

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
August 14, 2012

**Planning Commission meetings are located in the Old Charles Town Library meeting room at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 PM**

1. Acknowledgement of Mr. Ed Burns' service to the Planning Commission.
2. Approval of the minutes for the July 10, 2012 meeting.
3. Citizen Communications.
4. Request for postponement.
5. Concept Plan Review and Public Workshop for Sheetz (PC File #S12-02). This property is located at 51 Flowing Springs Road, Charles Town. This project consists of a 1,941 square foot expansion that will contain updated restrooms, new coolers, and a reconfigured coffee area. The property is located in Tax District: Charles Town; Tax Map: 8; Tax Parcel: 11.5.
6. Request by Jim Taylor of the National Humane Society on behalf of Briggs Animal Adoption Center for a waiver from the Subdivision Regulations Section 21.202B, Section 22.208 and Appendix B 9.6C requiring sidewalks to be provided in non-residential development. ). This property is located on the west side of US Route 340 approximately 1300 feet north of its intersection with Route 340/2 (Wheatland Road) and is designated as Tax District: Kabletown, Map: 11, Parcel: 1.
7. Requests by Asbury United Methodist Church for two waivers from the Subdivision Regulations:
  - a. Section 21.202B, Section 22.208 and Appendix B 9.6C requiring sidewalks to be provided in non-residential development.
  - b. Appendix B Section 2.3(B)(6) requiring a 30' minimum curb radii at the site development access drive intersection with the subdivision street or public highway.

This property is located on Route 480 (Kearneysville Pike) between Starkeys Landing and Potomac Farms Drive and is designated as Tax District: Shepherdstown, Map: 8, Parcel: 7.2.
8. Presentation of a petition by the Bank of Charles Town for a zoning map amendment to the Planning Commission for the purpose of scheduling a public hearing within 60 days. This property is currently zoned Rural and the applicant is requesting Residential/Light Industrial/Commercial zoning. This property is located at the intersection of US 340 and Washington Street in Harpers Ferry and is designated as Tax District: Harpers Ferry, Map: 7, Parcels: 24 and 26.
9. Presentation of a petition by John D. Lowe, III for a zoning map amendment to the Planning Commission for the purpose of scheduling a public hearing within 60 days. This property is currently zoned Residential Growth and the applicant is requesting Residential/Light Industrial/Commercial zoning. This property is located on the south side of Route 45

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(Martinsburg Pike) and on the east side of Potomac Farms Drive and is designated as Tax District: Shepherdstown, Map: 8, Parcel: part of 5.

10. Detailed presentation regarding the proposed 2014 Comprehensive Plan Scope of Work and Timeline, including an overview of WV Code Section 8A requirements and a review of the 2004 Comprehensive Plan recommendations.
11. Reports from Legal Counsel and legal advice to PC.  
Active Litigation:
  - Far Away Farms
  - Cedar Meadows Airpark
12. Director's Report.
13. County Commission Liaison Report.
14. Planning Commission Exchange.
  - Report from the Health Department Meeting Liaison.
  - Report from the Public Service District Meeting Liaison.
  - Report from the Parks and Recreation Meeting Liaison.
  - Report from the Jefferson County Development Authority Meeting Liaison.
  - Report from the Water Advisory Committee Meeting Liaison.
15. President's Report.
16. Actionable Correspondence.
17. Non-Actionable Correspondence.

The Planning Commission welcomes written comments at any time. Our office is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is located at 116 East Washington Street, P.O. Box 338, Charles Town, WV 25414. Our phone number is (304) 728-3228; our fax number is (304) 728-8126; our email address is [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org) and our website is [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

Any party desiring a transcript of these proceedings will be responsible for providing a competent stenographer at their own expense. Minutes and video recordings of past meetings, Subdivision Regulations, Zoning Ordinance, and the Comprehensive Plan can be found on the website. The office has a file on each project as well as aerial photos of the county. Minutes and audio recordings of older meetings not on the website are available for review in the office.