



AGENDA
Jefferson County Planning Commission
Tuesday, June 10, 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 May 6, 2014 Planning Commission Meeting.
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 regarding a Zoning Map Amendment (re-zoning) request by property owners Hoy Shingleton, Trustee for Pearl Perkins, Beneficiary and Eric and Stacy Lindberg. The properties are located at 4115 Charles Town Road and 16 Hospice Lane in Kearneysville. The properties are designated as Tax District: Middleway (07); Tax Map 1; Parcels: 1.2 (16.62 acres) and 1.1 (7 acres); and are currently zoned: Rural. The request is to change to the Residential-Light Industrial-Commercial (R-LI-C) zoning category.
5. Public Hearing: Request by applicant Roderick Planes, LLC / Aspen Greens Phase IIA (File #PCV14-01) 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 public hearing within 24 months of the previous phase. The applicant is requesting a 12 month extension from June 10, 2014 to June 10, 2015, to advance through the Final Plat public hearing for this development. Property location: Northeast of the intersection of Old Country Club Road with 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).
6. Public Hearing: Request by applicant St. James Lutheran Church of Uvilla (File #PCW14-02 and -03) to be represented by Kimberly Shrader, P.E. for a waiver from Appendix B, Sections 2.3.A.6, 2.3.B.3 and 9.4.E.3 of the Jefferson County Subdivision and Land Development Regulations. The applicant is requesting the following waivers: from the required concrete apron to allow the use of asphalt (Appendix B, Section 2.3.A.6); a reduction from the required 24' minimum two way entrance width to 18' (Appendix B, Section 2.3.B.3); and a reduction from the required 22' minimum internal site driveways width to 18' (Appendix B, Section 9.4.E.3). The property is located at 4328 Shepherdstown Pike in Shenandoah Junction. The property is designated as Tax District: Shepherdstown (09); Tax Map: 20; Parcel 16; Size: 2.36 ac.; Zoned: Rural (R).

There is no public comment for the remaining items.

7. Presentation by Staff on the draft Envision Jefferson 2035 Comprehensive Plan.
 - Request to schedule a Special Workshop to review the Comprehensive Plan with the Steering Committee on June 24, 2014.
 - Request to schedule a Public Hearing on July 22, 2014.
8. Discussion and possible recommendation related to Draft Amendment to Zoning Ordinance regarding Mass Events. Request to schedule a public hearing for July 8, 2014.

9. Reports from Legal Counsel and legal advice to the Planning Commission.

Active Litigation:

- Far Away Farms

10. Director's Report.

11. 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

12. President's Report.

13. Actionable Correspondence.

- Review and possible action regarding draft letter from the Planning Commission to the County Commission requesting automatic extension for subdivisions vested under the 2010 Senate Bill 595.

14. Non-Actionable Correspondence.

- Darlene Truman, May 14, 2014 – Planning Commission Resignation

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.