



AGENDA
Jefferson County Planning Commission
Tuesday, June 9, 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. Approval of the minutes from the following Planning Commission Meetings:
 - May 12, 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. **Action on a Public Hearing that was held on May 12, 2015 on the proposed Bolivar Urban Growth Boundary. The Public Hearing was closed and no additional public testimony will be taken.**

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.

Motion postponed from May 12, 2015 to be considered by the Planning Commission after receiving input from legal in response to their questions reads as follows:

Peter Fricke: "I move that the Planning Commission advise the County Commission that the proposed Urban Growth Boundary is consistent with the Envision Jefferson 2035 Plan".

4. **Final Plat Public Hearing:** Aspen Greens Phase IIA, Lots 21-46 (File #PC 14-01). The project is to consist of 26 Single Family Lots and two meadows on 16.235 acres. The property is located northeast of the intersection and along Old Country Club Road and Flowing Springs Roads. The property is designated as Tax District: Charles Town (02); Tax Map: 4; Parcel: 19; Owner/Developer: Roderick Planes, LLC, Maurice Gladhill.
5. **Public Workshop:** Concept Plan Review for 637842 Delaware Corporation, D/B/A Kent Cartridge Manufacturing Facility (File S15-02). The Concept Plan includes a 20,000 square foot expansion for warehousing and storage of an existing ammunition manufacturing facility. The property located on a 173.58 acre parcel. The property is located at 795 Hite Road in Kearneysville and is designated as Tax District: Middleway (07); Tax Map: 8; Parcel 4; Zoned: Rural; Size: 173.58 Ac.
6. **Public Hearing:** Request by applicant Delaware Corporation 637842 D/B/A Kent Cartridge (File #PCV15-01), for a waiver from the requirements of Section 20.203 (1), and Division 26.200 the Jefferson County Subdivision and Land Development Regulations which would require this project to process as a Major Site Plan, to process as a Minor Site Plan. The property is located at 795 Hite

Road in Kearneysville and is designated as Tax District: Middleway (07); Tax Map: 8; Parcel 4;
Zoned: Rural; Size: 173.58 Ac.

7. **Public Hearing:** Request by applicant Mark-Colonial Hills, LLC (PCV#15-03) for a variance from the requirements of Article 8, Section 8.2.e.3 of the 1979 Jefferson County Subdivision Ordinance. Applicant is requesting a reduction in the requirement for the minimum road frontage from 80' to 70' to permit two additional single family lots. The property is located on the east side of Potomac Farms Drive (Jefferson County Route 245) in Shepherdstown and is designated as Tax District: Shepherdstown (09); Tax Map: 8; Parcel 10; Zoned: Residential Growth; Size: 27.15 Ac.

There is no public comment for the remaining items.

8. Discussion and review of red-lined edits for the 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”
9. Request for postponement.
10. Reports from Legal Counsel and legal advice to the Planning Commission.
 - a) Active Litigation:
 - Far Away Farms: Report on legal action in Jefferson County Circuit Court, Case # 15-C-129 – Possible Executive Session
 - Shiloh Citizens Association: Report on legal action in Jefferson County Circuit Court, Case # 15-C-129 – Possible Executive Session.
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.

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.