



AGENDA
Jefferson County Planning Commission
Tuesday, January 13, 2015, 7:00 PM

Planning Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street in the City of Charles Town.

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

1. Election of Officers.
2. Approval of the minutes from the following Planning Commission Meetings:
 - December 09, 2014
3. Citizen Communications: If you wish to comment, please sign-in to speak for issues that are not on the agenda or items that are not open for public comment. Items not open for public comment will be so noted.
4. Request for postponement.
5. Fellowship Bible Church (File# S14-03). This is a continuation of the Public Workshop that was held on December 9, 2104 to review and process a Concept Plan. The Planning Commission provided direction on Phase 1 at the December 9, 2014 Workshop. This Public Workshop will focus on Phases 2 and 3. Phase 2 includes the construction of an additional driveway onto Daniel Road for an additional exit and entrance for the church; construction of a 27,308 sq. ft. Multi-Purpose Worship Building which can seat 700 people; and relocation of Playground Area. Phase 3 is a long-term planning tool and includes a new education addition to the Church; a 1,000 person capacity, 41,390 sq. ft. Worship Center; to remove all modular units; pave gravel parking lot (93 spaces), add parking (350 paved spaces) and vehicular access; and construction Creation Center, Educational Learning Center, and Missionary Housing. Phase 3 includes a total additional square footage of approximately 94,000 sq. ft. Phases 2 and Phase 3 will be required to process as a Major Site Plan, requiring an additional Public Hearing in the future. The property is located at 160 Daniel Road, in Shenandoah Junction and is designated as Tax District: Charles Town (02); Tax Map: 03; Parcel: 4.5; Zoned: Rural; Size: 50.79 ac.
6. Petition by David Slusher (File# Z14-02). Request for a zoning map amendment. This property is currently zoned Rural and the applicant is requesting General Commercial zoning. Commercial use of this property dates back to 1930's and the current use of auto sales began in 1986. This property is located on the southwest corner of the Route 340 (Berryville Pike)/Straithmore Farm Lane/Wheatland Road intersection. District: Kabletown (06) Tax Map 11, Parcel 3.2.

There is no public comment for the remaining items.

7. Petition by Standard Land Company, LLC for a Zoning Map Amendment to the Planning Commission for the purpose of scheduling a public hearing within 60 days (File # Z14-13). This property is currently zoned Rural and the applicant is requesting Residential-Light Commercial/Industrial. The property is located on the east side of Millville Road (Route 27), south of the intersection with Route 340.
8. Follow Up to December 12, 2014 Stakeholder Meeting
 - Distribution and discussion of Summary Memo
 - Review and Action to hold a Public Hearing to recommend amending the definition of “days” from business days to calendar days in Section 26.200 of the Jefferson County Subdivision and Land Development Regulations (suggested date: February 10, 2015). Such amendment will require final approval of the County Commission.
 - Review and Action to hold a Public Hearing to recommend amending Section 20.104, “Exceptions”, of the Jefferson County Subdivision and Land Development Regulations, subsection “C”, to “exempt” public utilities and private utility firms processing easements from these Regulations (suggested date: February 10, 2015). Such amendment will require final approval of the County Commission.
 - Review and Action to hold a Public Hearing to recommend amending Section 24.300, “Waivers”, of the Jefferson County Subdivision and Land Development Regulations to change the last sentence of the introductory paragraph stating “No process or procedural waivers shall be granted” to “Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval” (suggested date: February 10, 2015). Such amendment will require final approval of the County Commission.
 - Review and Action to authorize the President of the Planning Commission to advertise the need for a new citizen-based committee to review the Major Subdivision Process of the Jefferson County Subdivision and Land Development Regulations. Said committee will review the current Subdivision Regulations and recommend a draft amendment to the Planning Commission to more closely reflect the requirements of Chapter 8A of the WV State Code but to include a Concept Plan Public Workshop, a Preliminary Plat Public Hearing, and an administrative approval of the Final Plat. Any amendments to the Subdivision Regulations shall be referred to the Planning Commission for a Public Hearing and subsequently to the County Commission for approval.
 - Review and Action to authorize the President of the Planning Commission to advertise the need for a second citizen-based committee to develop proposed language regarding rural campground facility standards and processes in both the Jefferson County Zoning and Land Development Ordinance and Jefferson County Subdivision and Land Development Regulations. Any amendments to the Zoning Ordinance and Subdivision Regulations shall be referred to the Planning Commission for a Public Hearing and subsequently to the County Commission for approval.
9. Reports from Legal Counsel and legal advice to the Planning Commission.
 - a) Active Litigation:
 - Far Away Farms
 - b) Envision Jefferson 2035 Comprehensive Plan Next Steps per WV Code 8A
10. Director’s Report.

11. Planning Commission Exchange and Liaison Reports:

- County Commission
- Health Department
- Public Service District
- Parks and Recreation
- Jefferson County Development Authority
- Water Advisory Committee
- Planning Commission Exchange

12. President's Report.

13. Actionable Correspondence.

14. Non-Actionable Correspondence.

15. Signing of approved Motions from previous Planning Commission meetings.

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

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

Physical Address: 116 E. Washington St., Charles Town, West Virginia 25414

Mailing Address: P.O. Box 338, Charles Town, West Virginia 25414

Email Address: planningdepartment@jeffersoncountywv.org

Fax Number: 304-728-8126

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