

**JEFFERSON COUNTY, WEST VIRGINIA**  
**Departments of Planning & Zoning**  
116 East Washington Street, 2<sup>nd</sup> Floor  
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Charles Town, West Virginia 25414

**Email:** [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

**Phone:** (304) 728-3228  
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MEMORANDUM

**TO:** JEFFERSON COUNTY PLANNING COMMISSION  
**FROM:** JENNIFER BROCKMAN, DIRECTOR OF PLANNING  
**DATE:** JUNE 18, 2010  
**SUBJECT:** JUNE 22, 2010 PLANNING COMMISSION MEETING

Please find attached the following documents for consideration at the June 22, 2010 Planning Commission meeting.

**Documents provided:**

- **June 22, 2010 agenda and map.**

1. Approval of the minutes from the June 8, 2010 meeting.

**Documents provided:**

- **Minutes of the June 8, 2010 meeting.**

2. Citizen Communications.
3. A call for postponements.
4. Public Hearing for Zoning Map Amendment (Rezoning) for property designated as Tax District: Shepherdstown, Map: 7A, Parcel: 51.3. This property is located at 7311 Martinsburg Pike, Shepherdstown, and is located within Mecklenburg Heights and is a total of 0.234 acres. The property is currently zoned Residential Growth and a request is being made by Good Shepherd Interfaith Volunteer Caregivers to change zoning to Residential/Light Industrial/Commercial.

**Documents provided:**

- **Rezoning request and supporting documents.**
- **Staff report.**
- **Staff recommended motion.**

5. Blue Ridge Mountain Community Plan.

6. Director's Report.

**Documents provided:**

- **Director's agenda.**
- **Activity report.**

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

**Documents provided:**

- **Administrative Order for James Gibson, et al v. The Jefferson County Planning Commission, Case No. 09-C-364.**

8. County Commission Liaison Report.

9. Planning Commission Exchange.

10. President's Report.

11. Actionable Correspondence.

12. Non-Actionable Correspondence.

**Documents provided:**

- **Letter that was sent to Lee Snyder.**

If you have any questions or any items are missing; please contact the office at (304) 728-3228 from 9:00 a.m. to 5:00 p.m. Thank you.

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
**June 22, 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. Approval of the minutes from the June 8, 2010 meeting.
2. Citizen Communications.
3. A call for postponements.
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5. Blue Ridge Mountain Community Plan.
6. Director's Report.
7. Reports from Legal Counsel and legal advice to PC.
8. County Commission Liaison Report.

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
JUNE 22, 2010  
PAGE 2 OF 2

9. Planning Commission Exchange.

10. President's Report.

11. Actionable Correspondence.

12. Non-Actionable Correspondence.

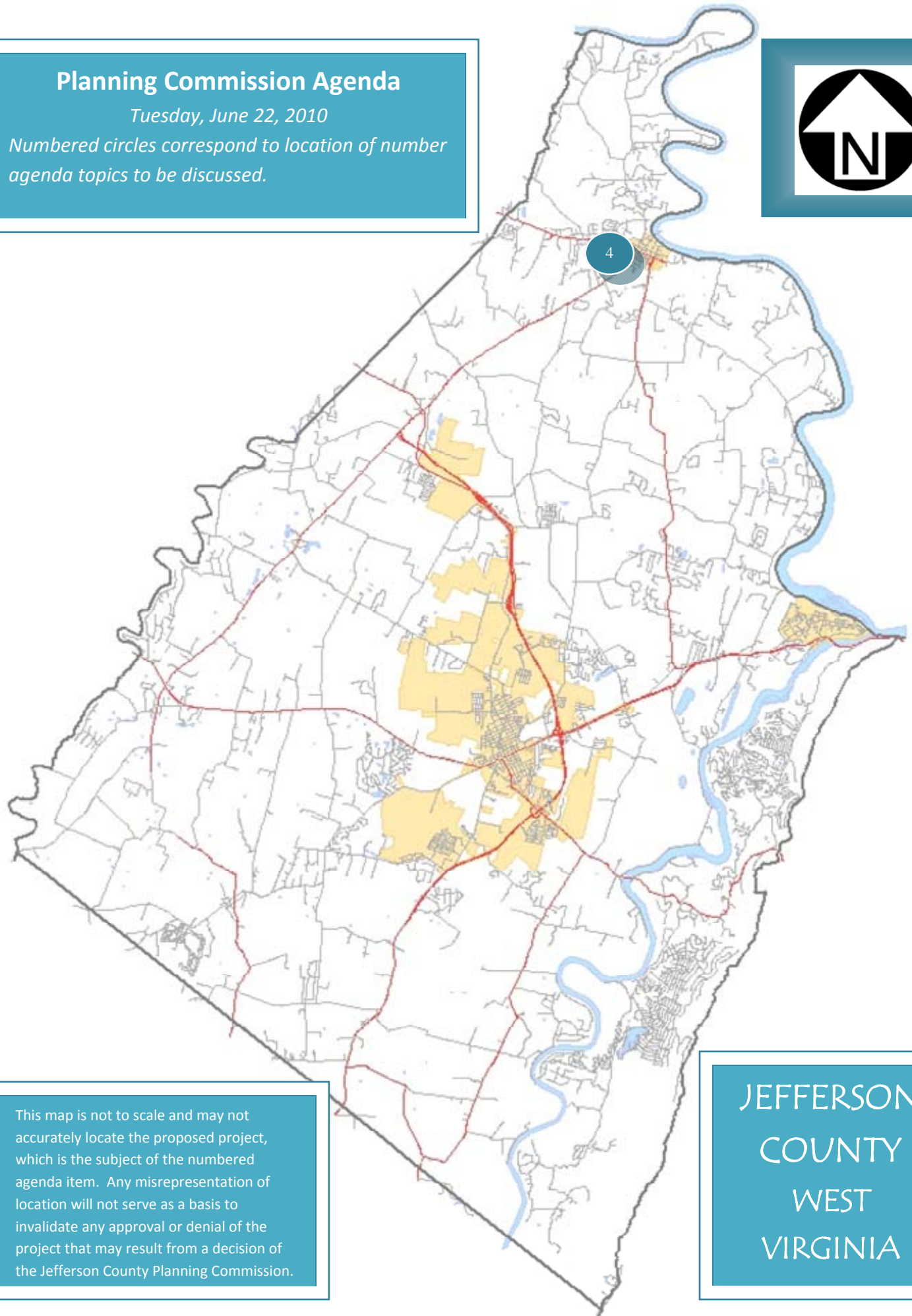
The Planning Commission welcomes written comments at any time. Our office is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is located at 116 East Washington Street, P.O. Box 338, Charles Town, WV 25414. Our phone number is (304) 728-3228; our fax number is (304) 728-8126; our email address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

Minutes and video recordings of past meetings and the Comprehensive Plan can be found on our website. The office has a file on each project as well as aerial photos of the county. Minutes and audio recordings of past meetings, Subdivision Regulations, Zoning Ordinance and the Comprehensive Plan are available for review in our office.

# Planning Commission Agenda

Tuesday, June 22, 2010

Numbered circles correspond to location of number agenda topics to be discussed.



This map is not to scale and may not accurately locate the proposed project, which is the subject of the numbered agenda item. Any misrepresentation of location will not serve as a basis to invalidate any approval or denial of the project that may result from a decision of the Jefferson County Planning Commission.

JEFFERSON  
COUNTY  
WEST  
VIRGINIA



MINUTES  
JEFFERSON COUNTY PLANNING COMMISSION  
JUNE 8, 2010

The Jefferson County Planning Commission met on Tuesday, June 8, 2010, with the following Commission members present: John Maxey, President; Frances Morgan, Steve Alemar, Gene Taylor, Morgan Eppers, Daniel Hayes, and Kelly Baty. Staff members present included Seth Rivard, Planner; Jennifer Snyder, Zoning Administrator; Jonathon Saunders, Engineer; Stephen Groh, Assistant Prosecuting Attorney; Julie Quodala, Office Manager; and Amy Puetz, Office Assistant.

Mr. Arnold Dailey and Mr. Thomas Trumble were absent with notification.

Mr. Maxey called the meeting to order at 7:03 PM.

**1. Approval of minutes.**

- a) **Approval of minutes for the May 18, 2010 meeting.** Ms. Morgan moved to approve the minutes of May 18, 2010. Mr. Alemar seconded the motion which carried 5 for and 1 abstention (Mr. Hayes).
- b) **Approval of minutes for the May 25, 2010 meeting.** Ms. Eppers moved to approve the minutes of May 25, 2010. Mr. Taylor seconded the motion which carried unanimously.

**2. Citizen Communications.** None.

**3. A call for postponements.** None.

Mr. Maxey asked that item #6 be heard before item #4.

**6. Discussion via conference call with State Representative, John Doyle regarding Senate Bill 595.**

Mr. Maxey made a phone call to Delegate John Doyle. Joining Delegate Doyle was Delegate Tiffany Lawrence and Delegate Terry Walker. Delegate Doyle explained that the intent of the Senate Bill 595 was to ensure a project had preliminary plat approval in order to be eligible for an extension of vesting rights. By making eligibility contingent upon preliminary plat approval, his intent to “save” Shepherdstown Battlefield could be accomplished. Delegate Doyle explained that the terminology found in the bill was drafted in an effort to apply this intent to all counties.

Mr. Maxey asked that this item be continued after legal counsel arrives.

**4. Request by Sheriff Robert Shirley of the Jefferson County Volunteer Firemen’s Association, Inc. for a waiver from Subdivision Regulations: Appendix A, Section 1.2 requiring a note on the plat listing permit numbers for water/well and septic/sanitary sewer systems and copies of approved plans and permits. Also a waiver from Subdivision Regulations, Appendix B, Section 3.1.A requiring permits from the**

**Jefferson County Health Department for a well and septic system and all requirements regarding well and septic systems stated in the section.**

Mr. Rivard read from his staff report stating that there is no anticipated change in use with the process of the subdivision plat and he recommended approval.

Mr. Groh entered at 7:18 PM.

Mr. Saunders read from his staff report and voiced that he contacted Bill Zaleski, Jefferson County Sanitarian, who stated he would not require water and sewer approvals for this property at this time. Mr. Saunders recommended approval with the condition that a note be placed on the plat stating, "A site plan shall be processed before any development/structure, even residential, is constructed on site, and at that time, water and sewer permits are to be obtained."

Annette VanHilst, representing the Sherriff's Department, answered questions about future water access if needed. Ms. VanHilst gave a short presentation of the importance of the firing range to the community and the need to subdivide the parcel for insurance purposes.

Mr. Maxey opened the public hearing. Mr. John Provost, a resident of Jefferson County, approached the commission and asked if his property could also be subdivided if the Volunteer Fireman's Association was being allowed to subdivide since the properties were of similar size. Mr. Maxey encouraged Mr. Provost to visit the Planning Department office and speak with staff on his development rights. Mr. Maxey closed the public hearing.

Mr. Hayes moved to adopt the recommended motion as written by staff. Mr. Alemar seconded the motion which passed 6 for, 1 opposed (Mr. Baty).

**5. Request by US Cellular for Approval of the Mitigation of the Visual Impact for a wireless communication tower.**

Ms. Snyder read from her staff report describing the proposal as presented to staff and recommended approval.

Mr. Saunders deferred to the Zoning Administrator.

Mr. Tim Stark gave a short presentation of the proposal and why the existing Shentel tower could not be used. Mr. Stark answered questions regarding the ability of the proposed cell tower to hold co-locators.

Mr. Maxey opened the public hearing. Karen Provost, resident of Wilt Road and adjoining property owner to the subject property, approached the Planning Commission and voiced concern that the project had not been presented to the neighboring residents. She requested a meeting with Mr. Stark prior to Planning Commission giving approval on the mitigation of the project. Mr. Maxey closed the public hearing.

Ms. Morgan moved to postpone voting on the cell tower mitigation to allow time for a meeting between Mr. Stark and residents of the area to occur and to rehear this item again at the July 13, 2010 Planning Commission meeting. Mr. Maxey seconded the motion which carried unanimously.

**6. Discussion and vote on Planning Commission policy for implementation of new West Virginia State Code provisions regarding subdivision time lines and vesting. (This item was also discussed before agenda item #4).**

Mr. Maxey distributed a draft resolution explaining that the Planning Commission would follow legislator intent and interpret preliminary approval to mean preliminary plat approval.

Mr. Maxey summarized the conference call between the Planning Commission and Delegates Doyle, Lawrence, and Walker for Stephen Groh, Prosecuting Attorney. Mr. Groh suggested waiting for Jennifer Brockman, Director of Planning and Zoning, to return from leave so that she could explain her professional opinion and the chart detailing implementation of the law. There was discussion on the Planning Commission's role in establishing policy which influenced the Director's interpretation of the language in the bill and how it interacted with current ordinances.

Ms. Morgan left the room at 8:16 PM.

Mr. Maxey moved to adopt his resolution. Mr. Alemar seconded the motion.

Mr. Maxey called for a break to allow staff to change the CD at 8:24 PM. Ms. Morgan re-entered the room at 8:30 PM. Mr. Maxey called the meeting to order at 8:31 PM.

A friendly amendment to the motion to change the last sentence to "Be it Further Resolved that the Planning Commission considers ~~acceptance of a Community Impact Statement~~ *any action short of Preliminary Plat approval* to be insufficient to meet the requirements intended by the legislature" was given by Ms. Morgan. The friendly amendment was accepted by Mr. Alemar and Mr. Maxey. The motion carried unanimously.

**7. Blue Ridge Mountain Community Plan.**

Mr. Rivard presented the Interim Report that was submitted to the National Fish and Wildlife Foundation. He also advised that a Citizen's Advisory Committee meeting would be held June 17, 2010 at 7 PM.

**8. Director's Report.**

- a) The activity report was provided in the agenda packets.
- b) Mr. Rivard reported that The Shenandoah Professional Center had withdrawn their rezoning request.

- c) The Land Development Fees. Mr. Rivard notified the Planning Commission that the County Commission decided to hold a Roundtable Discussion on July 8, 2010. Mr. Maxey asked that members of the Planning Commission attend this meeting.
- d) Subdivision Regulation Amendments. Mr. Rivard notified the commissioners that the Subdivision Regulation Amendments had been presented to the County Commission and a Public Outreach Meeting was scheduled for June 24, 2010.
- e) Zoning Administrator Vacancy. Mr. Rivard stated that about 50 applications had been received and more were expected within the next 7 days. Ms. Morgan asked that the Planning Commission look at if this position could be filled internally given current economic times.

**9. Reports from Legal Counsel and legal advice to PC.**

Mr. Groh reported that the Supreme Court ordered a retired judge to hear the James Gibson, et al v. The Jefferson County Planning Commission Case No. 09-C-364 due to the number of recusals by other judges.

Ms. Morgan referred to a letter written by Mr. Lee Snyder that was presented to the Planning Commission in the agenda packet. She raised concern that the letter was addressed and sent directly to Mr. Groh and not to the Planning Commission. Mr. Baty suggested writing a response letter. Mr. Maxey directed staff to write a letter to Mr. Snyder detailing the appropriate manner in which to forward public comment.

**10. County Commission Liaison Report.** None.

**11. Planning Commission Exchange.**

Ms. Etters presented a letter, addressed to the Department of Transportation, which she drafted on behalf of the Planning Commission related to the intersection of Shepherd Grade Road and Flowing Springs Road where a stop sign had been removed. There was discussion on asking GIS to provide a three dimensional map as an attachment to the letter. Mr. Alemar proposed an edit to the second line to change “in regards” to “regarding”. Ms. Morgan proposed a change in the second to last line from “that the design of this intersection” to “that this intersection”. Mr. Maxey requested a copy be sent to the citizens that were present at the public hearing for the Pritchard property and to Senator John Unger.

**12. President’s Report.**

Mr. Maxey reported that the County Commission denied additional funding for the appeal of Jefferson County Planning Commission vs Far Away Farms, LLC, Case # 3:09-CV-45 on a vote of 3 to 2. Mr. Maxey instructed staff that the bill for Attorney Robert Bastress be paid, before the end of the month, due to limited funds in the professional services line item in the Planning Department budget.

**13. Actionable Correspondence.** None.

**14. Non-Actionable Correspondence.** None.

MINUTES  
JEFFERSON COUNTY PLANNING COMMISSION  
MARCH 23, 2010  
PAGE 5 of 5

Mr. Taylor gave notice that he would be absent for the June 22, 2010 Planning Commission meeting. Mr. Alemar moved to adjourn at 9:12 PM. Mr. Baty seconded the motion, which carried unanimously. A detailed transcript of the meeting may be found on CD #43 and CD #44. These minutes were prepared by Amy Puetz, Office Assistant.



**A Motion Recommending Approval of a  
Waiver for Jefferson County Volunteer Firemen's Association, Inc.**

**Whereas**, Appendix A, Section 1.2 and Appendix B, Section 3.1 (A) of the 2008 Subdivision Regulations requires all lots to show well and septic locations.

**Whereas**, the Jefferson County Volunteer Firemen's Association, Inc., located on the north side of Leetown Pk., is processing a minor subdivision and has requested a waiver from Appendix A, Section 1.2 and Appendix B, Section 3.1 (A).

**Whereas**, the following findings shall have been made in regards to the request in accordance with the provisions of Division 20.200, Section 20.202 (C) of the 2008 Subdivision Ordinance:

1. The design of the project will provide public benefit in the form of reduction in County maintenance cost, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature.
2. The waiver, if granted, will not adversely affect the public health, safety or welfare or the rights of adjacent property owners or residents.
3. The waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.
4. The waiver, if granted, will result in a project of better quality and/or character.

**Whereas**, the following note shall be added to the Final Plat:

"A site plan shall be processed before any development/structure, even residential, is constructed on site, and at that time, water and sewer permits are to be obtained."

**Now therefore be it moved**, that the Jefferson County Planning Commission approves the requested waiver for the Appendix A, Section 1.2 and Appendix B, Section 3.1 (A).

Approved this \_\_\_ day of \_\_\_\_\_, 2010  
By vote of the Jefferson County Planning Commission  
By a vote of \_\_\_\_\_ Yes \_\_\_\_\_ No

  
\_\_\_\_\_  
John Maxey, Commission President



**MAIN OFFICE**

P.O. Box 1882  
101 South Princess Street  
Shepherdstown, WV 25443  
P: (304) 876-3325  
F: (304) 876-1645



**Good Shepherd Interfaith Volunteer**  
**CAREGIVERS**  
*A Faith In Action Program*

**SOUTH JEFFERSON**  
221 East Washington Street  
Charles Town, WV 25414  
P: (304) 725-2262

[www.gsivc.org](http://www.gsivc.org)

May 13, 2010

Jefferson County Zoning Commission  
104 East Washington Street  
Charles Town, WV 25414

To Whom It May Concern:

Good Shepherd Caregivers would like to apply for a rezoning, from residential to mixed use, of the property in Mecklenburg Heights at 7311 Martinsburg Pike, Shepherdstown, WV, 25443. We currently have a contract to purchase this property and would like to use it as office space for our two employees.

The property is identified as follows:

Tax District 9; Map 7A; Parcel 51.3  
Deed Book Reference: 1025 Page 402

Lot 29 with the dimensions of: 82.9 (rear width), 90 (front width)  
119.3 (left side facing house)  
131.6 (right side facing house)

This lot is approximately 0.234 acres.

The property is surrounded by commercial use including a warehouse on one side, a water tower in the rear, with 7-11 and a church across the street.

We would greatly appreciate your immediate help. Please let us know if there is any further information that is required. Attached is a fee of \$1,050.00 made payable to County Commission of Jefferson County.

Sincerely,

Dan Rowzie  
President

Good Shepherd Interfaith Volunteer Caregivers



Z 10-02

**MAIN OFFICE**  
P. O. Box 1882  
101 S. Princess Street  
Shepherdstown, WV 25443  
P: (304) 876-3325  
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Good Shepherd Interfaith Volunteer  
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A Faith In Action Program

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www.gsivc.org

**RECEIVED**

**JUN 10 2010**

**JEFFERSON COUNTY  
PLANNING, ZONING AND ENGINEERING**

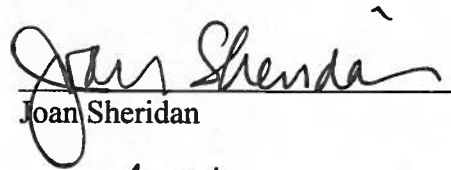
June 2, 2010

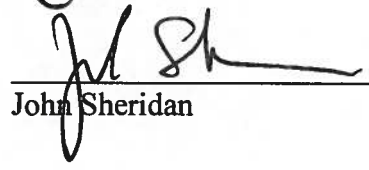
To Whom It May Concern:

We are the current owners of the property known as 7311 Martinsburg Pike, Shepherdstown, WV.

Our signatures below verify that we are in acceptance of the zoning request prepared by Good Shepherd Interfaith Volunteer Caregivers.

Sincerely,

  
\_\_\_\_\_  
Joan Sheridan

  
\_\_\_\_\_  
John Sheridan



## PETITION FOR ZONING CHANGE

Good Shepherd Interfaith Volunteer Caregivers (GSIVC), a non-profit, 501-C, organization is petitioning the Planning and Zoning Commission and the Jefferson County Commission to change the zoning on a property located at 7311 Martinsburg Pike from Residential Growth to Residential/Light Industrial/Commercial. GSIVC would use this property as a two person office. This office relocation would give the organization a more modern and larger office layout as well as more storage space, and on site parking. GSIVC currently rents space in downtown Shepherdstown in an older, cramped building with no dedicated parking.

GSIVC provides free non-medical caregiving services to older or disabled residents of Jefferson County, West Virginia. We have been in operation for 20 years. None of the caregiving services are carried out at the caregiver offices. The Office coordinates, arranges transportation, which is our largest requested service, and keeps track our 400 plus care receivers and 300 plus care givers.

This zoning change from Residential Growth to Residential/Light Industrial/Commercial will allow this property to be in a positive position for future use. Many of the surrounding properties are already Residential/Light Industrial/Commercial. The two Shepherdstown water tanks are directly behind the property under petition. The property next door, on the west side, is a warehousing facility. Three properties across Martinsburg Pike, WV State Route 45 are Residential/Light Industrial/Commercial.

This property is identified as follows:

- Tax District 9
- Map 7A
- Parcel 51.3

Deed Book reference is 1025, page 402

The plat is Lot 29, see attachment 2

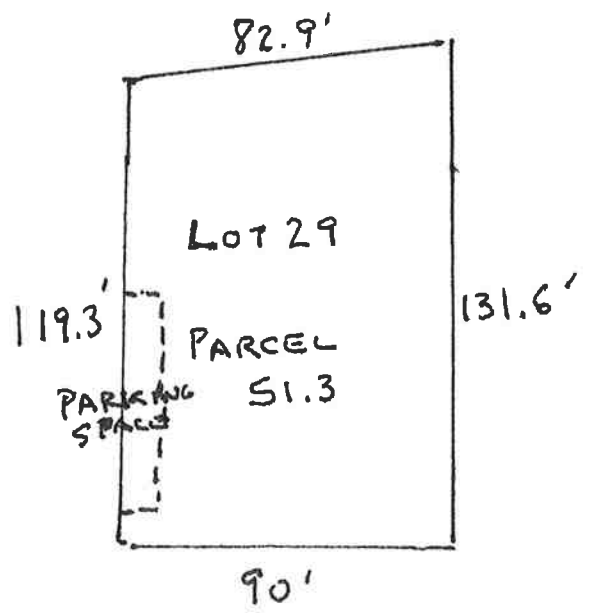
The tract size is approximately 0.234 acres.

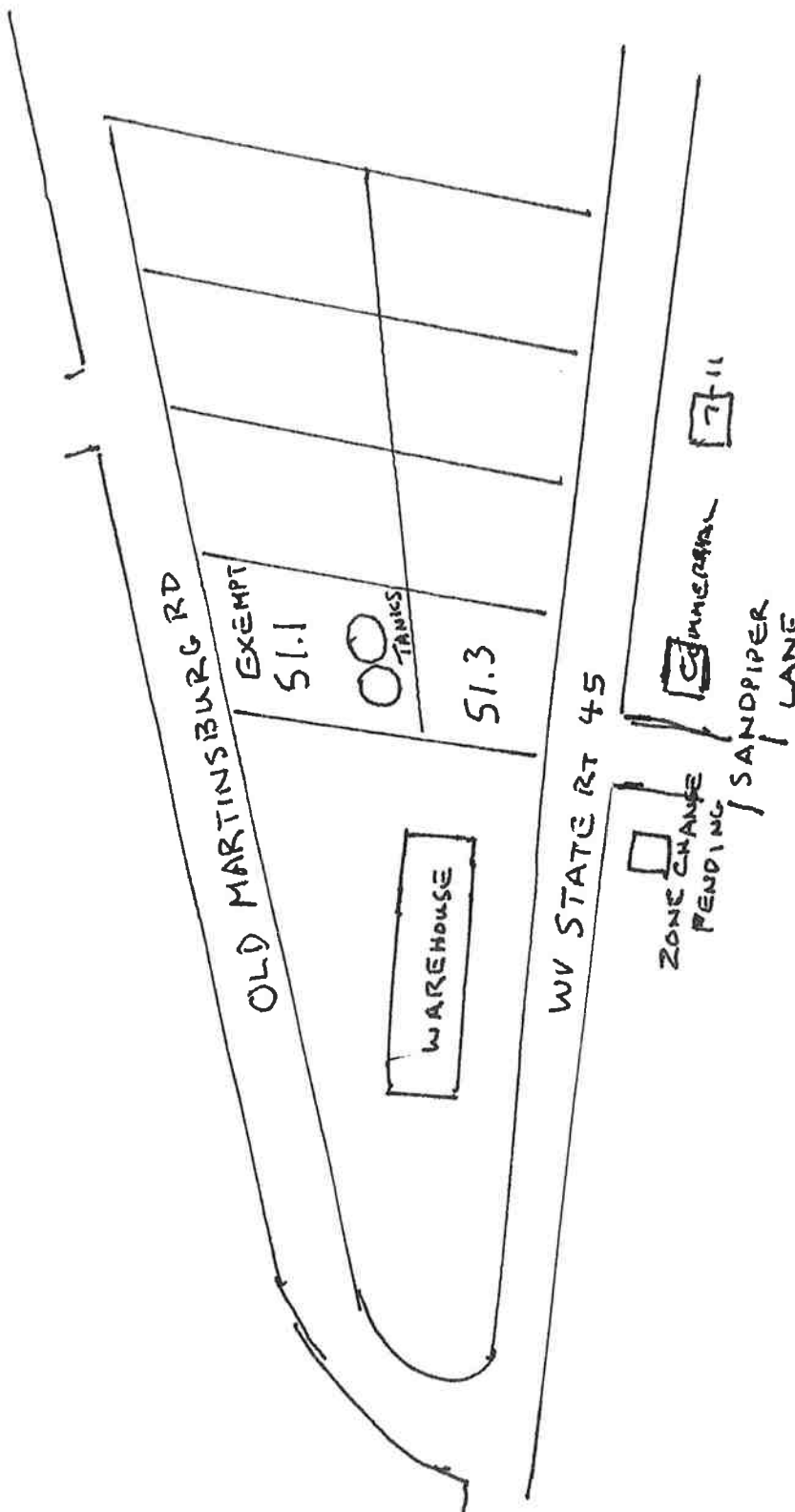
This proposed zoning change would have no known negative impact on the Comprehensive Plan of 2004. The Water and Sewer usage would be less than that used currently as a residence. As an office, the hours would be normal daytime hours, five days a week. There would be no increase in

water usage from the Shepherdstown water supply. The sewer is a septic system and would see less use in the more limited office use. There would be little or no laundry, bathing or showering as a part of daily office routine and no weekend usage.

Under the category of Management of the Natural and Built Environment under the section of Lighting, Signage and Noise, we would expect to be able to erect a tasteful, unlighted sign that identifies our organization.

Finally, under the Comprehensive Plan of 2004 guidelines there would be no change to transportation characteristics and neighborhood from when the original ordinance was adopted. GSIVC would have the two office staff reporting to work and leaving work during normal office hours. The roadways serving this property would see no increase in traffic due to this change in zoning.





# Good Shepherd Interfaith Volunteer Caregivers Rezoning Application

Submitted By:  
Jefferson County Department of Planning and Zoning

Prepared for:  
Jefferson County Planning Commission  
&  
The Jefferson County Commission

## Request at a Glance:

**Applicant:** Good Shepherd Interfaith Volunteer Caregivers

**Address:** 7311 Martinsburg Pike (Rt. 45) Shepherdstown, WV 25443

**Current Zoning:** Residential Growth

**Proposed Zoning:** Residential-Light Industrial-Commercial

**Acreage:** 0.234 acres



## **Introduction and Purpose**

Good Shepherd Interfaith Volunteer Caregivers, on behalf of the property owner, has requested rezoning of this property, which is located at 7311 Martinsburg Pike (Rt. 45). This property is currently being used as a duplex and has direct access to Martinsburg Pike. Additionally, the subject property and all surrounding parcels are zoned Residential Growth and are being used as one of the following: residential, commercial or light industrial. Adjoining the subject property to the west is a light industrial use, to the east is a single family residence, to the north are two tall water towers and to the south is a 7-11 convenience store and a small commercial structure being used as church assembly. (Please see photos 1, 2, 3, & 4). Please note, the surrounding operations that are commercial or industrial uses are nonconforming.

The property is identified on the Jefferson County Tax Map as one parcel. The property is detailed as parcel 51.3, as shown on Map 7A of Tax District 9 and consists of 0.234 acres. Also, the property is zoned Residential Growth.

The applicant has requested rezoning of the subject property from Residential Growth to Residential-Light Industrial-Commercial. The following report has been prepared to assist the Jefferson County Planning Commission and Jefferson County Commission in making findings regarding the consistency of the proposed rezoning with the Jefferson County Comprehensive Plan in accordance with West Virginia State Code requirements.

## **Statutory Authority and Requirements**

The West Virginia State Code, Section 12.1(a) provides that the boundaries of zoning districts may be amended by the County Commission with the advice of the Planning Commission. The County Zoning Ordinance also requires that the “procedure for amendment [by petition] shall be as dictated in Section 8A-1-1 et seq of the West Virginia State Code as amended.” In regards to zoning map amendments, by petition, State statute provides that “Before amending the zoning ordinance, the governing body with the advice of the planning commission must find that the amendment is consistent with the adopted comprehensive plan.” [See **WVC 8A-7-9(c)**] This subsection of the State Code also states that, “If the amendment is inconsistent, then the governing body with the advice of the Planning Commission, must find that there have been major changes of an economic, physical or social nature within the area involved, which were not anticipated when the Comprehensive Plan was adopted and those changes have substantially altered the basic characteristics of the area.”

## **Scope of this Assessment**

This report focuses on whether or not the rezoning application is consistent with the 2004 Comprehensive Plan. If it is consistent, there is no reason to determine if any major changes of an economic, physical or social nature have occurred within the area, that were not anticipated when the comprehensive plan was adopted, that would “substantially” alter the basic characteristics of the area.

The format for this assessment includes citation of specific provisions of the Comprehensive Plan, which are identified by page number in the following section of this report, followed by staff commentary regarding the degree to which staff believes the provision has significance in determining consistency between the rezoning application and the Plan document.

Identification of the specific page numbers where these provisions can be found in the Plan, permits the Planning Commission and/or County Commission to easily locate the particular provision and personally evaluate the provision in the context of the larger Plan document.

When available or appropriate, map references are provided with maps located in the Appendix to this report.

It should also be noted that the Comprehensive Plan states, “Its recommendations are (by their nature and intent) general and, as such, sometimes conflicting. It will not be difficult to find two that individually justify and conflict with many land use proposals.” In that sense, there are many plan references that are identified in this report that can or may appear to support or fail to support a finding of consistency between the proposed rezoning and the Comprehensive Plan. In the final analysis each member of the Planning Commission and the County Commission will need to weigh the degree to which various plan provisions are of greater or less importance in establishing their respective findings regarding the application.

Finally, this report provides a recommendation concerning the proposed rezoning based on review of the various plan sections and elements. The recommendations should be considered the professional opinion of staff; no more and no less. Since the Planning and Zoning staff has no statutory authority to make decisions in this regard, we defer to the Planning Commission and subsequently the County Commission for any final recommendation or decision that may be forthcoming with respect to the subject application.

## **Relevant Comprehensive Plan Elements and Commentary**

The following section is formatted to provide the page number on which the plan language and/or subsections can be located, followed by the language contained in the body of the plan document. Each reference is then followed by staff commentary where considered

appropriate. When language in the Plan is considered more important, text is shown in bold for additional emphasis. Staff commentary is italicized throughout this section of the assessment.

### ***Page 8 – Plan Policies***

- **This plan encourages new development patterns that foster mixed-use neighborhoods, so that a sense of community begins at the subdivision level.**
- **This plan encourages economic development so that residents can live and work in the County.**
- **This plan recognizes existing population centers as the focus of new, more intense development and the importance of working with municipalities to assure a pattern of development consistent with the plan vision.**
- **The Plan identifies strategies to assure that community facilities and transportation infrastructure are provided in sequence with new development.**

#### *Staff Comment*

*This rezoning request is by a small non-profit to use an existing structure as a small office and one residential unit. Their proposed use of an existing structure helps reduce sprawl, which is a preferred alternative to relocating their offices in a newer development that has created sprawl.*

*The proposed rezoning is located within an existing population center and is in keeping with the goals of the Comprehensive Plan. It should be noted that in this particular setting there is a small commercial node in this location. As stated above, the subject parcel is surrounded by a light industrial use, a single family residence, two tall water towers and a small commercial structure, as well as a 7-11 convenience store across the street. Due to the subject property's surroundings, the proposed rezoning is not out of character or unreasonable in that location. The proposed rezoning and the use are located in an area with community facilities and the existing transportation infrastructure is able to handle the request.*

*Although the lot size, size of structure and proposed use are limited in scope this activity does foster mixed use neighborhood in this location based on surrounding activity.*

### ***Page 15 – The Basis for a Comprehensive Plan***

A sound plan that recognizes land use and anticipated needs is essential to a smooth-flowing transportation system.

### *Staff Comment*

*The above notation is underlined in the Comprehensive Plan, adding weight to its meaning and intent. The previous land use patterns in this setting have an impact on this request. This proposed rezoning could act as a transition from light industrial to office to residential use. There is a realization that this area is in a state of flux and is an existing commercial node. However, this should not be construed that staff believes this specific area as a whole should undergo a significant transition toward commercialization. It strictly acknowledges that some consideration of this area should be viewed carefully with each rezoning request. Being on a principle corridor between Shepherdstown and Martinsburg there will be pressure along all of Martinsburg Pike for development activity. The existing transportation system can accommodate the proposed rezoning request.*

### **Page 19 – Statement of Goals**

A list of general goals was adopted as guidelines for the preparation of the 1986 Comprehensive Plan. These goals were readopted, unchanged and incorporated into the 1994 Comprehensive Plan. These goals have been adopted in the 2004 Comprehensive Plan as well.

- **Encourage growth and development in areas where sewer, water, schools and other public facilities are available or can be provided without unreasonable cost to the community.**
- **Promote growth and development that are both economically and environmentally sound.**
- **Promote the maintenance of an agriculture base in the County at a level sufficient to encourage the continued viability of farming in all its various forms.**
- **Encourage and support commercial, industrial, and agriculture activities to provide a diversified and sound local economy.**
- **Promote the conservation of the natural, cultural, and historical resources and the preservation of its scenic beauty.**
- **Advocate the maintenance and improvements of transportation systems so that people and goods can move safely and efficiently throughout the County.**
- **Promote a diversity of housing within the County.**
- **Support and protect private property rights while supporting and protecting overall public health, safety and general welfare.**

- Promote a Planning and Zoning process that is understandable and straightforward, with ample opportunity for meaningful public input.
- **Promote pedestrian friendly, livable communities.**
- Promote inter-entity and inter-agency collection and exchange of information and cooperation on planning.

*Staff Comment*

*As previously mentioned, making use of an existing structure reduces sprawl. Even if the applicant were to locate in a newer commercial development, that newer development has been a force in reducing open space and farmland. The requested rezoning takes advantage of its location in relation to existing community facilities and is economically and environmentally sound in that it makes the best use of its surroundings, its particular location and use.*

***Pages 26-28 – Transportation Planning***

With the increase in population in the last three decades, Jefferson County's roads have had to bear the combined burden of increased traffic volume and heavier commercial vehicles. As a result, the deficiencies of the highway and road systems have become more critical. Inadequate funding and increases in transportation demand are conditions which probably will be facing the people of Jefferson County indefinitely.

*Staff Comment*

*Noting that there are on-going transportation issues in Jefferson County, it is prudent to locate non-residential uses on major thoroughfares such as Martinsburg Pike. It is anticipated that the proposed rezoning impact will be minimal. Regardless of the use within the proposed Residential-Commercial-Light Industrial District, the lot size, 0.234 acres, will restrict the use of this site. As such, the traffic impacts should be minimal.*

Thoroughfare	Year	Average Daily Trips
Route 45 & Alt. 45 (Martinsburg Pike & Potomac Farms Road)	2008	10,400
Route 45 & Berkeley County line	1996	6,400
	1999	8,400
	2002	7,600
	2008	6,850
Route 45 & West of Shepherdstown	1996	11,500
	1999	13,000
	2002	11,500
	2008	11,000

*The Comprehensive Plan reflects an increase in traffic volumes along the Route 45 corridor from 1996 to 1999 and then a return to 1996 levels in 2008. The West Virginia Department of Transportation traffic counts, from 2008 show 10,400 average daily trips (ADT) at Route 45 (Martinsburg Pk.) and Alternate 45 (Potomac Farms Rd). The Comprehensive Plan shows traffic volumes at Route 45 and the Berkeley County line for 1996 are 6,400 average daily trips (ADT), in 1999 are 8,400 average daily trips (ADT), in 2002 7,600 average daily trips (ADT) and in 2008 are 6,850 average daily trips (ADT).*

*The Comprehensive Plan shows traffic volumes at Route 45 and west of Shepherdstown for 1996 are 11,500 average daily trips (ADT), in 1999 are 13,000 average daily trips (ADT), in 2002 11,500 average daily trips (ADT) and in 2008 are 11,000 average daily trips (ADT).*

## **Page 32 – Highway Problem Areas**

Table T-2 is an update of Table 42, "Summary of Traffic Problems in Jefferson County, WV", which is presented in the 1994 Comprehensive Plan. This table provides a text description of highway problem areas.

Some problem areas have been addressed by the WVDOH and are removed from the list. These include but are not limited to the replacement of a one-lane bridge with a two-lane bridge, and the installation of signals and gates at several at-grade crossings.

However, there remain numerous locations with poor sight distance, sharp curves, inadequate road shoulders, encroaching fixed objects, hidden entrances, unsafe intersections, and roadways subject to periodic flooding. These locations are generally depicted on the Highway Problem Areas Map on page 30.

*Staff Comment*

*Route 45 (Martinsburg Pk.) is not listed as a problem area and as noted earlier, no significant impact from proposed rezoning is expected.*

**Page 41 – Water and Service**

Due to the prohibitive overall cost to provide water and sewer service to the entire County, developing in this format county-wide is not feasible. Land areas that are outside of the regions that can reasonably be expected to be served by water and sewer facilities should be developed at lower densities, with properties employing wells and drain fields. The issue of well and septic use in relation to the County's development patterns is discussed in greater detail in the section of this chapter entitled "Jefferson County - 2020" where issues of residential densities are addressed and coordinated.

*Staff Comment*

*This rezoning will have no change in the functional use of this location. The site is currently served by public water and septic. It is possible that the conversion of one of the units, from a single family use to an office use, could actually use less water and in turn produce less waste water.*

**Page 48 – Natural Resources**

In terms of environmental resources, Jefferson County suffers from an embarrassment of riches. Located in the shadow of the Blue Ridge at the confluence of two major rivers, Jefferson County is also one of the most agriculturally productive counties in the State of West Virginia. If we are not careful, we could squander these resources. Effective planning is essential to preserving these resources for use and enjoyment of future generations.

**Page 52 – Other Natural Resources**

Caves, scenic vistas, wildlife corridors and cliff areas are just several examples of additional forms of natural resources that contribute to the environmental and cultural mix that is Jefferson County. The topography, geology, hydrology, and biological diversity of the environment is one of the hallmarks that makes Jefferson County the beautiful environment that it is. Unfortunately, not every form of natural resource can be discussed in detail within the context of a Comprehensive Plan.

Caves are generally located on private or protected property, and are beyond the purview of this Plan. Wildlife corridors have not been studied in detail as part of the preparation of this Plan, however effective clustering of rural residential development should have no impact on this element of the environment.

The County should identify the protection of scenic vistas as an issue to address, this is best done through the adoption of standards within the ordinances, so that all parties are aware of their rights and responsibilities in this regard.

*Staff Comment*

*The site does not appear to hold any significant natural features, as is it a developed site. The request takes advantage of an existing structure; the greenest structure is a pre-existing building, which slows the need for newer developments that impact natural resources.*

## **Page 58 – Lighting, Signage and Noise**

With the growth of commercial and residential development in the County in the 1990s, the issue of commercial lighting and business signs has been raised as an issue by elements of the community, with the concerns that a proliferation of such utilities will damage the rural character of the County and the small town character of its municipalities.

*Staff Comment*

*The applicant has stated that they are proposing to install a 2 foot by 3 foot sign in the yard. They also stated that no additional exterior lighting will be added. In this respect, the signage has minimal impact and the lighting will be a non issue. No additional noise is expected from the use.*

## **Page 63 – Business and Industry**

**Historically, small business development in the region has taken place in close proximity to housing and population growth.** Earlier development and transportation trends created an economic mix that was geared to serve the needs of the local community. Hence, the older, more established small business firms are located in Charles Town and the other municipalities.

In recent years, population growth and transportation improvements have generated new markets for small businesses. Multi-purpose shopping centers have been built on the outskirts of Charles Town and Shepherdstown, thereby creating competition for downtown businesses. In some instances, shopping centers have attracted downtown merchants to suburban locations. In addition, relatively easy access to Maryland and Virginia fosters shopping in Hagerstown, Frederick, Martinsburg, Leesburg and Winchester, retarding small business development in the County.

**While recent small business development on the fringe areas has helped increase the variety of goods and services available to area residents, it also heightened the competitive disadvantage of the traditional central business district, most notably Charles Town and**

**Ranson. Although the municipalities are not within the planning jurisdiction of the County, it should be noted that having its major urban center handicapped by an abandoned, neglected or under-used commercial core is not in the County's best interest.**

*Staff Comment*

*The proposed use of the structure for a non-profit with limited employees, is consistent with the recommendation that business development be in close proximity to housing and population growth areas. Due to its limited size in all respects, this request is not a hindrance to the existing central business cores. Nor does it create or establish a commercial core. This area may be a commercial node, but that is a different connotation than a commercial core.*

**Page 71 – Residential Growth-Light Industrial-Commercial**

This zone, commonly referred to as the "mixed use" zone, permits uses of a light industrial and commercial nature, as well as a spectrum of residential and institutional uses ranging from single-family dwelling units to multi-family apartments and group homes. Residential uses must conform to the standards set forth in the Residential Growth District, but industrial and commercial uses are required to conform to a set of specific performance criteria, which include numerical measurements of several factors for uses that may have nuisance effects on adjacent uses.

There are two issues regarding this district that should be studied as part of planned amendments to the Zoning Ordinance. First, most ordinances that have "mixed use" zones require certain minimum percentages of land usage in residential, commercial and dedicated open space. Jefferson County's Ordinance doesn't. Land in this district can be developed entirely for commercial or residential use or any combination thereof.

*Staff Comment*

*While this district is defined as mixed use, it does not require any mixing of uses. This request, like other requests, does bring forth a limitation in the Zoning Ordinance. There is no district that allows for a limited commercial district or a more specific office district, which could make a rezoning more palatable. The breadth of the permitted uses in the zone could generate some concern about this proposed rezoning. The proposed use of this structure is limited to one residential unit and an office space at this time. It would not be unreasonable to presume that, in time, the office use would be the sole use of this building.*

*As noted previously, the physical constraints of the site limit true commercial/industrial uses and the proposed use may act as a transition from the light industrial west side of the property to the single family residence on the east side of the street.*

### ***Staff Recommendation***

The applicant has provided documentation in support of their request for rezoning and has demonstrated consistency of the proposed rezoning with provisions contained in the Comprehensive Plan.

As a Planning recommendation there is a conflict between encouraging commercial activity within a small node of commercial activity and the concern of having inappropriate commercialization in this location. At times the concern of the Residential-Commercial-Light Industrial District is the Light Industrial component. The subject parcel is too small to permit light industrial use. The proposed office use could act as a buffer from existing light industrial use to the west to the residential use to the east. Regardless of the use within the proposed Residential-Commercial-Light Industrial District, the lot size, 0.234 acres, will invariably restrict the use of this site.

A large area west of Shepherdstown along Martinsburg Pike (Rt. 45) to Berkeley County is zoned as Residential Growth. In the Residential Growth District, if this were strictly a home based business, the owner plus two outside non-residential employees could be permitted on the subject property. The applicant states only two employees will be employed at the site.

There is a realization that this corridor could facilitate growth in the future, as appropriate infrastructure becomes available. As such this rezoning request is not out of character considering the setting in which it is located. If this request were strictly surrounded by only residential uses, it would be a less palatable request and possibly inappropriate. Noted previously, this could be a limited commercial node, but an overly commercialized core would be out of character. The existing transportation system can accommodate the proposed rezoning request.

The subject property is currently is used as a duplex, which usually has two vehicles per unit. The requested rezoning is not going to add any greater impact based on the office space use. The requested rezoning and, in particular, this use will not be a stressor to existing public water and septic that is currently used. This requested rezoning is located within a population and growth center.

Without taking into consideration the existing land use patterns in this area, the rezoning request could be seen out of place. However, considering all the facts of this situation the rezoning request is with merits and staff recommends approval of the rezoning from Residential Growth District to Residential-Commercial-Light Industrial District.

Photo 1 – Water towers behind subject property



Photo 2 – Light industrial use to the west of subject property



Photo 3 – Residential use to the east of subject property



Photo 4 – Commercial uses across the street from subject parcel



**A Motion Recommending Approval of a  
Rezoning for Good Shepherd Interfaith Volunteer Caregivers  
June 22, 2010**

**Whereas**, Good Shepherd Interfaith Volunteer Caregivers has requested rezoning of property owned by John and Joan Sheridan; and

**Whereas**, The property is located at 7311 Martinsburg Pike, Shepherdstown, WV 25443 and is identified as Parcel 51.3 as shown on Tax Map 7A, cumulatively consisting of 0.234 acres; and

**Whereas**, The applicant is requesting rezoning from Residential Growth to Residential-Light Industrial-Commercial; and

**Whereas**, The requested rezoning process complies with the requirements of Article 12 of the Jefferson County Zoning and Land Development Ordinance, effective July 7, 1988, as amended; and

**Whereas**, The Planning Commission finds that the requested rezoning is in conformance with the adopted 2004 Comprehensive Plan as outlined in the staff report; and

**Whereas**, Staff recommends approval of the requested rezoning based on the conditions outlined in the staff report attached; and

**Now therefore be it moved**, that the Jefferson County Planning Commission recommends \_\_\_\_\_ the request for rezoning from Residential Growth to Residential-Light Industrial-Commercial for property identified in the Jefferson County Tax Map as Parcel 51.3 as shown on Tax Map 7A.

Recommended \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_ 2010  
By vote of the Jefferson County Planning Commission  
By a vote of \_ Yes \_ No

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John Maxey, Commission President



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

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

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**Director's Report**  
**June 22, 2010**  
**Planning Commission meeting**

- 1) Activity Report (attached)
- 2) Zoning Administrator Vacancy Update
- 3) Reminder:  
Subdivision Regulation Amendments -- Public Outreach Education Workshop Meeting; June 24, 2010 at 6:00 pm; Library basement
- 4) Reminder:  
Land Development Fees -- Roundtable Discussion Meeting; July 8, 2010 6:00 pm, Library basement
- 5) Upcoming 340 activities



**Christine Chalmers**

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**To:** COUNTY COMMISSION  
**Subject:** WEEKLY CALENDAR

**MONDAY, JUNE 14, 2010**

10:00 am JENNIE, JENNILEE AND SETH – RE: WEEKLY SUBMISSION MEETING  
1:30 pm JENNIE & SETH - MEETING WITH JONATHAN, BECKY, KELLY BOLES / RE: BARDANE MARKET

**TUESDAY, JUNE 15, 2010**

9:30 am - STAFF MEETING  
2:00 pm JENNIE, SETH, JENNIFER & JULIE – MEETING / REVIEW RESUMES  
RE: ZONING ADMINISTRATOR/PLANNER  
2:30 pm – 5:00 pm JENNIE – EDA BOARD MEETING

**WEDNESDAY, JUNE 16, 2010**

10:30 am - JENNIE – HAGERSTOWN/ E. PANHANDLE / METRO – TECH ADVISORY COMM.  
RE: CITY HOSPITAL COMPLEX – MARTINSBURG  
11:00 am - 2:00 pm COUNTY PICNIC @ HUNTER HOUSE  
2:00 pm – 3:00 pm JENNIE – APPOINTMENT @ WMS / RE: ALEX  
3:45 pm JENNIE & JENNIFER – MEETING / RE: LESA POINT REVIEW

**THURSDAY, JUNE 17, 2010**

9:00 am - COUNTY COMMISSION MEETING  
9:15 am SETH – MEETING WITH MR. ROWIZE  
10:30 am - JENNIE & SETH – REQUESTED MEETING BY PAUL ROSA / RE: US CUSTOMS  
3:00 pm - JENNIE, JENNIFER, SETH & CHRISTINE – BOARD OF ZONING APPEALS MEETING  
7:00 pm – 9:00 pm JENNIE, SETH & JULIE - BLUE RIDGE COMMITTEE MEETING/ LOCATION “TBD”

**FRIDAY, JUNE 18, 2010**

2:00 pm JENNIE & SETH – MEETING WITH MATT POWELL & PATRICIA SANDERSON

**Christine Chalmers**

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**To:** PIANNING COMMISSION  
**Subject:** FW: WEEKLY CALENDAR

**MONDAY, JUNE 21, 2010**

**WEST VIRGINIA DAY – OFFICE CLOSED**

**TUESDAY, JUNE 22, 2010**

8:00 am – 10:00 am JENNIFER, SETH & JONATHAN – MEETING: 340 SHOOTING RANGE

**ZONING ADMINISTRATOR/PLANNER INTERVIEWS**

10:15 am TELEPHONE INTERVIEW / CHARLES REESE, JR. (GEORGIA)

11:15 am TELEPHONE INTERVIEW / SUZANNE SAVIN (OREGAN)

1:00 pm -2:00 pm INTERVIEW / STEVE BARNEY (FREDERICK, MD)

2:15 pm – 3:15 pm INTERVIEW / KIMBERLY SHRADER (MARYLAND)

3:30 pm – 4:30 pm INTERVIEW / SCOTT DELLET (PENNSYLVANIA)

7:00 pm PLANNING COMMISSION MEETING

**WEDNESDAY, JUNE 23, 2010**

8:30 am - 5:00 pm JENNIE – “DEP” MEETING IN BERKELEY SPRINGS

1:00 PM SETH – MEETING WITH JOHN ALLEN / RE: 340 CORRIDOR

2:00 pm JENNIFER, SETH, JULIE & AMY – SUFFICIENCY REVIEW MEETING / RE: HOSPICE

**THURSDAY, JUNE 24, 2010**

9:00 am - COUNTY COMMISSION MEETING

9:30 am - STAFF MEETING

10:30 am JENNIE, JENNIFER & JENNILEE – MEETING / RE: ZONING MAP PROJECT

11:00 am - JENNIE, JENNIFER & SETH – MAJOR SITE PLAN REVIEW

6:00 pm - JENNIE, JENNIFER, SETH & AMY (?) – CC SUB/REG PUBLIC WORKSHOP  
LOCATION: LIBRARY

**FRIDAY, JUNE 25, 2010**

10:00 am - NOON JENNIE, SETH & TODD – MEETING WITH FRANK ROGERS (AND OTHERS)  
RE:URBAN TREE CANOPY

RECEIVED

JUN 11 2010

JEFFERSON COUNTY  
PLANNING, ZONING AND ENGINEERING

ADMINISTRATIVE ORDER

RECEIVED

MAY 28 2010

JEFFERSON COUNTY  
CIRCUIT COURT

SUPREME COURT OF APPEALS OF WEST VIRGINIA

RE: RECALL OF THE HONORABLE JOHN L. HENNING TO ACTIVE SERVICE TO PRESIDE IN THE CIRCUIT COURT OF JEFFERSON COUNTY, TWENTY-THIRD JUDICIAL CIRCUIT, IN THE PROCEEDING OF JAMES GIBSON, ET AL. V. THE JEFFERSON COUNTY PLANNING COMMISSION, CASE NO. 09-C-364

ADMINISTRATIVE ORD.# 10AD21

WHEREAS, the Honorable John C. Yoder, Judge of the Twenty-Third Judicial Circuit, has advised the Chief Justice of the Supreme Court of Appeals that the above-styled case was assigned to his docket following the voluntary recusal of the Honorable David H. Sanders, Chief Judge of the Twenty-Third Judicial Circuit; and

WHEREAS, Judge Yoder, the Honorable Gina M. Groh, the Honorable Gray Silver, III, and the Honorable Christopher C. Wilkes, Judges of the Twenty-Third Judicial Circuit, wish to recuse themselves voluntarily from presiding in the above-styled case; and

WHEREAS, the Chief Justice, upon review of the reasons for the recusals, deems the same to be warranted;

IT IS, THEREFORE, ORDERED, that the Honorable John L. Henning, Senior Status Judge, be, and he hereby is, recalled for temporary assignment to the Circuit Court of Jefferson County, in the Twenty-Third Judicial Circuit, under the provisions of Article VIII, §§ 3 and 8 of the Constitution of West Virginia and W.Va. Code § 51-9-10, for the purpose of presiding in said case; and

IT IS FURTHER ORDERED, that the Circuit Clerk of Jefferson County record this Order in the Office of the said Clerk and provide copies of the same to all parties of record or their counsel; and

IT IS FURTHER ORDERED, that the Circuit Clerk of Jefferson County forward to the Honorable John L. Henning [Address: PO Box 5, Elkins, WV 26241; telephone number: 304-636-4359] copies of such documents and materials in the Clerk's Office as directed by him.

A TRUE COPY  
ATTEST:

ENTERED: MAY 24, 2010

LAURA E. HATTEN  
CLERK, CIRCUIT COURT  
JEFFERSON COUNTY, W.VA.

BY  
DEPUTY CLERK

*Robin Jean Davis*  
ROBIN JEAN DAVIS

Chief Justice

5cc  
09C364  
Hon. Judge Henning  
JMC  
S. Groh  
Laura  
6/1/10  
SM



# JEFFERSON COUNTY, WEST VIRGINIA

**Department of Planning**  
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June 15, 2010

Lee Snyder  
Oak Meadow LLC  
270 Industrial Boulevard  
Kearneysville, WV 25430

Dear Mr. Snyder:

As you are aware, the Planning Commission and the Jefferson County Department of Planning and Zoning are always open to public feedback. Your letter addressed to Steve Groh, dated May 24, 2010 in regards to the Subdivision and Land Development Regulation amendments was forwarded by Mr. Groh to the Department of Planning and Zoning for the purpose of submitting it to the Planning Commission. As Mr. Groh is legal counsel to the Planning Commission, it would be most inappropriate for him to accept public comment on behalf of the Planning Commission. In the future, staff requests that all public comments be submitted directly to the Department of Planning and Zoning. Once received, staff will forward a copy of any correspondence to every member of the Planning Commission.

If you would like the opportunity to learn more about the Subdivision and Land Development Regulation amendments, the Jefferson County Commission has scheduled a public workshop on June 24, 2010 at 6:00 p.m. in the County Meeting Room, located on the lower level of the Charles Town Library. While oral and written comments will not be accepted at this time, a follow-up public hearing will be scheduled for the purpose of receiving public comment. As you may or may not know, there have been numerous public outreach meetings lead by the Department of Planning and Zoning for the purpose of soliciting input regarding the proposed Subdivision and Land Development Regulation amendments. If you would like to view a copy of the Subdivision and Land Development Regulation amendments in their entirety, it may be viewed at Charles Town Library, Bolivar/Harpers Ferry Library, Summit Point Library, Shepherdstown Library, the Department of Planning and Zoning Office, as well as online at <http://www.jeffersoncountywv.org/Planning%20and%20Zoning.html>.

Sincerely,

Jennifer M. Brockman, AICP  
Director, Jefferson County Department of Planning and Zoning