 27, 2012

NOON JENNIE, STEVE & SETH – PLANNERS LUNCH
2:30 pm – 3:00 pm JENNIE, STEVE, SETH, DAWN – CONFERENCE CALL WITH DAN SZEKERES

Christine Chalmers

To: Planning Commission
Subject: RE: WEEKLY CALENDAR / 1.30.12- 2.03.12

MONDAY, JANUARY 30, 2012

10:00 am – 11:00 am STAFF MEETING
11:00 am – NOON JENNIE, SETH & AMY – WEEKLY PLANNING MEETING
1:45 pm – 3:15 pm JENNIE, STEVE & JENNILEE – WEEKLY ZONING MEETING

TUESDAY, JANUARY 31, 2012

8:00 am – NOON JENNIE – GIS TRAINING / PICTOMETRY – SHEPHERDSTOWN
1:00 pm – 2:00 pm JENNIE – MEETING WITH SHEP / AG/PLANNING
1:00 pm – 5:00 pm JENNILEE & AMY – GIS TRAINING/PICTOMETRY - SHEPHERDSTOWN

WEDNESDAY, FEBRUARY 1, 2012

8:00 am – 9:30 am JENNIE – MONTHLY DEPARTMENT HEAD MEETING
10:00 am - STEVE/JENNILEE, OR SETH/AMY & JOE KENT – SITE PLAN PPC/BAKERTON LAUNDRY
(WANDA MASON-BALLENGER)
1:30 pm – 3:30 pm JENNIE, STEVE & SETH – ZONING CLASSIFICATION MEETING
1:00 pm – 5:00 pm DAWN - GIS TRAINING/PICTOMETRY - SHEPHERDSTOWN

THURSDAY, FEBRUARY 2, 2012

9:00 am - COUNTY COMMISSION MEETING
1:00 pm – 5:00 pm STEVE & SETH – GIS TRAINING/PICTOMETRY - SHEPHERDSTOWN

FRIDAY, FEBRUARY 3, 2012

10:00 am STEVE/JENNILEE OR SETH/AMY, JONATHAN & BECKY – McMURRAY PPC
RE: RED-LINE REVISION / PARENT-TO-CHILD WITH PETE LORENZEN
11:00 am JENNIE, STEVE & SETH – MEETING WITH STEVE GROH /
RE: PLANNED NEIGHBORHOOD DEVELOPMENT
1:00 pm JENNIE – BOARD OF HEALTH DEPARTMENT MEETING
AFTERNOON STEVE & JENNILEE – BZA SITE VISITS

Christine Chalmers

To: Planning Commission
Subject: RE: WEEKLY CALENDAR / 2.06.12- 2.10.12

MONDAY, FEBRUARY 06, 2012

10:00 am – 11:00 am STAFF MEETING
1:00 pm SETH – MEETING WITH GREG YEBERNETSKY
1:30 pm – 3:00 pm JENNIE & STEVE – WEEKLY ZONING MEETING
3:00 pm – 4:00 pm JENNIE & SETH – WEEKLY PLANNING MEETING
3:00 pm STEVE & JENNILEE – BZA SITE VISITS / PLACARD CHECK

TUESDAY, FEBRUARY 07, 2012

10:00 am JENNIE, STEVE & SETH – MEETING WITH PAUL RACO /
RE: WILD GOOSE FARM, BLACK DOG COFFEE & MATT KNOTT
11:00 am STEVE & JENNILEE – BZA SITE VISITS / PLACARD CHECK
2:30 pm STEVE – MTG W/ BETTY SULLIVAN & (HER FATHER) ROBERT BORDEN

WEDNESDAY, FEBRUARY 08, 2012

10:00 am – 11:00 am STEVE/JENNILEE OR SETH/AMY & JONATHAN – MSD PPC/HALVERSON
11:00 am – NOON STEVE/JENNILEE OR SETH/AMY & JONATHAN – MSD PPC/BROOKS
1:00 pm – 2:00 pm STEVE/JENNILEE OR SETH/AMY & JONATHAN – MSD PPC/KNIGHT
3:30 pm – 4:30 pm SETH, DAWN, JENNILEE, AMY & CHRISTINE – ArcReader MAP TRAINING

THURSDAY, FEBRUARY 09, 2012 PLANNING COMMISSION PACKET DAY

9:00 am - COUNTY COMMISSION MEETING
1:30 pm – 4:30 pm JENNILEE, SETH & DAWN – MTG WITH DAN SZEKERES / US 340

FRIDAY, FEBRUARY 10, 2012 BOARD OF ZONING APPEALS PACKET DAY

JEFFERSON COUNTY WV DEPARTMENTS OF PLANNING AND ZONING FY 2013 WORK PLAN

EXECUTIVE SUMMARY

This document provides an overview of the proposed work program for the Departments of Planning and Zoning for Fiscal Year (FY) 2013. The Departments have five primary categories of work: Customer Service, Planning Commission Support, Board of Zoning Appeals Support, Pre-proposal Conferences and Development Review, and Comprehensive Planning (including ordinance development).

This work program outlines the priorities for both the department staff and the Planning Commission. While it attempts to be a realistic list of projects and tasks, a large development or other unexpected project may affect the departments' ability to complete all projected work program tasks. Additionally, while it is intended to be comprehensive, this work program may not reflect all upcoming tasks. It is meant to highlight the tasks of highest importance and those most likely to be completed.

MISSION STATEMENT

The mission of the Departments of Planning and Zoning is to provide a healthy, pleasant environment for those who live, work and visit Jefferson County, by blending the unique natural and built resources of our community with quality, sustainable development that ensures responsible and sound growth.

We are a knowledgeable, respectful, dedicated staff who welcome community based problem solving and public/private cooperation that assists the community in implementing standards which create a positive impact and achieves its ultimate vision.

CUSTOMERS SERVED IN CALENDAR YEAR 2011:

The major customers of the Departments of Planning and Zoning include members of the general public and the development community; members of the Planning Commission, Board of Zoning Appeals, and County Commission. Generally, the role of planning and zoning in a community is to promote the health, safety, public welfare, comfort and morals of the community through the promotion of orderly and safe development, protection of historic and natural features, reduction in congestion. Toward this end, all residents and businesses within the County are customers of the Departments and should be active participants in the development of future plans and implementation tools. The elected and appointed officials that draft and adopt these plans and ordinances are also the Departments' customers and play a critical role in setting priorities for each year's work plans and programs.

These customers are served in many ways, including some of the following:

Walk-in Customers	Average: 57/month
Call-in Customers (to main Department line)	Average: 174/month
E-mail Customers (to Department mail boxes)	Average: 249/month
Information Request Forms (IRFs):	122
Pre-Proposal Conferences (PPCs):	55 (17 plat and 38 site plan)
Project Submissions Reviewed:	86
Zoning Certificates Issued:	28 (2 denied)
Planning Commission (PC):	16 meetings (including 28 Public Hearings, 7 waivers, 4 rezoning requests), 1 special meeting, 4 Citizen Outreach Meetings (US 340), 1 Citizen Outreach Meeting (Recreation), 31 agenda items regarding PC issues with County Commission
Board of Zoning Appeals (BZA):	9 meetings (including 34 variances and 2 CUPs)

ACCOMPLISHMENTS FY 12 (JULY 2011 – TO DATE (2/12))

Zoning Ordinance:

- Approval of 'policy neutral' amendments to the 1988 Zoning Ordinance (July 2011);
- Approval of amendments to Article 4A of the Zoning Ordinance related to Home Occupations and Cottage Industries (November 2011);
- Approval of amendments to Article 12 of the Zoning Ordinance related to Map and Text Amendments (November 2011);
- Initiation of Zoning Ordinance Amendments regarding potential new non-residential zoning categories (workshop slated for February 2012);
- Initiation of potential amendments regarding recreational uses (workshop to be held March 2012)

Subdivision Regulations:

- Approval of amendments to Articles 20 and 26 of the Subdivision Regulations regarding the classification of Minor/Major Site Plans (January 2012) combined with amendments made 4/11, both of which support a goal of developing a process to streamline the approval of economic development opportunities within the County while balancing the need to protect adjacent property owners
- Approval of amendments to Article 24 combining Submission and Completeness Reviews for Site Plans and Plats (November 2011)
- Initiated amendments regarding sidewalk requirements throughout the County

Long Range Planning:

- Successful completion of a well-managed citizen participation effort utilizing community based problem solving and public/private cooperation related to the US 340 Corridor-East Gateway Plan, including public meetings held in 9/11, 12/11 and 1/12; two MetroQuest outreach efforts; coordination with the transportation consultant and preparation of the final document for a joint PC/CC meeting scheduled for 3/8/12;
- Approval of a County-wide Urban Tree Canopy Plan and Goals by the County Commission with the endorsement of the 5 municipalities (November 2011)

Regional/Cross Jurisdictional Outreach:

- Continued to ensure open and effective communication between:
 - the County Commission and Planning Commission;
 - the County and the Cities -- including periodic lunch meetings of all local planners, coordination of all UTC plan efforts, and participation in joint meetings regarding Ranson Renewed planning efforts and coordination meetings related to the proposed Shepherdstown Library;
 - the County and various County and Regional planning, transportation, economic development, and environmental groups, including, but not limited to, the Region 9 Model Stormwater Regulation Steering Committee Meetings, the quarterly Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee meetings, the bi-annual Potomac Watershed Partnership Information Exchange Meetings;
- Worked with planners throughout the state to reconstitute the WV Chapter of American Planning Association (APA) to provide support to the planning community throughout the state

Staff Development

- Staff development and training in since July 2011 includes staff participation in:
 - Regional GIS Conference (June 2011, NCTC, Steve Barney, Seth Rivard)
 - APUS Sustainability Summit (July 2011, Dawn Childs, Seth Rivard)
 - Land Use and Zoning Law Litigation (Nov 2011, Martinsburg, Seth Rivard, Steve Barney)
 - ArcGIS Desktop I: GIS Workflows and Analysis and ArcGIS Desktop II: Tools and Functionality (Dec 2011, Morgantown, Dawn Childs)
- Participated as a speaker at:
 - Potomac Watershed Partnership Information Exchange, June 2011 (Jennie Brockman)
 - 6th Annual Chesapeake Watershed Forum, Fall 2011, NCTC (Jennie Brockman)

PLANNING AND ZONING GOALS FY 13

- Continue efforts to draft potential amendments for the 1988 Zoning Ordinance and 2010 Subdivision Regulations with key stakeholder involvement throughout Fiscal Year, including but not limited to, potential amendments related to (on-going; to be prioritized by the Planning Commission in June 2012):
 - Rural Zoning District permitted/conditional uses, design standards, site plan requirements
 - Bed and Breakfasts, Country Inns, and Private Clubs
 - Articles 6 and 7 Development Review System(DRS)/LESA Point System
 - Village Zoning District permitted/conditional uses, design standards, site plan requirements
 - Sign Regulations
 - Provisions related to Historic Preservation and protection of freestanding historic structures
- Pursue, in cooperation with the local state delegates and senators, potential amendments to WV Code 8A to help streamline development review process (Summer 2012)
- 2014 Comprehensive Plan Next Steps:
 - Develop and initiate a work program for an 18 -24 month process to update the Comprehensive Plan including formation of a plan committee and a public outreach strategy to allow a well-managed citizen participation effort (Summer 2012);
 - Build upon the data collection efforts of the summer 2011 intern to complete the existing conditions analysis for the 2014 Comprehensive Plan (Summer 2012);
 - Work with GIS Department to finalize draft Major and Minor Subdivision Map and to develop a policy for regular update and maintenance of this Map (possibly summer intern 2012);
 - Consider initiating a comprehensive analysis of the build out potential for the County as a whole under current zoning and approval process (possible contracted service);
- Alternative to initiating the 2014 Comprehensive Plan, initiate, in cooperation with the WV DOH, a citizen based planning effort for the development of a corridor plan for the US 340 Corridor South between Charles Town and the southern Virginia line (Summer 2012 – Spring 2013);
- Support the Department of Engineering’s efforts to implement relevant portions of the Model Stormwater Regulations through the creation of stand-alone Stormwater Regulations for Jefferson County (Summer 2012 – Winter 2012);
- Work cooperatively with County’s Municipalities in their on-going planning efforts (on-going);
- Continue to provide support to the Blue Ridge Mountain Watershed Coalition (on-going);
- Pursue creation of a County-wide Tree Committee to facilitate on-going Chesapeake Bay tree grants and programs (Fall 2012)
- Continue to pursue the initiation and implementation of a process for digitizing old records and a Document Management System in cooperation with the Engineering, Building and GIS Departments;
- Provide Excellent Customer Service with a timely response to questions and requests (on-going);
- Provide thorough and responsive support of Planning Commission, Board of Zoning Appeals and County Commission (on-going);
- Facilitate Pre-proposal Conferences (PPCs) which enable citizens with proposals to understand the regulations and processes and which encourage problem solving and public/private cooperation (on-going); and
- Provide thorough and timely Development Review for all plats and plans submitted to our Departments (on-going).

DEPARTMENT STAFF

Department Member	Title	Hire Date
Jennifer M. Brockman, AICP	Director, Planning & Zoning	May 2009
Steve Barney	Zoning Administrator	July 2010
Seth Rivard	County Planner	September 2009
Dawn Childs	Office Manager	June 2011
Jennilee Hartman	Zoning Clerk	October 2003
Christine Chalmers	Front Counter Clerk	October 2006
Amy Puetz	Planning Clerk	September 2009

JEFFERSON COUNTY PLANNING BACKGROUND AND CURRENT EFFORTS

Planning Commission and Staff

The Jefferson County Planning Commission was first created in 1967 in response to the acquisition of land in Jefferson County by the federal government and the development of Dulles Airport in nearby Northern Virginia. The creation of a local Planning Commission in 1967 required staff support which resulted in the development of the Department of Planning. The Department of Planning grew to include the zoning, engineering, and building functions. In 2007, the Departments were split into the Departments of Planning and Zoning, which operate under a single Director, and the Department of Engineering, which includes the Building Division, Code Enforcement, and Property Maintenance, under the Chief County Engineer.

The Department of Planning is responsible for reviewing and processing site plans and subdivision plat applications to determine conformance with locally adopted ordinances, regulations, standards, and the 2004 Comprehensive Plan; advising the public on zoning and subdivision related questions and processes; and assisting developers and citizens with the processes and criteria for review for proposed submittals. The Department of Planning provides staff support for the Jefferson County Planning Commission, which reviews and approves Major Subdivision and Site Plan Applications and Zoning Map amendments. The Department also prepares reports, studies, and comprehensive planning documents to assist the Planning Commission and County Commission in the development of policies, regulations, and long range planning documents that guide future land use in the County.

The Department of Zoning is responsible for interpreting, administering and enforcing the Zoning Ordinance. The Department has been key to resolving conflicts between 2008 Subdivision Regulations and the 1988 Zoning Ordinance, as amended. The Department of Zoning also provides staff support to the Board of Zoning Appeals, which hears and decides Conditional Use Permits, Dimensional Variances, and Appeals of the Zoning Administrator's decisions. The Zoning staff also works with the Code Enforcement office in the Department of Engineering to ensure that the requirements of the zoning ordinance are followed.

Generally the wide array of daily and long range tasks required of both the Departments of Planning and Zoning can be categorized as Customer Service, Planning Commission Support, Board of Zoning Appeals Support, Pre-proposal Conferences and Development Review, and Comprehensive Planning (including ordinance development). Both departments provide extensive customer service through answering questions from the general public and development community at the front counter, by phone, and by e-mail and through individual meetings as needed.

Comprehensive Plan, Regulations and Ordinances

The first Comprehensive Plan and Subdivision Regulations for Jefferson County were adopted in 1972. In 1976, the first efforts to adopt a Countywide Zoning Ordinance failed in a public vote. Upon completion of the 1986 Comprehensive Plan, a second effort to adopt a local zoning ordinance was more successful. In 1988, Jefferson County adopted a county-wide alternative land evaluation system as the Zoning Ordinance. The Comprehensive Plan was updated and amended in both 1994 and 2004. Upon completion of the 2004 Comprehensive Plan, the County undertook a complete rewrite of the 1988 non-traditional zoning ordinance and the 1972 subdivision regulations. After a number of years of public outreach, the County Commission approved both documents in October 2008. The newly adopted zoning ordinance was then stayed by a citizens' petition and in November 2009 it failed in a referendum vote. Since November 2009, the 2008 Subdivision Regulations and 1988 Zoning Ordinance have been in effect to guide development in Jefferson County. Over the past 2 years, efforts have been underway and are on-going to address specific text amendment needs on a case-by-case basis to allow key stakeholders to participate in their areas of interest and to allow a fully transparent amendment process.

The Departments are carefully balancing the need to be responsive to current development proposals under review with the opportunity to facilitate ordinance amendments through key stakeholder input while providing professional direction to ensure that the ordinance revisions reflect the goals of the community. Staff is also taking advantage of a perceived lull in major developments to initiate some long-desired planning projects such as the US 340 East Corridor Plan, a potential US 340 South Plan and to initiate the 2014 Comprehensive Plan Update utilizing internal staff resources.

QUICKNOTES

The Five Strategic Points of Intervention

Have you ever had difficulty explaining to your family, friends, or colleagues what planning is or what planners do? Or why the benefits of good planning have enticed you to become involved in planning as a staff person, a new planning commissioner or board member, an engaged citizen, or an advocate for a particular planning issue? Describing community planning and its benefits can be a daunting task. Your audience may have an incomplete understanding of the subject, or worse, the image they have of planning may be limited to the permit desk at city hall.

Explaining to a new mayor, a business leader, a citizens group president, a state or federal official, or an interest group partner what planning is and what planners do can be even more challenging. How can you distill all the benefits of sound community planning into a coherent, perfect nugget of knowledge that clearly describes your planning department's special skills and aptitudes for getting the community to identify community challenges and take action that will lead to a more sustainable future?

You would like to explain how your planning director and staff are strategically well-placed to help create communities of lasting value. You want to show how good planning helps create communities that offer better choices for where and how people work and live. You want to convince people that good planning offers the best hope for meaningfully engaging civic leaders, business interests, and citizens in creating communities that enrich people's lives.

So why does planning matter? Your answer should go well beyond the usual response—that planning approaches problems comprehensively (everything is related to everything else), that it has a long-range perspective (20 to 50 years), and that it deals with unique place-based issues (this place is like nowhere else on earth). Planners, as the torchbearers of planning, matter because they are uniquely positioned. They are key players in the five strategic points of intervention. And their actions and recommendations can have extremely powerful effects on the future of cities, towns, counties, and regions.

THE FIVE POINTS

Planners engage in a great many activities, but those that hold the most promise for making a difference can be boiled down to five sets of critical enterprises. These constructs can be useful for explaining to the uninitiated what planners do and what planning is. You might try incorporating them into your response the next time you hear, "So tell me what planning is all about. And why does it matter, anyway?" The five points should be familiar territory to any seasoned community planner.

Long-range community visioning and goal setting. When planners engage residents, business people, and interest groups in long-range visioning exercises, they help the community determine the values that should undergird the plans, implementation tools, and public investments it undertakes. Setting broad goals and objectives for a jurisdiction is often the first, best opportunity a community has to flag a problem for serious attention later in the planning process. These exercises often involve analyzing alternative policy scenarios, which helps decision makers visualize the effects of future actions or the effects of not taking action.



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American Planning Association

Making Great Communities Happen

Plan making. Planners help towns, cities, counties, and regions prepare all types of plans: jurisdiction-wide comprehensive plans (sometimes known as general or master plans); subarea plans (such as neighborhood, downtown, and corridor plans); and functional plans (such as transit, highway, sewer, water, housing, public health, economic development, and open space plans). Plans assess existing conditions and trends, describe recommended actions, assign responsibility and costs for implementation, and include benchmarks for measuring outcome progress. Plans set the framework for recommended implementation tools—standards, policies, and incentives, and future public and private investments.

Standards, policies, and incentives. Planners conceive and draft standards, policies, and incentives that have an enormous influence on what, where, and how things get built, and what, where, and how land and buildings get preserved. Zoning, subdivision regulations, design guidelines, landscaping and street tree standards, signage regulations, transit-oriented development ordinances, street and sidewalk standards, tax policies, and inclusionary housing regulations are but a few examples of the “carrots and sticks” that can be used effectively to build places of lasting value. Standards, policies, and incentives can have either a positive or a negative effect on community character, environmental integrity, energy use, climate change, housing choice and affordability, the economy, public health, transportation, and yes, sustainability.

Development work. Planners often have an opportunity to influence the outcomes of development or redevelopment projects. For one thing, they can serve as leading team members on public-private partnerships that result in mixed use developments, brownfields development, downtown revitalization, affordable housing, and transit-oriented development. Planners also take a leading role in reviewing and making recommendations on a wide variety of private development plans. They ensure that a development submittal is complete—that it has all the information needed to allow a planning board or other permit-granting body to make an informed decision—and that it meets or exceeds adopted development standards. A thorough site plan review increases the likelihood that the proposal will result in an outcome worthy of the community.

Public investments. Towns, cities, and counties undertake major investments in infrastructure and community facilities that support private development and quality of life in their communities. In many ways the capital improvements program is the most important tool for planners but one that is often overlooked. Planners’ influence over the location and design of sewer and water facilities, transit, streets, sidewalks, bikeways, schools, libraries, police and fire facilities, parks and open space, and other publicly funded investments is substantial. For instance, a seemingly innocuous recommendation about where sewer lines should go greatly influences the pattern and density of future development, which in turn affects car dependency, feasibility of transit, active living and community health, and housing affordability.

The Five Strategic Points of Intervention are not intended to be viewed as sequential “steps” in the planning process, for in most communities all five points of intervention are being addressed at the same time. Nor are the five points intended to be undertaken without a number of critical additives, such as a robust community engagement process and a continuous effort to benchmark progress.

While the efficacy of the five strategic points of intervention may be obvious to many working in the field of planning, it is not always obvious to those outside the field. To help spread the word, try to work up the 30-second, “elevator speech” version of the five points, and then the “two-minute-drill” version. Try them out on those who approach you wanting to know what planning is all about. You may find that the message goes a long way toward explaining what planners do and why planning matters.

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REFERENCES

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American Planning Association. 2011. “What is Planning?” www.planning.org/aboutplanning/whatisplanning.htm.

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Klein, William. 2007. “Why Planning Matters: The Five Strategic Points of Intervention.” *Planning*, November. www.planning.org/planning/2007/nov/sec-retside.htm.

2. Other Resources

Institute for Local Government. 2010. *Understanding the Basics of Land Use and Planning*. Sacramento, California: Institute for Local Government. www.ca-ilg.org/planningguide.

Municipal Research and Services Center of Washington. 2010. “Planner’s Pocket Reference.” www.mrsc.org/Subjects/Planning/PocketRef.aspx.

The following deadlines are provided as the last possible date to submit a given project. Please be aware that, while you have until 5 PM on the deadline date to submit a project, it is strongly advised that submissions be provided as early as possible. A submission will not be determined complete unless all required documents and fees are provided. Therefore, if a project is presented at the last minute and is determined incomplete, the deadline will have been missed and the project will not be heard until a later meeting.



Mission Statement

The mission of the Departments of Planning and Zoning is to provide a healthy, pleasant environment for those who live, work and visit Jefferson County, by blending the unique natural and built resources of our community with quality, sustainable development that ensures responsible and sound growth. We are a knowledgeable, respectful, dedicated staff who welcome community based problem solving and public/private cooperation that assists the community in implementing standards which create a positive impact and achieves its ultimate vision.

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PLANNING COMMISSION SUBMISSION DEADLINES



Planning Department
116 East Washington St.
Charles Town, WV 25414
304-728-3228



Waiver Deadlines

You must submit by 5 PM on:	To be heard the meeting of:
December 20, 2011	January 10, 2012
January 24, 2012	February 14, 2012
February 21, 2012	March 13, 2012
March 20, 2012	April 10, 2012
April 24, 2012	May 15, 2012
May 22, 2012	June 12, 2012
June 19, 2012	July 10, 2012
July 24, 2012	August 14, 2012
August 21, 2012	September 11, 2012
September 18, 2012	October 9, 2012
October 23, 2012	November 13, 2012
November 20, 2012	December 11, 2012

*This deadline is 3 weeks prior to the meeting to allow for staff to gather research and send adjoining property owner letters per department policy. This also allows for the 14 day posting requirement per Division 24.300 (C) of the Jefferson County Subdivision Regulations.

Concept Plan Deadlines

You must submit by 5 PM on:	To be heard the meeting of:
November 1, 2011	January 10, 2012
December 8, 2011	February 14, 2012
January 9, 2012	March 13, 2012
February 6, 2012	April 10, 2012
March 6, 2012	May 15, 2012
April 6, 2012	June 12, 2012
May 2, 2012	July 10, 2012
June 8, 2012	August 14, 2012
July 9, 2012	September 11, 2012
August 3, 2012	October 9, 2012
September 6, 2012	November 13, 2012
October 2, 2012	December 11, 2012

*This deadline is 45 working days prior to the meeting to allow for review and public notice per Section 24.106 J (for Subdivisions) and Section 24.116 J (for Site Plans) of the Jefferson County Subdivision Regulations.

Cell Tower Concept Plan Deadlines

You must submit by 5 PM on:	To be heard the meeting of:
December 16, 2011	January 10, 2012
January 20, 2012	February 14, 2012
February 17, 2012	March 13, 2012
March 16, 2012	April 10, 2012
April 20, 2012	May 15, 2012
May 11, 2012	June 12, 2012
June 15, 2012	July 10, 2012
July 20, 2012	August 14, 2012
August 17, 2012	September 11, 2012
September 14, 2012	October 9, 2012
October 19, 2012	November 13, 2012
November 16, 2012	December 11, 2012

*This deadline is 25 days prior to the meeting to allow for advertising requirements per Section 24.120 of the Jefferson County Subdivision Regulations and Section 4B.2 of the Jefferson County Zoning Ordinance.



January 6, 2012

Ms. Jennifer Brockman, AICP, Director
Jefferson County Planning & Zoning
PO Box 338
Charles Town, WV 25414

Re: Proposed Recreational Zone – Jefferson County, WV

Dear Ms. Brockman:

It is my understanding that the Planning Commission is examining opportunities to modify the Zoning Ordinance to permit well designed commercial uses that focus on recreational/eco-tourism business. These uses are important to the local economy; bringing visitors and spending that benefit our community. Engaging young and old in healthy outdoor activities should be recognized as priority for our County.

Jefferson County has struggled in the past with the permitted uses in various zoning categories. The inclusive nature of the zones makes it difficult to predict what type of growth will occur in a specific zone. Strategically adding some new zoning categories, amending existing zones or inserting mechanisms for special exception uses into the ordinance will enhance land planning in Jefferson County. The ordinance should allow recreational business to become stewards of the river areas and develop plans that protect the resource and use it for the benefit of the County.

I will close with a few thoughts on what I see on our rivers and natural areas:

- A young couple getting away from the big city and discovering nature through river rafting;
- A elementary student fishing on the Potomac River from a public pier;
- Summer camps that teach about nature and encourage healthy living;
- Enjoying a river view while eating lunch;
- Camping along the Shenandoah River;
- Connecting Jefferson County residents to our natural assets instead of walling them off.

I hope the Planning Commission will support the efforts to plan for commercial recreational opportunities in Jefferson County.

Sincerely,

Mark Dyck, CLA, LEED AP
Senior Vice President / Director, Charles Town Office

CC: Steve Barney, Zoning Administrator
Patsy Noland, County Commission President
President, Jefferson County Planning Commission

