



**AGENDA**  
Jefferson County Planning Commission  
Tuesday, March 10, 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.

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

1. Approval of the minutes from the following Planning Commission Meetings:
  - February 10, 2015
  - February 24, 2015
2. 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.
3. Request for postponement.
4. **Public Hearing:** Request by applicant Roderick Planes, LLC / Aspen Greens Phase IIA (File #PCV15-01) to be represented by Gates Associated, Inc. for a variance from Article 6, Section 6.3 of the 1979 Jefferson County Subdivision Ordinance which requires a Final Plat public hearing within 24 months of the Final Plat public hearing for the previous phase. The applicant is requesting a time extension from April 10, 2015 to June 10, 2016, to advance through the Final Plat public hearing for this development. The property is located northeast of the intersection of Old Country Club Road and Flowing Springs Road. The property is designated as Tax District: Charles Town (02); Tax Map: 4; Parcel: 19; Size: 110 acres total (203 lots); Zoned: Rural (R).
5. **Public Hearing:** Request by applicant Shepherdstown Community Club (File #PCV15-02) related to the Morgan's Grove Park property for a variance from Article 8, Section 8.2.c.1.d., of the 1979 Jefferson County Subdivision Ordinance (storm water management regulations). The applicant is requesting to install four – 50 gallon rain barrels in lieu of constructing an infiltration trench required as a part of the site plan for the kitchen and bathroom building. The property is located southwest of the intersection of Kearneysville Road (WV 480) and Morgan Grove Road. The property is designated as Tax District: Shepherdstown (09); Tax Map: 13; Parcel: 28 (25.9 ac.).

**There is no public comment for the remaining items.**

6. Discussion of the implementation of the Envision Jefferson 2035 Comprehensive Plan recommendations.
7. Reports from Legal Counsel and legal advice to the Planning Commission.
  - a) Active Litigation:
    - Far Away Farms
8. Director's Report.

9. 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

10. President's Report.

11. Actionable Correspondence.

12. Non-Actionable Correspondence.

13. 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](mailto: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](http://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.