

AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
January 26, 2010

PUBLIC MEETING PROCEDURE:

The President shall identify the matter before the Planning Commission (PC) and ask for a presentation by the applicant or the applicant's representative followed by staff's presentation and recommendation.

Once the applicant has finished speaking, the President shall ask for public comments. As a member of the public, once you are recognized by the President, please come to the podium, state your name, provide any credentials that you believe are appropriate, and make a brief presentation. If you agree with a previous speaker, you may simply say so.

The President may limit the presentation time of speakers.

Once the public comments are completed, the applicant may respond to the public comments.

PC members may ask questions at any time.

A copy of any document or exhibit used by a speaker in his or her address to the PC must be left with the PC and will become part of the official public file on the matter at hand. The applicant or a representative of the applicant may have the opportunity to view the document or material.

Once all speakers have finished, the PC will discuss and then vote on a motion 1) to approve, disapprove, or impose conditions on the application to comply with the Subdivision Ordinance if the application is a final plat; or 2) to approve, disapprove, or approve with conditions a variance request; or 3) to accept or not accept a Community Impact Statement (CIS). The Community Impact Statement is an informal step in the subdivision process and an applicant may proceed with the subdivision proposal whether or not the Planning Commission accepts the CIS.

Public hearings are located in the Charles Town Library meeting room at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 PM

1. Election of Planning Commission Secretary.
2. Approval of minutes for the January 12, 2010 meeting.
Approval of minutes for the January 19, 2010 workshop.
3. Citizen Communications.
4. Request for postponement.
5. Director's Report.
 - Discussion on Annual Report
 - Discussion on Work Plan
6. Discussion and possible vote on Planning and Zoning Department fees.
7. Reports from Legal Counsel and legal advice to PC.
 - Vote on Findings of Fact and Conclusions of Law for the Town Run Commons Variance.
8. County Commission Liaison Report.
9. Planning Commission Exchange.
 - Discussion and Vote on scheduling a joint meeting with PSD.
10. President's Report.
11. Actionable Correspondence.

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JEFFERSON COUNTY PLANNING COMMISSION
JANUARY 26, 2010
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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.

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 12, 2010

The Jefferson County Planning Commission met on Tuesday, January 12, 2010, with the following Commission members present: John Maxey, President; Robert Reynolds, Vice President; Lynne Deming, Secretary; Frances Morgan, Ellen May, John Sidor and Thomas Trumble. Staff members present included Jennifer Brockman, Director of Planning and Zoning; Seth Rivard, Planner; Jennifer Snyder, Zoning Administrator; Jonathon Saunders, County Engineer; Stephen Groh, Assistant Prosecuting Attorney; Mason Carter, Ordinance Compliance Officer and Amy Puetz, Office Assistant.

Mr. Dailey was absent with notification.

Mr. Reynolds called the meeting to order at 7:01 PM.

1. Election of Officers. For President, Ms. May nominated Mr. Maxey and Ms. Deming nominated Mr. Dailey. Mr. Reynolds called for a vote. The vote was 4 for Mr. Maxey (Ms. May, Mr. Reynolds, Mr. Maxey, and Ms. Morgan) and 3 for Mr. Dailey (Mr. Trumble, Ms. Deming, and Mr. Sidor). Mr. Maxey was elected as President.

Mr. Maxey moved into the President's chair.

For Vice-President, Mr. Sidor nominated Mr. Reynolds and Ms. Deming nominated Mr. Dailey. Mr. Maxey called for a vote. The vote was 6 for Mr. Reynolds (Ms. May, Mr. Trumble, Mr. Maxey, Mr. Reynolds, Ms. Morgan, and Mr. Sidor) and 1 for Mr. Dailey (Ms. Deming).

For Secretary, Mr. Sidor nominated Ms. Deming and Ms. Deming nominated Mr. Sidor who respectfully declined. Mr. Maxey called for a vote. The vote was 6 for Ms. Deming (Ms. May, Mr. Trumble, Mr. Maxey, Mr. Reynolds, Ms. Morgan, and Mr. Sidor) and 1 abstention (Ms. Deming).

2. Approval of minutes for December 8, 2009 meeting. There were 4 abstentions (Ms. Morgan, Ms. Deming, Ms. May, and Mr. Reynolds). Mr. Sidor moved to approve the minutes. Mr. Maxey seconded the motion. Mr. Trumble suggested that Section Six needed more detail. Staff provided a revised text of Section Six of the minutes with direct quotes in red print for the benefit of any Commissioner who wanted to make an amendment. Mr. Trumble motioned that the minutes be approved with revisions provided by staff. There was no second. Mr. Trumble withdrew the motion. Mr. Maxey called for a vote on the original motion made by Mr. Sidor to approve the minutes as written. Motion carried 2 for (Mr. Sidor and Mr. Maxey) and 1 against (Mr. Trumble).
3. Citizens Communication. None.
4. Request for postponement. None.

5. Declaration of Violation for Richard Duncan of the Jefferson County Improvement Location Permit Ordinance for no Improvement Location Permit for a shed on his property. Mr. Carter reported to the Planning Commission and affirmed that this violation had been resolved.
6. Declaration of Violation for Robert Armstrong of the Jefferson County Salvage Yard Ordinance for 4 unlicensed/junk vehicles and debris on his property. Mr. Carter provided photographs and stated one vehicle had been licensed. He requested declaration of violation on 3 unlicensed/junk vehicles and debris. Mr. Sidor motioned to find Robert Armstrong's property in violation. Mr. Reynolds seconded the motion which carried unanimously.
7. Declaration of Violation for Mark O'Dell of the Jefferson County Improvement Location Permit Ordinance for no Improvement Location Permit for a sign on property. Mr. Carter reported that this violation had been resolved.
8. Presentation on the request being made by Potomac Professional Services, LLC for a zoning map amendment and request to the Planning Commission to schedule a public hearing.

Mr. Matthew Powell with Potomac Professional Services approached the Commission. He described the property and explained the request for rezoning the property from Residential Growth to Residential/Light Industrial/Commercial and asked the Planning Commission to set a public hearing date.

Mr. Reynolds moved to set the public hearing for February 9, 2010. Ms. Deming seconded the motion which carried 6 for (Ms. May, Mr. Trumble, Mr. Maxey, Ms. Deming, Ms. Morgan, and Mr. Reynolds) and 1 opposed (Mr. Sidor).

9. Issuance of Conditional Use Permit (CUP) for a Telecommunication Facility. Verizon Wireless proposed locating a new wireless telecommunications facility within an existing silo located on Sleepy Hollow Golf Course. The proposal includes extending the silo an additional 30 feet and mounting twelve antennae within the silo. Ms. Stephanie Petway, a representative of Verizon Wireless, described the proposed project and was available for questions.

Ms. Snyder read from her staff report stating that there were no attendees nor were there comments provided in writing during the Neighborhood Compatibility Meeting held December 2, 2009 and recommended approval. Mr. Saunders read from his staff report and deferred to the Zoning Administrator.

Discussion ensued on the visual impact and if the facility would be allowed further expansion. Mr. Maxey called for public comment. Mr. Paul Rosa on behalf of the Harpers Ferry Conservancy approached the Commission and voiced his support of the project.

Mr. Reynolds moved to approve the staff report detailing no unresolved issues between the public and the developer regarding the proposed telecommunication facility. Ms. Morgan seconded the motion which carried unanimously. Mr. Reynolds then motioned to approve the CUP. Ms. Deming seconded the motion which carried unanimously.

10. Final Plat hearing for SPARC Training Campus, Phase II, Section One (PC file # 07-14R). The proposed Final Plat divides the previously approve, but not bonded or recorded, Final Plat, consisting of 15 lots, 2 open space parcels, and a residue lot into subphases. This request is to approve the first phase to consist of 5 lots, one open space, and a residue of 155.33 acres. Ms. Kristen Ringstaff with William H. Gordon Associates was available for questions.

Mr. Rivard read from his staff report and recommended approval. Mr. Saunders read from his staff report and recommended approval. There was no public comment.

Ms. Morgan moved to approve the final plat. Mr. Trumble seconded the motion which carried unanimously.

11. Request by Peter Corum of the Twin Oak Subdivision, LLC to reopen the file and for a variance to extend the expiration date for 1 year to bond and record the Town Run Commons Subdivision (PC file #06-33). Town Run Commons was designed to receive sanitary sewer service from Shepherdstown. However, Shepherdstown is currently under a moratorium for sewer connections. For this reason, Mr. Peter Corum requested a twelve mont extention to record and bond the approved Town Run Commons Final Plat. Mr. Corum, partner for Town Run Commons, was available for questions.

Mr. Groh communicated to the Commission the events of the last meeting and gave counsel on reopening the file.

Mr. Reynolds moved to reopen the file for the purpose of hearing the variance applied for at the December 8, 2009, meeting by Mr. Corum. Mr. Trumble seconded the motion which carried unanimously.

Mr. Corum again approached the podium and explained the reasoning for the variance request.

Mr. Rivard read from his staff report and recommended approval. Mr. Saunders read from his staff report and deferred to the planner.

The Planning Commission posed questions to Mr. Corum. Discussion ensued on the actual vitality of the project if Shepherdstown's moratorium on the sewer was lifted. Mr. Corum affirmed that additional investors would be necessary.

Mr. Maxey opened the public hearing. Mr. Spurgas, a resident in the area of the property, voiced concern over the status of the project and whether future variances would be necessary. Mr. Corum responded.

Mr. Maxey called for a recess at 8:26 PM to allow staff to change the CD. Mr. Maxey called the meeting back to order at 8:30 PM.

Mr. Maxey read Section 17.1 of the Subdivision Regulations that governs variance approvals. There was discussion regarding the variance's ability to meet the four criteria for approval.

Mr. Reynolds moved to deny the Town Run Commons variance based on the request being contrary to the public interest. In the interest of the public, the regulations require projects to process on a timely basis. Additionally, the request did not establish an unnecessary hardship as the property was not being denied the right to be used as it is currently zoned and the applicant was not prevented from applying for another CUP or a zoning map amendment. The variance request was a self imposed hardship because it is based on a conditional use. Ms. May seconded the motion which carried 5 for (Ms. May, Mr. Maxey, Mr. Reynolds, Ms. Morgan, and Mr. Sidor) and 2 opposed (Ms. Deming and Mr. Trumble).

12. Director's Report.

- a. Activity Report. Calendars of activity for the previous month were provided in the packets.
- b. Planning Commissioner Training Opportunities. Information for upcoming training opportunities being offered by the City of Ranson was provided to the Commission.
- c. Office Manager Interviews. Ms. Brockman stated that she planned to go before the County Commission with a recommendation on January 21, 2010.
- d. Subdivision Regulation Revisions. A draft of proposed amendments to the Subdivision Regulations was passed out to the Commissioners. The Commissioners were reminded of a workshop scheduled for January 19, 2010, at 6 PM in the conference room on the 2nd floor of the Mason Building.
- e. Zoning Map Effort. Ms. Brockman notified the Planning Commission of upcoming meetings and work being done with Todd Fagan, GIS Specialist, to update the data layers that are the base of creating a digital zoning map.
- f. Meeting with Alana Hartman, DEP Chesapeake Bay Coordinator. Ms. Brockman, Mr. Rivard, and Mr. Roger Goodwin met with Ms. Hartman to discuss the County's part in the Chesapeake Bay water efforts and possible grants that were or may be available.
- g. Work plan. Ms. Brockman stated she was continuing to work on the department's work plan and hoped to have a draft by the January 26, 2010 meeting.

13. County Commission Liaison Report. None.

14. Planning Commission Exchange.

- a. Ms. May provided a report from the January 4, 2010 PSD meeting and discussed the session.
- b. Mr. Reynolds raised concern that annual report and budget recommendations be submitted in a timely manner and that a work load accounting system be developed. Mr. Maxey suggested a sub-committee to review and provide direction on these reports. Mr. Maxey moved that a sub-committee consisting of Mr. Trumble, Mr. Maxey, Mr. Reynolds, and Ms. Deming be formed to meet with Ms. Brockman. Ms. Morgan seconded the motion which carried unanimously.
- c. Mr. Maxey requested a report on departmental fees. Ms. Snyder stated that she hoped to have a draft report by the January 26, 2010 meeting. Mr. Maxey suggested that, since there was significant work to be done on the Subdivision Regulation amendments, that a timeline for the fee report to be submitted is all that is required for the January 26, 2010 meeting.
- d. Mr. Maxey asked for status of the Request for Proposal for the Blue Ridge Mountain grant. Mr. Rivard assured Mr. Maxey that it was forth coming.

Mr. Maxey called for a recess at 9:41 PM to allow staff to change the CD. Mr. Maxey called the meeting back to order at 9:43 PM.

- e. Mr. Maxey requested that joint meetings with the PSD be continued.

15. Planning Commission discussion, review, and vote on 2010 Planning Commission meeting schedule. A schedule was provided by staff that illustrated meetings that have potential conflicts with holidays.

Ms. Morgan moved that the Planning Commission meeting scheduled for Tuesday, May 11, 2010 be rescheduled for Tuesday, May 18, 2010. Mr. Maxey seconded the motion which carried unanimously.

By unanimous consent, the meeting for November 23, 2010, was cancelled.

Mr. Maxey moved that the Planning Commission meeting scheduled for December 28, 2010, be rescheduled for December 21, 2010. Ms. May seconded the motion which carried 4 for (Ms. May, Mr. Maxey, Ms. Morgan, and Mr. Reynolds) and 3 opposed (Mr. Trumble, Ms. Deming, and Mr. Sidor).

16. President's Report. None.

17. Reports from Legal Counsel and legal advice to PC. Ms. May suggested moving this agenda item to be heard immediately after Director's Report. This was approved by unanimous consent. Mr. Groh was available for counsel and to answer questions on the James and Barbara Gibson case and the Sunnyside, LLC dismissal.

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
JANUARY 12, 2010
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18. Actionable Correspondence. None.

19. Non-Actionable Correspondence. None.

Ms. Morgan moved to adjourn at 10:01 PM. Ms. Deming seconded the motion, which carried unanimously. A detailed transcript of the meeting may be found on CD # _____. These minutes were prepared by Amy Puetz, Office Assistant.

DRAFT MINUTES

JEFFERSON COUNTY PLANNING COMMISSION
WORKSHOP
JANUARY 19, 2007

The Jefferson County Planning Commission met on Tuesday, January 19, 2010 with John Maxey, President presiding. Frances Morgan, Robert Reynolds, John Maxey, Ellen May, Arnold Dailey, and Stephen Alemar were present. Staff members present were Jennifer Brockman, Planning and Zoning Director; Jennifer Snyder, Zoning Administrator; Seth Rivard, Planner; Jonathon Saunders, Engineer; and Amy Puetz, Office Assistant.

Mr. Maxey called the meeting to order at 6:08 PM.

Jennifer Snyder presented the Planning Commission with a handout entitled "Summary of Amendments to the Subdivision Regulation adopted October 9, 2008."

Ms. Snyder reviewed possible amendments to the Subdivision Regulations with the Planning Commission. The Planning Commission asked Ms. Brockman, Ms. Snyder, Mr. Rivard, and Mr. Saunders questions and gave comment throughout the presentation.

The meeting ended at 8:24 p.m. A detailed transcript of this meeting can be found on CD # ____ & _____. These minutes were prepared by Amy Puetz, Office Assistant.



THE COUNTY COMMISSION OF JEFFERSON COUNTY

P.O. Box 250
124 East Washington Street
Charles Town, WV 25414

Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916



January 15, 2010

Stephen Alemar
77 Cavalier View Ct.
Shepherdstown, WV 25443

Dear Mr. Alemar:

The Jefferson County Commission has appointed you to serve on the Jefferson County Planning Commission for an unexpired term ending March 31, 2010. A representative from the Jefferson County Planning Commission should call you to provide further information on upcoming meetings and activities.

All representatives serving on Boards, Commissions and Authorities for Jefferson County are required to take an Oath of Office. Please contact the County Clerk's office and arrange to take this Oath as soon as possible.

If you have any questions about your appointment, please feel free to contact me. Thank you for your willingness to serve Jefferson County.

For the Commission

Sandy Slusher McDonald
Acting County Administrator

cc: County Clerk's Office
Jefferson County Planning Commission

faxed 1-15-10

Stephen Alemar

Objective To obtain a position on Jefferson County Planning Commission.

Experience 5-27-09 to current US Army Medical Research & Materiel Command Fort Detrick, MD

Management Analyst

- Conduct management studies and reviews
- Perform managerial cost accounting and develop cost models
- Oversee office redesigns and construction

07-16-86 to 5-27-09 United States Postal Service, HQ Washington, DC

Activity Based Costing Team Leader

- Lead a large team of financial, Activity Based Costing , and Operations Research analysts.
- Oversee the construction of cost accounting models and operational reviews.
- Develop policies and financial reports for corporate officers.

3-15-83 to 07-16-86 National Park Service Washington, DC

Lead Park Ranger

- Perform living history as captain of a C&O Canal boat.
- Perform interpretive programs as the ranger in charge of the Vietnam Veterans Memorial.
- Perform law enforcement and interpretive duties at Grand Canyon National Park.

1980-1985 Montgomery College Takoma Park , MD

Lecturer

- Taught introductory college history classes.

1-15-79 – 3-15-83 Dockside Construction Takoma Park, MD

President/Owner

Operate a contracting company doing painting, carpentry, and historical renovations (licensed in MD, VA, DC).

Education	Graduated Spring 1977	Montgomery College	Takoma Park, MD
	Graduated Spring 1980	University of MD	College Park, MD
	Graduate Studies	Catholic University WV University	Washington, DC Morgantown, WV

Summary

- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Strong leadership and finance background combined with excellent communication skill

References References are available on request.

Jefferson County, West Virginia

Department of Planning

116 East Washington Street, 2nd Floor

P.O. Box 338

Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Fax: (304) 728-8126

NOVEMBER 23, 2009

PRE-PROPOSAL CONFERENCE MEMORANDUM

MEETING DATE: November 4, 2009

CONTACT NAME: Pastor, Charles W. Hunter, Sr. / Co-Pastor Alice Hunter
OWNER/DEVELOPER: EBENEZER MOUNT CALVARY HOLY CHURCH
(Mailing Address/Phone Number) 408 Shirley Road; Summit Point, West Virginia 25446
(304) 725-3468 (304) 725-8987

PROPOSED PROJECT: NON-RESIDENTIAL SITE DEVELOPMENT /
ADDITION TO EXISTING STRUCTURE

DISTRICT/MAP/PARCEL: KABLETOWN Tax District / Map: #15A / Parcels: #12 & #12.1
DEED BOOK; 565
PAGE: 695

TOTAL PARCEL SIZE: Approximately: 0.4081 acres

2002 ZONING DISTRICT: RURAL / AGRICULTURAL

MEETING DESCRIPTION:

- The meeting attendees included Zoning Administrator, Jennifer Snyder; County Planner, Seth Rivard; County Engineer, Jonathan Saunders; Contractor, Don Marshall; and Pastor and Mrs. Charles Hunter.
- Overview: The proposed project consists of the addition of a Fellowship Hall to the Church property for multipurpose use, to include Sunday School, music classes, after-school computer and study programs.
- Tentative site capacity calculations.
- Potential environmental constraints and mitigation measures as required by Zoning Ordinance.
- Anticipated Time-Frame and Deadlines.
- Additional relevant information to consider includes: Variance File #ZV01-30, regarding a decrease to the Rear Setback distance from 50' to 15'.
- FEES: Upon submission, all applicable Site Plan and Building Permit fees, as required by the Engineering Department.
- Payment(s): **None Received**

FINDING:

Per the ILP Ordinance and current Subdivision Regulations, the proposed Plan Concept will require a Site Plan submission, as the sketch plan is not sufficient and does not adhere to the Site Plan Standards. The Applicant may need updated Variances for the proposed project.

EFFECT OF FINDING:

The processing of a Site Plan is required. The services of a licensed professional Engineer or Surveyor will be required to draft said Plan for submission. A second Pre-Proposal Conference should be scheduled after the proposed project has been discussed with the professional and the Applicants have clarified all design options available for their project. Building Permits must also be obtained, prior to the start of construction, and appropriate approvals from all Local, State and Federal Agencies, are necessary for the issuance of a Zoning Certificate.

Sincerely,

Jennifer Snyder
Zoning Administrator

JJS/clc
Cc: Don Marshall, Contractor
Engineering & Permits Department

Jefferson County, West Virginia

Department of Planning

116 East Washington Street
P.O. Box 338
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountyvva.org

Phone: (304) 728-3228

Fax: (304) 728-8126

JANUARY 11, 2010

PRE-PROPOSAL CONFERENCE MEMORANDUM

MEETING DATE: November 18, 2009 @ 2:00 p.m.

OWNER/CONTACT NAME: Barbara Feldman and Barry Whitebrook
PHYSICAL ADDRESS: 448 Southerly Lane
Charles Town, WV 25414

PROPOSED PROJECT: NON-RESIDENTIAL SITE DEVELOPMENT
PROPOSED USE: HOME BUSINESS / COTTAGE INDUSTRY

DISTRICT/MAP/PARCEL: CHARLES TOWN TAX DISTRICT / MAP #9 / PARCEL #4.17
2002 ZONING DISTRICT: Rural/Agricultural
TOTAL PARCEL SIZE: Approximately: 2.69 acres

MEETING DESCRIPTION:

- The meeting attendees included Zoning Administrator, Jennifer Snyder; County Planner, Seth Rivard; County Engineer, Jonathan Saunders; Compliance Officer, Mason Carter; Building Inspector, Mike Monaghan; and Owner, Barbara Feldman.
- Overview: The proposed project consists of operating a Martial Arts Studio in an enclosed, detached deck of a private residence. Said enclosure was constructed without permit or County approval, and currently does not comply with the Zoning Ordinance. At their Meeting on October 15, 2009, the Board of Zoning Appeals both approved a Variance from Article 4, Section 4A.3b (Re: Accessory Structure size), and denied a second Variance, from Article 4, Section 4.10 & 4A.3i (Re: Site Plan requirements).
- Need to address potential environmental constraints and mitigation measures as required by Zoning Ordinance.
- Need to address Building Code concerns regarding the structure.
- Anticipated Time-Frame and Deadlines.
- Additional relevant information to be considered (includes file numbers, dates/previous proposals, etc.)
- FEES: Appropriate fee amounts for Site Plan submission, Building Permit application and any other stated costs required by the Engineering Department, may be obtained by contacting their Office.
- Payment(s): **None Received**

FINDING:

The active Martial Arts Studio, which is presently operating in violation of the current Zoning Ordinance, would be classified as a Cottage Industry. Cottage Industries require a site plan, which the Owner has not yet processed. On December 4, 2009, Ms. Feldman contacted the office via email correspondence, stating that she had hired an Architect and was obtaining Engineering quotes.

EFFECT OF FINDING:

The Applicant must bring the violation into compliance and obtain appropriate approvals from all Local, State and Federal Agencies, before the project can be established and a Zoning Certificate issued. The Site Plan submission must be received within fifteen (15) days of the date of this letter, or all related activity must cease and desist.

Sincerely,

Jennifer Snyder
Zoning Administrator

JJS/clc

CC: Mason Carter, Compliance Officer
Jonathan Saunders, County Engineer
Seth Rivard, County Planner

**Jefferson County, West Virginia
Department of Planning & Zoning**

116 East Washington Street, 2nd Floor
P.O. Box 338
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Email: planningdepartment@jeffersoncountywv.org

JANUARY 15, 2009

PRE-PROPOSAL CONFERENCE MEMORANDUM

MEETING DATE: December 2, 2009 @ 10:00 a.m.

CONTACT NAME: William H. Gordon, Associates, Inc. (304) 725-8456
(Mailing Address/Phone Number) Attention: Kristin Ringstaff kringstaff@whga.com
301 North Mildred Street, Suite 1
Charles Town, West Virginia 25414

CONTACT NAME: P. J. Raco Consulting, LLC (304) 676-8256
(Mailing Address/Phone Number) Attention: Paul Raco pjraco_consulting@hotmail.com
P.O. Box 548; Charles Town, West Virginia 25414

OWNER/DEVELOPER: Bank of Charles Town

PHYSICAL ADDRESS: Intersection of Route 340 and Washington Street

PROPOSED PROJECT: NON-RESIDENTIAL SITE DEVELOPMENT
Principal Permitted Use: Farmer's Market-not to exceed an area of 1,500 sq. ft. having a front setback of 50' and off-street parking.

DISTRICT/MAP/PARCEL: HARPERS FERRY Tax District / Map: #7 / Parcels: #24 & #26
TOTAL PARCEL SIZE: Approximately: 1.11 acres and 1.28 acres
2002 ZONING DISTRICT: RURAL / AGRICULTURAL

MEETING DESCRIPTION:

- The meeting attendees included County Planner, Seth Rivard; County Engineer, Jonathan Saunders, Consultant, Kristin Ringstaff, William H. Gordon, Associates; Paul Raco, P. J. Raco Consultants, LLC; and Shultz Realty representatives, Chaz and Cricky Shultz.
- Overview: The proposed project consists of the construction of a Commercial Farmer's Market on the corner of Route 340 and Washington Street. Construction would include a 30' x 50' covered merchant area, and entrance, gravel drive aisles and a gravel parking area. The covered merchant area would primarily be used as customer service for the Farmer's Market. The total impervious area will be approximately 22,175 sq. ft. or 0.51 acres.
- Applicant notified that paved parking including paved drive aisles will be required.
- Maximum allowable market size: 1,500 sq. ft.
- Lot Merge is required for Parcels #24 & #26.
- Tentative site capacity calculations.
- Potential environmental constraints and mitigation measures as required by Zoning Ordinance.
- Anticipated Time-Frame and Deadlines.
- Additional relevant information to consider may include file numbers, dates, previous proposals, etc.
- FEES: Upon submission, all applicable Site Plan and Building Permit fees, as required by the Engineering Department. Merger deed review \$100.00.
- Payment(s): **None Received**

FINDING:

Per Section 4.10 of the Zoning Ordinance, the ILP Ordinance, and current Subdivision Regulations, the proposed Plan Concept will require a Full Site Plan submission, and may comply with the processing conditions for Minor Site Development. The matter of signage should be addressed in said Site Plan. Water and sewer to be provided.

EFFECT OF FINDING:

The processing of a Site Plan is required. All Site Plan standards in effect at the time of submission will be required. Building Permits must be obtained prior to the start of construction, and appropriate approvals from all Local, State and Federal Agencies, are necessary for the issuance of a Zoning Certificate. Additionally, the matter of signage must also be addressed during the Site Plan processing.

Sincerely,

Jennifer Snyder
Zoning Administrator

JJS/clc

Cc: Kristin Ringstaff, WHGA
Paul Raco, P. J. Raco Consulting, LLC
Shultz Realty / Chaz & Cricky Shultz
Engineering & Permits Department

Jefferson County, West Virginia

Department of Planning

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Fax: (304) 728-8126

Email: planningdepartment@jeffersoncountywv.org

JANUARY 14, 2010

PRE-PROPOSAL CONFERENCE MEMORANDUM

MEETING DATE: November 4, 2009 @ 10:00 p.m.

COMPANY NAME: Middleway Volunteer Fire Company, Inc.
P.O. Box 1
Summit Point, West Virginia 25446
(304) 582-0204

OWNER/DEVELOPER: Marshall Edwards
6118 Leetown Road
Kearneysville, West Virginia 25430

PROPOSED PROJECT: NON-RESIDENTIAL SUBDIVISION WITH SITE DEVELOPMENT
Creation of a One (1) Lot Subdivision and remaining Residue parcel.
Principal Permitted Use: Fire Station (Institutional Use)

DISTRICT/MAP/PARCEL: MIDDLEWAY TAX DISTRICT (7) / MAP 24 / PARCEL 2

2002 ZONING MAP DIST.: RURAL / AGRICULTURAL

INDIVIDUAL PARCEL SIZES: Lot #1: 6 acres and Residue Lot: 80.42 acres

TOTAL PARCEL SIZE: Approximately: 86.42 acres

MEETING DESCRIPTION:

- The meeting attendees included Zoning Administrator, Jennifer Snyder; County Planner, Seth Rivard; County Engineer, Jonathan Saunders; GIS Specialist, Todd Fagan - Addressing Department; David S. Trostle of Frederick, Seibert & Assoc., Inc. and Mike Mood, Representative from Middleway Volunteer Fire Company.
- Overview: The Owner is requesting the creation of a one (1) lot Subdivision for the development of a new Fire Station, comprised of a 9,000 sq. ft. building.
- Tentative site capacity calculations.
- Potential environmental constraints and mitigation measures as required by Zoning Ordinance.
- Anticipated Time-Frame and Deadlines.
- Additional relevant information to be considered may include file numbers, dates, previous projects, etc.
- FEES: Upon submission, all applicable Site Plan and Building Permit fees, as required by the Engineering Department.
- Subdivision Fee: **\$700.00** (Plat Fee: \$200.00/ Non-Residential Lot: \$500.00)
- Payment(s): **None Received**

FINDING:

The proposed Use will require the creation of off-track infrastructure. The proposed Plan Concept appears to satisfy the intent of the Subdivision Regulations and may be subdivided simultaneously with the required Site Plan. Per Section 4.10 of the Zoning Ordinance, the ILP Ordinance, and current Subdivision Regulations, said Plan Concept will require a Full Site Plan submission, and shall comply with the processing conditions for Major Site Development. The matter of signage should be addressed in said Site Plan.

EFFECT OF FINDING:

The processing of a Site Plan is required. All Site Plan standards in effect at the time of submission will be required. Building Permits must be obtained prior to the start of construction, and appropriate approvals from all Local, State and Federal Agencies, are necessary for the issuance of a Zoning Certificate. Additionally, the matter of signage must also be addressed during the Site Plan processing.

Sincerely,

Jennifer Snyder
Zoning Administer

JJS/clc

cc: Middleway Volunteer Fire Company, Inc.
David S. Trostle, Frederick, Seibert & Assoc., Inc.
Engineering and Building Permit Department

Jefferson County, West Virginia

Department of Planning

116 East Washington Street, 2nd Floor

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DECEMBER 01, 2009

PRE-PROPOSAL CONFERENCE MEMORANDUM

MEETING DATE: October 21, 2009 @ 11:00 p.m.

COMPANY NAME: Outdoor Education Center of For Love of Children
CONTACT NAME: Attn.: Kevin Hughes / khughes@floc.org
Address/Phone Number: 671 Floc Way; Harpers Ferry, West Virginia 25425
(304) 725-0409

OWNER/DEVELOPER: Rolling Ridge Foundation

PROPOSED PROJECT: NON-RESIDENTIAL SITE DEVELOPMENT
PRINCIPLE PERMITTED USE: ACCESSORY USE TO PRINCIPLE PERMITTED USE

DISTRICT/MAP/PARCEL: KABLETOWN TAX DISTRICT / MAP 24 / PARCEL 4.1
2002 ZONING MAP DIST.: RURAL / AGRICULTURAL
TOTAL PARCEL SIZE: Approximately: 309.62 acres

MEETING DESCRIPTION:

- The meeting attendees included Zoning Administrator, Jennifer Snyder; County Planner, Seth Rivard; County Engineer, Jonathan Saunders; and Project Representatives, Kevin Hughes and Rob Stull.
- Overview: The proposed Minor Site Development Plan consists of the erection of a wind generator on an established Campus, to be used for educational purposes. Said tower has been approved by the Appalachian Trail Conservancy and the Rolling Ridge Foundation.
- Tentative site capacity calculations.
- Potential environmental constraints and mitigation measures as required by Zoning Ordinance.
- Anticipated Time-Frame and Deadlines.
- Additional relevant information to possibly consider may include office files, previous proposals, etc. A site visit to the location was performed on November 23, 2009.
- FEES: Upon submission, all applicable Site Plan and Building Permit fees, as required by the Engineering Department.
- Payment(s): **None Received**

FINDING: No Site Plan required due to lack of disturbed area. Building permits and appropriate fees required.

Sincerely,

Jennifer Snyder
Zoning Administrator

JJS/clc

cc: Todd Fagan, GIS Specialist-Addressing Office
Engineering and Building Permit Department