



AGENDA
Jefferson County Planning Commission
Tuesday, August 12, 2014, 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:
 - June 10, 2014
 - July 8, 2014
 - July 22, 2014 Special Meeting – Public Hearing
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 on the proposed text amendment to the Jefferson County Zoning Ordinance related to Mass Events (File #ZTA14-02). The amendment includes deleting the term “Seasonal Use” from Section 2.2; adding the definition of “Mass Event” to Section 2.2; deleting Section 9.8 “Seasonal Use”; and creating the new Section 8.16 “Mass Event Regulations” which includes details on the Public Hearing process before the Board of Zoning Appeals and the submittal of a Concept Plan, which is administratively approved.
 - Letter from Mr. Robert Aitcheson
 - Letter from Ms. Joyce Rawn
 - Letter from Mr. Dallas Wolfe as submitted by Ms. Joyce Rawn
5. Public Hearing: Request by: Cambridge, LLC. Cambridge Manufactured Home Park (File#PCV14-02). Request for Determination/Variance Subdivision Ordinance (1979 Version), Article 6, Section 6.3 and Article 8, Section 8.1 (d), requiring sections of development be processed every 24 months and recorded within 90 days.
6. Public Hearing: Request by: Mark E. Roper, et.al. Cave Quarter Estates (File #PCV14-03). Variance request from 1979 Subdivision Regulations, Article 8, Section 8.2 (a)(2), which requires a second entrance for subdivisions over 50 lots; and Section 8.2 (a)(14), which requires a full size turnaround (cul-de-sac) in accordance with the design standards for any dead end streets that serve over 5 lots.

There is no public comment for the remaining items.
7. Review and possible recommendations regarding public comments provided at the Public Hearing on July 22, 2014 and/or public comments received on or before 5:00 p.m. on July 28, 2014 related to the Steering Committee’s recommended DRAFT Envision Jefferson 2035 Comprehensive Plan.
8. Reports from Legal Counsel and legal advice to the Planning Commission.

Active Litigation:

 - Far Away Farms
9. Director’s Report.

10. Planning Commission Exchange and Liaison Reports:

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

11. President's Report.

12. Actionable Correspondence.

13. Non-Actionable Correspondence.

- Email Comment from Ed Smariga dated August 4, 2014 RE: draft 2014 Comprehensive Plan.

14. 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.