



AGENDA  
Jefferson County Planning Commission  
Tuesday, July 14, 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:
  - June 9, 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 text amendment to the Zoning & Land Development Ordinance related to Cultural Facilities, File #ZTA 15-01. The amendment includes changing “Appendix C, Principal Permitted Uses Table”, to change Cultural Facilities from Not Permitted (NP) to Permitted (P) within the Residential Growth District.

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

4. Petition by Charles M. Carter for a Zoning Map Amendment to the Planning Commission for the purpose of scheduling a public hearing within 60 days (File # Z15-02). This property is currently zoned Rural (R) and the applicant is requesting General Commercial (GC). The property is located on the south side of Martinsburg Pike (Route 45), east of the intersection with Venice Way.
5. (Postponed from the June 9, 2015 PC meeting.) 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”
6. Request for postponement.
7. 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 # 11-C-325
  - Update on request by the County Commission for input from the Planning Commission to determine if a Zoning Map Amendment (Rezoning) request by property owner Twin Oaks Subdivision, LLC, Peter S. Corum and J. Edward Slonaker for Morgan Grove Market is in compliance with the Envision Jefferson 2035 Comprehensive Plan. – Possible Executive Session
8. Director's Report.
9. 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
10. President's Report.
11. Actionable Correspondence.
12. 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](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.