



AGENDA  
Jefferson County Planning Commission  
Tuesday, May 12, 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:
  - March 10, 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. **Public Hearing:** Proposed Urban Growth Boundary for the corporation of Bolivar which shall be placed on the adopted County Zoning Map, once approved by the County Commission. WV State Code 8-6-4a establishes the authority under which a municipality may request such a boundary and requires that the boundary be established by the County Commission in agreement with the municipality. Bolivar's requested boundary is based on the Bolivar Growth Boundary delineated in Part 13, Article 1324 of the Town's Planning and Zoning Code, enacted December 18, 2003. Approval of this Boundary by the County Commission does not change the zoning classification of any property.
4. Request for postponement.

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

5. Discussion and possible action of the previously adopted Roberts Rules of Order for Small Boards.
6. Discussion and possible action on the Historic Landmark Commission's proposed amendment to the Jefferson County Land Development and Zoning Ordinance to improve historic and cultural resource protections based on the recommendations of the Envision Jefferson 2035 Comprehensive Plan.
7. Discussion and possible action on the following proposed amendments created by an appointed citizen based committee for the purpose of scheduling a public hearing:
  - Proposed Amendment to the Jefferson County Land Development and Subdivision Regulations, Appendix B, Division 7 "Mobile/Manufactured Homes Parks and Campgrounds" to remove all reference to campgrounds;
  - Proposed Amendment to the Jefferson County Land Development and Subdivision Regulations, Appendix B, to create a new Division 8 "Campgrounds" (note this requires relabeling the existing Division 8); and
  - Proposed Amendments to the Jefferson County Zoning and Land Development Ordinance, to create a new Section 8.16 "Campgrounds" under Article 8, "Supplemental Use Regulations"

These proposed amendments will allow campground facilities to benefit from flexible design criteria, while preserving and integrating natural features into site design. The primary responsibility of these requirements are to ensure safe access and egress to State Roads, compliance with the Jefferson County Zoning Ordinance, address storm water management and sediment control, wells, drain fields, public water and sewer.

8. Discussion and possible action on Envision Jefferson 2035 Comprehensive Plan recommendations regarding modifications to the LESA/Conditional Use provisions of the Jefferson County Land Development and Zoning Ordinance as well as modifications to the Cluster Subdivision provisions of the Rural Zoning District.
9. Follow Up to April 29, 2015 Stakeholder Meeting
  - Distribution and discussion of Summary Memo
10. Reports from Legal Counsel and legal advice to the Planning Commission.
  - a) Active Litigation:
    - Far Away Farms
11. Director's Report.
12. 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
  - Historic Landmark Commission
13. President's Report.
14. Actionable Correspondence.
15. Non-Actionable Correspondence.
  - Letter received from Mel Snyder Prosecuting Attorney for Preston County, WV regarding the proposed All Good Festival.
  - Jefferson County Parks Master Plan Public Meeting May 13<sup>th</sup>, 2015 announcement.
16. 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

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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.