

Jefferson County  
Board of  
Zoning Appeals

Thursday,  
October 18, 2012

**JEFFERSON COUNTY, WEST VIRGINIA**

**Department of Zoning**

116 East Washington Street, 2<sup>nd</sup> Floor

P.O. Box 338

Charles Town, West Virginia 25414

**Phone: 304-728-3228**

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

**Fax: 304-728-8126**

MEMORANDUM

TO: Jefferson County Board of Zoning Appeals Members

FROM: Jennilee Hartman, Zoning Clerk

DATE: October 12, 2012

SUBJECT: October 18, 2012 Board of Zoning Appeals Meeting

Enclosed is a copy of the Agenda for the upcoming Board of Zoning Appeals meeting to be held on Thursday, October 18, 2012. For your review, you will find the corresponding information regarding said Meeting.

Please be advised that Item #3, variance request by property owners, John and Jo Wynn (ZV12-29), has been postponed by the applicant. Due to server issues our office was unable to access the written request that was emailed to our office. A hard copy will be provided to you at the meeting. The documents pertaining to this case have not been included in this packet. This case will be readvertised for another meeting date.

If you have any questions, or will not be able to attend the upcoming meeting, please do not hesitate to contact me.

# JEFFERSON COUNTY, WEST VIRGINIA

## Department of Zoning

116 East Washington Street

P.O. Box 338

Charles Town, West Virginia 25414

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

Fax: (304) 728-8126

---

### MEMORANDUM

TO: Board of Zoning Appeals Members

CC: Engineering & Building Permits Departments

FROM: Steve Barney, Zoning Administrator

DATE: October 12, 2012

SUBJECT: October Monthly Report of Department Activities

### ISSUED ZONING CERTIFICATES

#ZC12-22 LEE ANN GOLDRICK & STEVE McKINNEY - TENANTS/APPLICANTS

*Issuance Date:* October 5, 2012  
*Proposed Use:* Convenience Store to include sale of alcoholic beverages.  
*Physical Location:* 4360 Sulpher Springs Road; Kearneysville, West Virginia  
*Zone:* Rural

---

### PENDING ZONING CERTIFICATES

#ZC12-15 THE MARTY MART GROUP, LLC (MARTHA WAREING) – OWNER /  
LES BOWMAN & ALICE JAMES – APPLICANTS

*Issuance Date:* TBD  
*Proposed Use:* Wants to lease parking spaces at Sunoco Gas Station for the  
purpose of selling seafood on Friday, Saturday and Sundays.  
*Physical Location:* 1422 Blair Road; Harpers Ferry, West Virginia 25425  
*Zone:* Residential-Growth

---

#ZC12-19 CLAUDE G. PAYNE, JR. - OWNER/APPLICANT

*Issuance Date:* TBD  
*Proposed Use:* Farm Market  
*Physical Location:* 3504 Warm Springs Road; Shenandoah Junction, West Virginia  
*Zone:* Rural

---

**PENDING ZONING CERTIFICATES**

#ZC12-21 JAMES & LISA BOYER - OWNERS/APPLICANTS

*Issuance Date:* TBD  
*Proposed Use:* Dog Kennel  
*Physical Location:* 5404 Kabletown Road; Charles Town, West Virginia  
*Zone:* Rural

---

#ZC12-23 Amy Cockerille - APPLICANT

*Issuance Date:* TBD  
*Proposed Use:* Taxi Service  
*Physical Location:* 162 Georgia Avenue; Charles Town, West Virginia  
*Zone:* Residential-Growth

---



**AGENDA**  
**Jefferson County**  
**Board of Zoning Appeals**  
**Thursday, October 18, 2012, 3:00 p.m.**

Members  
Jeff Bresee, Chair  
Christy Huddle, Vice Chair  
Edwin Kelly  
Tyler Quynn

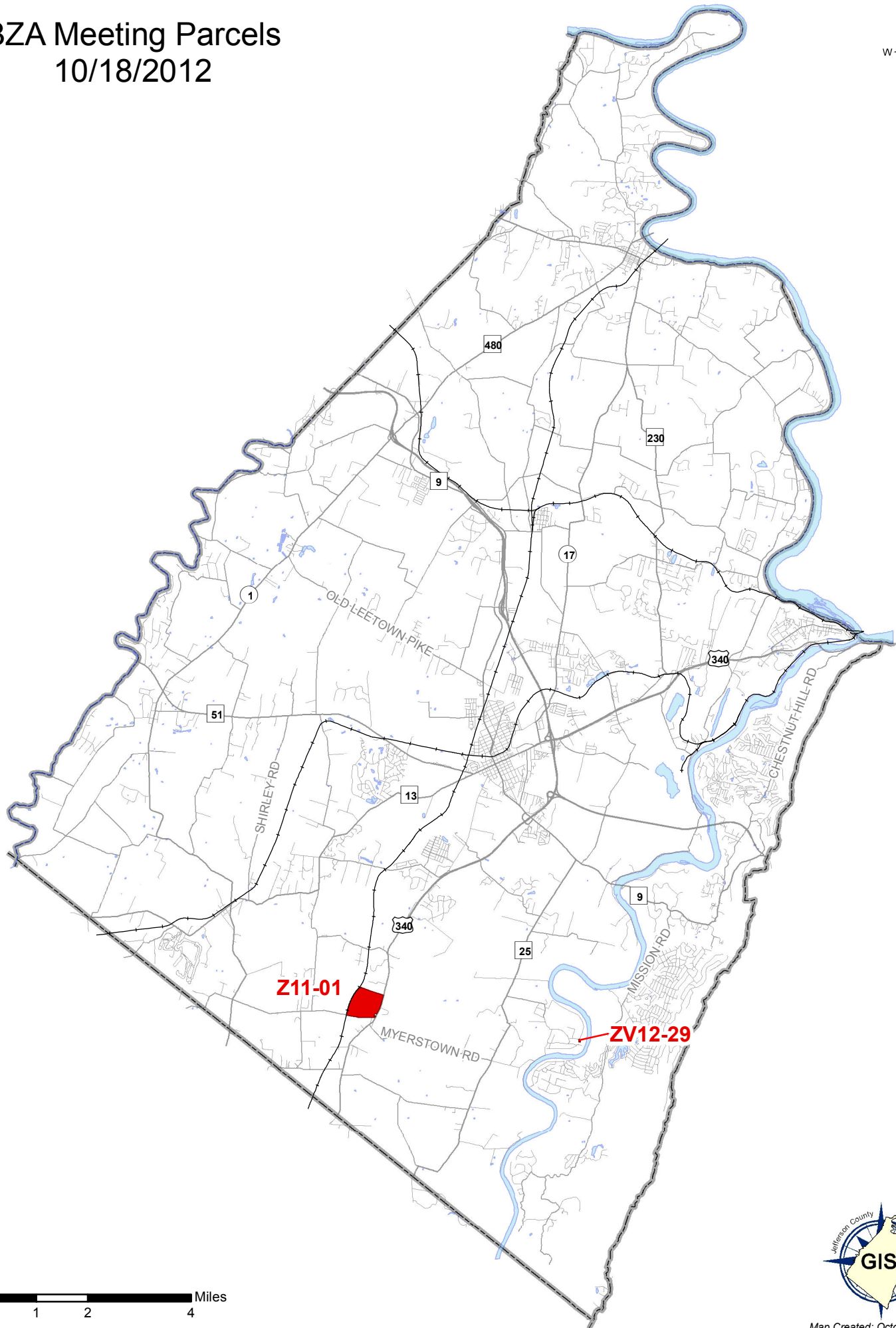
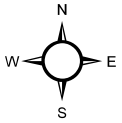
The Jefferson County Board of Zoning Appeals meet in the Charles Town Library Conference Room located at 200 East Washington Street at the side entrance on Samuel Street in the City of Charles Town.

Unless otherwise noted, all requests are pursuant to the Zoning & Land Development Ordinance.

1. Approval of the minutes from the September 20, 2012 meeting.
2. Swearing in of members of the public intending to provide testimony.
3. **Postponed at the request of the Applicant.** *Variance request by property owners, John and Jo Wynn, from Section 9.7 for a reduction of the front setback distance from 20' to 15' and Section 9.6.C to allow for a 24' x 26' garage, an accessory structure, to be situated in the front yard. Property location: 1333 Avon Bend Road, Charles Town, West Virginia. District: Kabletown (06); Map: 9F; Parcel: 35; Zoned: Rural; Size: .77 acres; File: #ZV12-29.*
4. Request by Rusty Morgan, applicant, for an eighteen (18) month extension of the Conditional Use Permit for Rippon Brewing, LLC that consists of a micro-brewery with a tasting room, a future pub/restaurant, a store, a country inn and an office to be situated on 2 acres. The current CUP will expire on December 1, 2012. Property location: at the intersection of Route 340 and Withers Larue Road in the District: Kabletown; Map: 10A & 12; Parcel: 24 & 17; Zoned: Rural & Village; Proposed Size: 2 acres; File: Z11-01.
5. Director's Report.
  - a) 2014 Comprehensive Plan Overview and Timeframes
6. Legal Update.
7. Signing of written decisions from prior Board of Zoning Appeals meetings.
  - a) Signing of the Findings of Fact and Conclusions of Law for the Appeal by property owner, Clinton Blevins, of the Zoning Administrator's decision to deny Zoning Certificate Application #ZC12-08 for a Home Occupation Level I involving internet sales of self-defense items including firearms, knives, and tactical clothing, in addition to firearm transfer, gun cleaning/repair, and off-site training services. Property location: 805 Leetown Road, Summit Point, West Virginia. District: Kabletown (6); Map: 17; Parcel: 8.22; Zoned: Rural; Size: 1.85 acres; File: #AP12-02. This case was heard by the Board on September 20, 2012.
8. Correspondence.

# BZA Meeting Parcels

10/18/2012



**Draft Minutes**  
Jefferson County Board of Zoning Appeals  
Thursday, September 20, 2012

The Jefferson County Board of Zoning Appeals met on Thursday, September 20, 2012. The meeting was held in the Charles Town Library meeting room located at 200 East Washington Street, at the side entrance on Samuel Street in Charles Town, West Virginia. Unless otherwise noted, all requests are pursuant to the Jefferson County Zoning and Land Development Ordinance.

Board members Jeff Bresee, Chairman; Christy Huddle, Vice Chair; Tyler Quynn and Ed Kelly were present. Staff members present were: Jennifer Brockman, Director of Planning and Zoning; Steve Barney, Zoning Administrator; Stephen Groh, Assistant Prosecuting Attorney and Jennilee Hartman, Zoning Clerk.

Ms. Huddle motioned to commence the meeting. Mr. Quynn seconded the motion, which carried unanimously. Mr. Bresee called the meeting to order at 3:04 p.m.

1. Approval of the minutes from the August 19, 2012 meeting.

Mr. Quynn motioned to approve the minutes. Mr. Kelly seconded the motion, which carried unanimously.

2. Swearing in of members of the public intending to provide testimony.

Ms. Hartman swore in the individuals that indicated they would be giving testimony.

3. Variance request by property owner, Vanette Jackson, from Section 5.4(B) for a reduction of the rear setback distance from 20' to 14' to allow for the construction of an 18' x 14' deck with stairs to also include an 18' x 10' stone patio situated underneath. Property location: Windmill Crossing Subdivision, 104 Monte Carlo Way, Charles Town, West Virginia. District: Charles Town (02); Map: 9C; Parcel: 47; Zoned: Residential-Light Industrial-Commercial; Size: 2,000 sq. ft.; File: #ZV12-26.

Ms. Jackson presented her request to the Board, explaining that her deck would include steps to provide a second exit from her home. Staff did not have additional comments. Mr. Bresee called for public comment. There was no public comment.

4. Variance request by applicant, CTI Towers, Inc., from Section 5.6D for a reduction of the front setback distance from 25' to 6' to allow for the installation of a 7' privacy fence enclosure to be attached to an existing 11' x 15' telecommunications building and the construction of a 28<sup>+</sup> square foot concrete pad within the enclosure. Property location: 121 Ashland Woods Drive, Harpers Ferry, West Virginia. District: Charles Town (02); Map: 21; Parcel: 35; Zoned: Rural; Parcel Size: 2 acres; Leased Area: .035 acres; File: #ZV12-27.

William Jenkins, Applicant Representative, presented the request to the Board. Mr. Jenkins explained that due to the remote location of the site considerable time is lost and vehicular trips are made by Comcast employees when there is a power outage in order to bring in a generator to the existing facility. Mr. Jenkins stated that the proposed permanent generator would reduce the amount of traffic to the site. Mr. Kelly asked why the proposed fence was 7' in height. Mr. Jenkins explained that Comcast has found that a 7' tall fence is a greater deterrent to theft than a 6' tall fence. Ms. Huddle asked what the fence would be constructed of. Mr. Jenkins answered that it would be a chain link fence with green vinyl slats for screening. Ms. Huddle expressed concern regarding the maintenance of the slats, as they tend to degrade over time. John Nichols, also

speaking on behalf of the applicant, addressed Ms. Huddle's questions regarding the maintenance issue. Ms. Huddle asked whether noise standards would apply to the use. Mr. Barney confirmed that the requirements of section 8.9A1C for a commercial use would apply. Mr. Kelly asked whether the variance was solely for the fence or also for the pad. Mr. Barney confirmed that the variance was for both the fence and the pad. Mr. Bresee called for public comment. There was no public comment.

5. Appeal by property owner, Clinton Blevins, of the Zoning Administrator's decision to deny Zoning Certificate Application #ZC12-08 for a Home Occupation Level I involving internet sales of self-defense items including firearms, knives, and tactical clothing, in addition to firearm transfer, gun cleaning/repair, and off-site training services. Property location: 805 Leetown Road, Summit Point, West Virginia. District: Kabletown (6); Map: 17; Parcel: 8.22; Zoned: Rural; Size: 1.85 acres; File: #AP12-02.

Mr. Blevins was present to represent his appeal. Mr. Blevins explained the need for conducting a business from his home. Mr. Blevins stated that the majority of his business would be internet sales. Mr. Blevins further stated that he had recently obtained a Federal Firearms License (FFL) to sell firearms from the State of Virginia that would allow him to store the firearms at a location outside of his home. Mr. Blevins went on to outline the regulatory process required to transfer the guns from one location to another, indicating that each transfer was recorded in an Acquisition and Transition Book. Mr. Groh asked why the applicant was seeking a FFL in West Virginia. Mr. Blevins responded that the purpose was to sell firearms at gun shows. Ms. Huddle questioned why staff was enforcing Federal regulations. Mr. Barney and Ms. Brockman explained that through conversations with the Bureau of Alcohol, Tobacco and Firearms (ATF), it was stated that Mr. Blevins would have to sell the firearms from the address shown on the license application. This would also mean that the firearms could be shipped to Mr. Blevins' home which would constitute 'storage' of a firearm, which is prohibited by Article 4A of the local Zoning Ordinance. The Board discussed the possible definition of the term "weapon". Mr. Barney presented his position to the Board, explaining the facts provided to him at the time of submission in addition to information given to him by the ATF. Mr. Barney concluded that while it was not Mr. Blevins' intent to store the firearms at his home, there was still the possibility of the firearms being shipped to his home because of his address being listed on the license application, and due to this possibility he had to deny the request. Mr. Barney stated for the record that he was not aware of the applicant's ability to obtain a FFL from Virginia by listing the Virginia storage location on the application. Mr. Barney distributed Section 478.50 of Title 27 of the Code of Federal Regulations to the Board. Mr. Bresee called for public comment. There was no public comment.

Ms. Huddle motioned to go into deliberative session at 4:10 p.m. Mr. Quynn seconded the motion, which carried unanimously.

Ms. Huddle motioned to come out of deliberative session at 4:34 p.m. Mr. Kelly seconded the motion, which carried unanimously.

### **Board of Zoning Appeals Rulings**

3. Variance request by property owner, Vanette Jackson, from Section 5.4(B) for a reduction of the rear setback distance from 20' to 14' to allow for the construction of an 18' x 14' deck with stairs to also include an 18' x 10' stone patio situated underneath.

Mr. Kelly noted that the applicant has met all of the criteria for approval of a variance and motioned to approve the above referenced request. Mr. Quynn seconded the motion, which carried unanimously.

4. Variance request by applicant, CTI Towers, Inc., from Section 5.6D for a reduction of the front setback distance from 25' to 6' to allow for the installation of a 7' privacy fence enclosure to be attached to an existing 11' x 15' telecommunications building and the construction of a 28<sup>+</sup> square foot concrete pad within the enclosure.

Mr. Quynn motioned to approve the above referenced request and noted that the applicant has met all the criteria for approval of a variance. Mr. Kelly seconded the motion, which carried unanimously.

5. Appeal by property owner, Clinton Blevins, of the Zoning Administrator's decision to deny Zoning Certificate Application #ZC12-08 for a Home Occupation Level I involving internet sales of self-defense items including firearms, knives, and tactical clothing, in addition to firearm transfer, gun cleaning/repair, and off-site training services.

Ms. Huddle stated that under the powers and duties under Article 8 of the State Code the Board is allowed to reverse, affirm or modify the order, requirement, decision or determination of appeals from, and have all the powers and authority of the official Board from which the appeal was taken, and motioned as follows:

The Board reverses and modifies the decision made by the Zoning Administrator in part because the Board has received further clarification of the proposed use beyond what was originally written on the zoning certificate application. The Board further would add the wording to what is currently written on the zoning certificate so that it would read under the proposed use, "Internet sales of self-defense items to include firearms, knives and tactical clothing. Limited amount of non-restrictive inventory stored on property, with no storage of weapons (such as firearms) covered by the Federal Firearms License that would be allowed as a Home Occupation use on this site." The Board finds that the Zoning Administrator was correct in that storage of firearms is not permitted under the Ordinance; however, based on new information provided, it is apparent the applicant will not be storing firearms on the premises. The definition of the term "weapons" related to this case is not precedent setting.

Mr. Kelly seconded the motion, which carried unanimously.

Minutes

Board of Zoning Appeals

September 20, 2012

Page 4 of 4

6. Director's Report. Ms. Brockman informed the Board that the office is currently advertising for a 2-year Comprehensive Planner position and is in the process of preparing a public notice for the appointment of a 2014 Comprehensive Plan Steering Committee that would primarily be citizen based.
7. Legal Update. Mr. Groh informed the Board that Mr. Crawford of the Prosecutor's office would be retiring and that Mr. Groh would be reassigned to another division of the office. Mr. Groh stated that a new attorney would be hired to represent the Board.
8. Signing of written decisions from prior Board of Zoning Appeals meetings. None.
9. Correspondence. None.

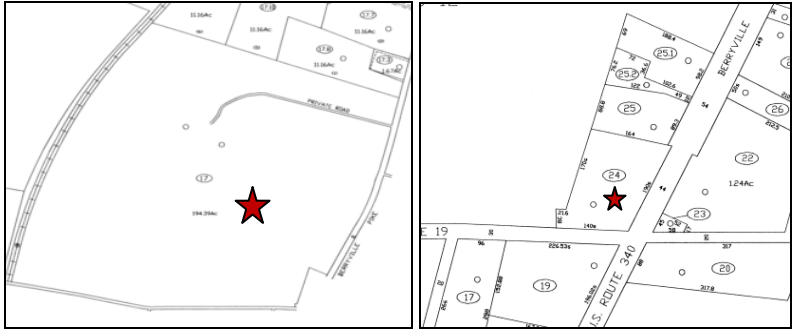
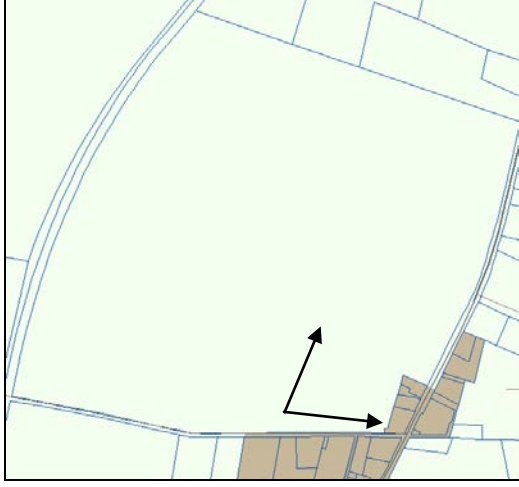
Ms. Huddle motioned to adjourn the meeting at 4:55 p.m. Mr. Quynn seconded the motion, which carried unanimously.

An audio transcript of this meeting can be found at the Department of Zoning and on the Department's website at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). These minutes were prepared by Jennilee Hartman, Zoning Clerk.

Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 October 18, 2012

**CUP Extension Request by Rippon Brewery, LLC (#Z11-01)**

Item #4 Request by Rusty Morgan, applicant, for an eighteen (18) month extension of the Conditional Use Permit for Rippon Brewing, LLC that consists of a micro-brewery with a tasting room, a future pub/restaurant, a store, a country inn and an office to be situated on 2 acres. The current CUP will expire on December 1, 2012.

APPLICANT:	Rusty Morgan
OWNER :	Same as above
DEVELOPER:	Rippon Brewery, LLC
SURVEYOR/ENGINEER:	n/a
PROPERTY LOCATION:	2153 Berryville Pike, Rippon, WV 25441
LEGAL DESCRIPTION:	District: Kabletown; Map: 10A & 12; Parcel 24 & 17 
ZONING DISTRICT:	Zoning Map Designation: Rural & Village 
SURROUNDING PROPERTIES:	Zoning Map Designation: <i>North:</i> Rural <i>South:</i> Rural/Village <i>East:</i> Rural/Village <i>West:</i> Rural
LOT AREA:	Proposed Use Acreage: 2 acres; Total acreage: 194.39 acres
CONDITIONAL USE PERMIT:	Z11-01: BZA approval 04/21/11; staff issuance 06/1/11
VARIANCE(S):	ZV11-06: BZA approved variance to reduce the front setback to 8' for an addition to an existing structure (4/21/11).
APPROVED ACTIVITY:	Agricultural and Commercial (via Conditional Use Permit)

Staff Report  
Jefferson County Board of Zoning Appeals Meeting  
October 18, 2012

**CUP Extension Request by Rippon Brewery, LLC (#Z11-01)**

RELEVANT INFORMATION:

1. Overview of Request

The Applicant seeks an extension of a Conditional Use Permit for the Rippon Brewery, which the Board of Zoning Appeals voted to approve on April 21, 2011. Staff signed the CUP on June 1, 2011. The CUP will expire on December 1, 2012.

The land use described in the CUP is as follows:

“The project is to consist of a microbrewery with tasting room; pub-style restaurant serving no more than 200 seats; store; country inn and office. Hours of operation are limited to 8:00 a.m. to 12:00 midnight.”

2. Applicant’s Justification of Request

In a letter to the Board, the applicant provides the following reasons for the extension request:

“Our project has not moved forward due to the risky economic environment and the surprisingly high engineering requirements for the rehabilitation of our old mill structure. We are working on a way to get started and create some income before we attempt to build out the pub and hire employees. We will start with a new production facility, just to make the beer.”

3. Staff Evaluation of Request

The Board has approved CUP extensions in other circumstances. For example, on November 19, 2009, the Board approved a Conditional Use Permit extension for Dairy Queen (#Z08-01), in the Maddex Square Shopping Center. Per the letter submitted with that application, the need for the request was attributed to the national economic downturn.

Following the 2011 approval of the Conditional Use Permit, the applicant has met twice with Planning, Zoning, and Engineering Department staff to discuss options for initiating the land use, and to review ordinance requirements.

SECTION OF ORDINANCE TO BE CONSIDERED:

Section 3.2 Zoning Administrator

- (g) A zoning certificate and/or conditional use permit shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. A one-time extension of this time frame may be granted by the Board of Zoning Appeals after evaluation of the hardship involved with noncompliance of this regulation. The length of time extended shall be at the discretion of the Board of Zoning Appeals and shall not exceed eighteen (18) months.

[PREVIOUSLY INVALIDATED APRIL 8, 2005 AMENDMENTS REINSTATED BY COURT ORDER ON DECEMBER 3, 2009]

JEFFERSON COUNTY  
DEPARTMENTS OF PLANNING AND ZONING

---

**CONDITIONAL USE PERMIT**

**RIPPON BREWING LLC  
FILE #Z11-01**

This is to certify that effective June 1, 2011, the property described below has been granted a Conditional Use Permit.

Project Name: Rippon Brewing LLC, File Number Z11-01  
Owner /Developer: A.M.S. Morgan, III  
Address: P.O. Box 130, Rippon, West Virginia, 25441  
Telephone Number: Home: 304-725-6670; Cell: 304-671-3610  
Tax Reference: Kabletown District (06); Map 10A; Parcel 24  
Deed Reference: Book #1053, Page #482  
Zoning District: Village  
Acreage: .69 acres (parcel size will be enlarged to approximately 2 acres by adjusting the property line between Parcel 24 on Tax Map 10A and Parcel 17 on Tax Map 12)  
Proposed Use: The project is to consist of a microbrewery with tasting room; pub-style restaurant serving no more than 200 seats; store; country inn and office. Hours of operation are limited to 8:00 a.m. to 12:00 midnight.

The developer agreed to the following conditions at the Compatibility Assessment Meeting held on February 25, 2011:

1. No customer or employee parking (excluding delivery vehicles) will be located adjacent to Withers Larue Road.
2. Any entrances from Withers Larue Road will be located west of the brewery building.
3. At the time when seating capacity for the restaurant exceeds 100 seats staff will review to determine if an additional entrance from US 340 (to be located to the north of the property for which the Conditional Use Permit application was submitted) is required.
4. Prior to site plan approval, the Applicant will submit documentation from the applicable state agency or agencies certifying that the proposed brewery wastewater discharge is permitted.
5. The hours of operation are limited to 8:00 AM to 12:00 midnight.

Pursuant to Article 7.7 of the Jefferson County Zoning and Land Development Review Ordinance the Board of Zoning Appeals held a public hearing on April 21, 2011. In addition to the aforementioned conditions the Board imposed the following conditions:

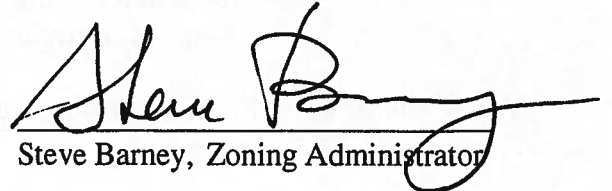
1. The number of restaurant seats is limited to 200.
2. All employee and customer parking for all land uses shall be located on the interior of the property.
3. All lights shall be of a full cut off (downward facing) design and there shall be no light spillover onto adjacent properties.
4. The land uses shall be developed and operated in a manner consistent with the limitations described in the application submitted to the Board, as amended.

In the event that construction has not commenced by December 1, 2012, eighteen months from date of signature, said permission will expire unless an extension is granted. Extensions must be formally requested of the Jefferson County Department of Zoning, for consideration by the Board of Zoning Appeals, prior to the expiration date. (See Jefferson County Zoning and Land Development Ordinance, revised December 3, 2009, Article 3, Section 3.2(g)).

This permit in no way relieves the Owner, Applicant or User from any requirements of the Jefferson County Ordinances unless appropriate waivers/variances are granted by the appropriate County authority.

6/11/11

Date

  
Steve Barney, Zoning Administrator

Departments of  
Planning and Zoning Seal

To: Jefferson Co. Department of Zoning  
Board of Zoning Appeals  
116 E. Washington St.  
P.O. Box 338  
Charles Town, WV. 25414

Oct. 9, 2012

From: Rusty Morgan  
P.O. Box 130  
Rippon, WV. 25441

I respectfully request an extension of my CUP issued for the development of a brewpub on the corner of my farm in Rippon. I am requesting the extension for the maximum period allowed of eighteen months.

Our project has not moved forward due to the risky economic environment and the surprisingly high engineering requirements for the rehabilitation of our old mill structure. We are working on a way to get started and create some income before we attempt to build out the pub and hire employees. We will start with a new production facility, just to make the beer.

Sincerely, Rusty Morgan



RECEIVED  
JEFFERSON COUNTY  
PLANNING, ZONING AND ENGINEERING

\* Scheduled for the 10/18/12 BZA mtg - gH



# JEFFERSON COUNTY, West Virginia

## Departments of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor  
Charles Town, WV 25414

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

Phone: (304) 728-3228

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Fax: (304) 728-8126

---

## Director's Report October 18, 2012 Board of Zoning Appeals Meeting

### 1) 2014 Comprehensive Plan Update

#### a) Website/Public Outreach Efforts:

- Name for Plan Update chosen: "Envision Jefferson 2035"
- Invitation to all CC and PC members access the website, <http://envisionjefferson2035.com/>, and to "follow" the plan process
- Facebook page being created for the purpose of posting upcoming events

#### b) 2 - Year Comprehensive Planner Position:

- Approved by County Commission
- Accepted resumes through October 15, 2012
- Anticipate interviews in late October
- Anticipate recommendation to County Commission 11/8/12

#### c) Steering Committee:

- Accepted applications through October 10, 2012
- 2 citizen members from each County Commission District; 1-3 At-Large Members
- Anticipated appointment at October 18, 2012 County Commission meeting
- Kick-off meeting with staff mid-November

#### d) Facilitator:

- Staff researching pros and cons of hiring a facilitator and inviting a few proposals related to cost and tasks

#### e) Timeline (attached)

### 2) Recent CC Meetings relevant to Planning:

- a) Joint Planning Commission/County Commission for the purpose of discussing proposed Timeline and Work Plan for 2014 Comp Plan (September 13, 2012)
- b) County Commission Action Related to on US 340 East Gateway Plan:

- i. Public Workshop – no formal presentation/public discussion (September 27, 2012)
- ii. County Commission Public Hearing (10/4/12)

3) **Upcoming CC Actions:**

- a) Recommendations related to Propose Zoning Ordinance Text Amendments regarding the Creation of New Commercial and Industrial Zoning Categories and Related Amendments (10/18/12)
- b) Action on Approval of the US 340 Corridor East Gateway Plan as an amendment to the Comprehensive Plan (written public comment being accepted through October 18, 2012; action anticipated in early November)

## 2012 COMP PLAN TIME FRAME

Tentative Dates	Tasks	Responsibility
<b>August – December 2012</b>	<b>Phase 1: 2014 Plan Start Up/Organization</b>	
June – August 2012	Research Comp Plan methodologies and scopes of work and develop plan for 2014 Plan process	Staff
August 2012	Request Joint Meeting  Draft potential scope of work and outline to determine Plan Elements (Steering Committee Subcommittee names); draft timeline  Brainstorm TAC membership/make contact; steering committee membership; Steering Committee Subcommittee membership; outreach meeting study area boundaries	Staff
8/14/12	<b>Planning Commission Meeting</b>  Review proposed scope, timeline, committees	Staff
9/13/12	<b>Joint PC/CC Meeting:</b> 1) Introduce Comp Plan Process and Requirements (WV 8A) 2) Review existing plan recommendations and status of implementation 3) Review proposed 2014 Plan Scope of Work and Time Frame/Strategy 4) Discussion of appointment process for Steering Committee/Citizen's Committee – monthly commitment 5) Discussion of Steering Committee Subcommittees (for plan elements)	PC/CC/staff
October 2012	County Commission appointment of committees	CC
November 2012	Organizational Meeting of Steering Committee (monthly meetings – regular date, 3 <sup>rd</sup> Tuesday afternoon?) and discussion of Subcommittees (meetings as needed per schedule) – roles, responsibilities and expectations	Staff and committee members
December 2012	1 <sup>st</sup> Working Steering Committee Meeting: <ul style="list-style-type: none"> <li>• Establish/confirm format, locations, outreach effort for public input meetings</li> <li>• Establish Public Outreach Strategy and subcommittee</li> <li>• Need for independent facilitator?</li> </ul>	Staff/Steering Committee

May 2012 – January 2013	Phase 2: Existing Conditions Data Collection, Mapping and Trends Analysis	
May 2012 – August 2012	Summer Intern completing demographic, economic data gathering and existing land use map/data (including data from Summer 2011 intern)	Intern/Staff
August - September 2012	Form Technical Advisory Committee (TAC) and request monthly (second Monday afternoon?) assistance with existing conditions and data	Staff
September 2012 – January 2013	Staff drafting text and developing existing conditions map in coordination with TAC	Staff/TAC
9/10/12	TAC Meeting	Staff/TAC
10/15/12 (10/8/12 is Columbus Day)	TAC Meeting	Staff/TAC
11/19/12 (11/12/12 is Veteran's day)	TAC Meeting	Staff/TAC
12/10/12	TAC Meeting	Staff/TAC

January 2013 – February 2013	Phase 3: Issues Analysis/Visioning	
1/14/13	TAC Meeting to finalize info for Public Meeting	
1/22/13	Steering Committee Meeting	
<b>Late January/early February 2013</b>	<b>Kick-Off Meetings: 1<sup>st</sup> series of Public Input Meetings ( series of 3):</b> <ul style="list-style-type: none"> <li>• Review of Existing Conditions and Data</li> <li>• Issues/strengths/weaknesses -- identification and analysis</li> <li>• Visioning exercise?</li> </ul>	<b>Staff/ Steering Committee</b>
February 2013	Agricultural Forum	
2/19/13	Steering Committee Meeting	

<b>March 2013 – August 2013</b>	<b>Phase 4: Goals and Objectives</b>	
March – June 2013 (weekly? Multiple times?)	Steering Committee Subcommittee meetings to assist in synthesizing issues analysis, strengths/weaknesses and visioning input and draft goals and objectives	Steering Committee Subcommittees; Staff
3/19/13 4/23/13 5/21/13	Steering Committee Meetings Numerous Subcommittee meetings by topic as required to draft summaries of issues analysis and develop draft Goals and Objectives	Steering Committee Subcommittees; Staff
6/10/13	TAC review and input into Draft Goals and Objectives	TAC Staff
6/18/13	Steering Committee review and input into Draft Goals and Objectives	Steering Committee; Staff
June/July 2013	Modification of Draft Goals and Objectives Available for public review Monday, July 15, 2013?	Staff
7/16/13	Steering Committee Meeting – final prep for 2 <sup>nd</sup> series of Public Outreach Meetings and County Fair Land Use Exercise	Steering Committee; Staff
<b>Last week of July 2013 (7/29/13 – 8/3/13)</b>	<b>2<sup>nd</sup> series of Public Input Meetings (series of 3):</b> <ul style="list-style-type: none"> <li>• “what we heard”</li> <li>• <b>Draft Goals and Objectives presentation and feedback</b></li> </ul> <b>Initial Future Land Use visioning exercise and related infrastructure</b>	<b>Staff</b> <b>Rep from Steering Committee Subcommittees and Steering Committee</b>
8/20/13	Steering Committee Meeting? COUNTY FAIR WEEK?? – Land Use Exercise	Steering Committee; Staff
September 2013	Finalization of Draft Goals and Objectives	Staff
9/17/13	Steering Committee Meeting – Prep for Joint PC/CC Meeting re: Goals and Objectives	Steering Committee; Staff
End of September 2013	<b>Joint meeting of PC/CC</b> to request endorsement of goals and objectives – need legal input	PC/CC Staff/legal

October 2013 – May 2014	Phase 5: Plan Recommendations and Implementation Strategies	
October 2013 – December 2013 (weekly Subcommittee meetings?)	Drafting text and future maps for plan elements based on approved Goals and Objectives	Steering Committee Subcommittees Staff
10/15/13 11/19/13	Steering Committee Meetings	
12/9/13	TAC review of draft plan recommendations text and maps	TAC Staff
12/17/13 1/21/14	Steering Committee Meetings	
<b>January 2014 (3<sup>rd</sup> or 4<sup>th</sup> week)</b>	<b>3<sup>rd</sup> series of Public Input Meetings (3 mtgs):</b> <ul style="list-style-type: none"> <li>• Review approved goals and objectives</li> <li>• Review draft recommendations and strategies</li> <li>• Request feedback – 2 week written comment time period</li> <li>• Finalize future land use map</li> </ul>	<b>Staff</b> <b>Rep from Steering Committee Subcommittee and Steering Committee</b>
February 2014 – March 2014	Finalize text and map recommendations	Staff
2/18/14 3/18/14	Steering Committee Meeting	
4/1/14	Draft plan text and map recommendations available for public review in prep for final regional meeting	Staff
4/15/14	Steering Committee Meeting	
<b>4/22/14</b>	<b>4<sup>th</sup> Public Input Meeting – one large joint meeting instead of regional meetings</b> <b>**Invite PC/CC to this meeting</b>	<b>Staff</b> <b>Steering Committee/ Subcommittee</b>
May 2014	Final edits	Staff
5/20/14	Steering Committee Meeting	

<b>June 2014 – December 2014</b>	<b>Phase 6: 2014 Plan Adoption</b>	
6/10/14	PC Vote to Schedule PH – 30 days’ notice in local paper required	
6/17/14	Steering Committee Meeting	
6/24/14 (special mtg)	PC Workshop – consensus to release version for public review	Staff and PC
7/15/14	Steering Committee Meeting	
7/22/14 (special mtg)	PC Public Hearing (open for written comments through 8/5/12)	Staff and PC
8/12/14	PC review of comments received	
8/19/14	Steering Committee Meeting	
8/26/14 (special mtg)	PC Vote/Recommendation	
9/4/14 or 9/11/14	Recommendation forwarded to CC for scheduling of Workshop and Public Hearing (requires 15 days’ notice)	
9/16/14	Steering Committee Meeting	
9/25/14	County Commission Workshop	
10/21/14	Steering Committee Meeting	
10/23/14	County Commission Public Hearing	
11/13/14	County Commission review of public comments received and final input	
11/18/14	FINAL Steering Committee Meeting	
<b>12/11/14</b>	<b>CC Vote on 2014 Comprehensive Plan</b>	<b>CC</b>