

Jefferson County Planning Commission
August 11, 2015

The Jefferson County Planning Commission met on August 11, 2015 with the following Commission members present: Steve Stolipher, President; Wade Louthan, Vice President; Gene Taylor ; Secretary, Gary Phalen, Peter Fricke, Mike Chapman, Dale Manuel and Dick Childs. Staff members present included Jennifer Brockman, Director of Planning and Zoning; David Simon, Zoning Administrator; Rhonda Greenholtz, Planning Clerk; Jonathan Saunders, County Engineer; and Lydia Lehman, Legal Counsel. Mr. Donnie Fisher was absent with prior notification. Also present were County Commissioners: Jane Tabb, President; Patsy Noland, Vice President; Walter Pellish, and Eric Bell. Mr. Stolipher called the meeting to order at 7:00 PM.

1. Approval of the minutes from the following Planning Commission Meetings:

- July 14, 2015

Mr. Steve Stolipher asked if there were any objections to the approval of the meeting minutes. No objections were made. Minutes were approved.

2. Citizens Communications:

- Mr. Doug Rockwell, Attorney. Mr. Rockwell addressed the “process” of drafting the Mass Event Ordinance not the Ordinance itself. He suggested a special meeting be held for this Ordinance due to the complexity, detail and the interest from business owners, members of the community and stakeholder representatives that may want to have festivals in the area. It was also suggested that the Public be given more than the obligatory 3 minutes allotted at a typical Planning Commission Meeting to speak on and discuss this topic. He stated that Mr. Stolipher should recuse himself from any participation on this topic citing Mr. Stolipher’s family’s sponsorship of the “All Good Festival” that took place in July of this year.
- Mr. Bob Aitcheson provided copies of a Venue License Agreement between Walther Productions Inc. & Mark Stolipher, Nancy Stolipher and Douglas Stolipher regarding the “All Good Festival” held in July of this year. Mr. Aitcheson’s concerns are found in the last paragraph of page one (Item 2.c) where it is stated that the “All Good Festival” has the option of occurring on the Berry Hill Farm property for the years “2019 through 2023 respectively”. Mr. Aitcheson also noted Page 2 Paragraph 3 “attendee numbers” and stated that the projected number of attendees were to be limited to 35,000 people. He noted that the approximate number of attendees for this past event was under 11,000 attendees and that careful consideration should be taken when drafting the Mass Gathering Ordinance with more than 3 times the amount of attendees at the event in July projected for future events. Mr. Aitcheson agreed with Mr. Rockwell’s request that Mr. Stolipher recuse himself from any participation in any discussion, lobbying of Planning Commission members, or anything related to the development of the Mass Gathering Ordinance, due to his family’s direct financial interest in the outcome. Mr. Aitcheson stated that he has a pending complaint with the State Ethics Commission concerning Mr. Stolipher’s participation with the Planning Commission and other agencies regarding the promotion of the “All Good Festival”.

3. A **Public Hearing**: Zoning Map Amendment (Rezoning) request by property owners Twin Oaks Subdivision, LLC, Peter S. Corum and J. Edward Slonaker for Morgan Grove Market. This property is currently zoned “Rural” (R). The applicant is requesting “Neighborhood Commercial” (NC). This property is located at 3988 Kearneysville Pike (Rt. 480) Shepherdstown, WV. Tax District (09); Map 13; Parcels: 26.1, 26.2, 26.3 and 26.4. This is a joint Public Hearing with the County Commissioners of Jefferson County.

Mr. Gary Phalen recused himself from this portion of the meeting.

Ms. Jennifer Brockman provided an overview of the staff report, including the history of a previously denied rezoning, and noting that a subsequently approved Conditional Use Permit (CUP) is in place which permits the development of a proposed Agricultural Economic Empowerment Area on the property that is proposed for rezoning. A CUP for a Site Plan is only valid for 18 months unless commenced by the issuance of a Building Permit pertinent to the proposed use. Ms. Brockman noted that two extensions have been applied for and approved which extended the CUP until December 2016. Ms. Brockman stated that the applicant is requesting to rezone the property to a zoning category which allows some of the proposed uses rather than having to apply for a CUP extension every 18 months. She noted that the current CUP includes 30 conditions, one of which is to maintain the agricultural character of the property and avoid a “strip mall” appearance, and that such conditions cannot be applied to a rezoning. Ms. Brockman also stated that rezoning the property NC would allow a wider variety of permitted uses than the approved CUP currently permits. Additionally, this property is identified in the *Envision Jefferson 2035 Comprehensive Plan* as an “Agricultural Economic Empowerment Area” with language in the Plan which requires a CUP for the proposed use. The Planning Commission’s role is to determine if this rezoning request is in conformance with the *Envision Jefferson 2035 Comprehensive Plan*.

Mr. Fred Blackmer presented the request. Mr. Peter Corum handed out a Zoning Comparison information packet which compared permitted uses in the “Neighborhood Commercial” and “Rural” zoning districts as well as the current permitted conditions stated in the CUP. Mr. Blackmer stated that significant time, money, and effort have been invested in trying to make the CUP work, which has been unsuccessful. He noted that the surety and predictability of zoning uses and standards is required for a project of this type because potential businesses, lending institutions and management firms need predictability. Three years after the start of this project, new ordinances and a new comprehensive plan have been put in place. These amendments incurred costs of staff time, public meetings and other costs which are well in the tens of thousands if not hundreds of thousands of dollars. Time spent on regulatory rewrite by private individuals, committees and general public is incalculable.

Mr. Blackmer cited 5 items:

- The property is well within and is approved as part of the Shepherdstown Growth Management Boundary.
- The property is specifically identified on the Land Use Map as an Agricultural Economic Employment Area. This marketing phrase was developed while seeking the Conditional Use Permit.
- Proposed uses are already approved with the current CUP in place.
- The similarities between approved uses in the current CUP and the Neighborhood Commercial (NC) uses are overwhelming.

- Neighborhood Commercial (NC) allows for small retail business in residential areas.

Mr. Stolipher opened the floor to Public Comment

Mylene Billmyer, Ann & Joe Spurgas and Kristin Allen, all nearby residents, spoke in opposition to the proposed rezoning citing traffic concerns, muddy road conditions, site conditions and other future commercial uses such as gas stations being permitted. Toby Deyenhardt, another nearby resident, spoke in opposition of the request with concerns for devaluing homes in the area.

Ms. Eleanor Finn spoke in opposition to the request. Ms. Finn urged the Planning Commission to deny the request because rezoning the property would expand the possible property uses and free the owner from existing CUP requirements. The current requirements were based on extensive public hearings and written citizen comments. The basic plan for this project is already permitted and an expansion to include additional uses is unnecessary and unwise. Written comments were submitted.

Mr. Stolipher closed the floor to Public Comment

Mr. Corum provided a rebuttal which included a detailed accounting of the agricultural and commercial activities that have been conducted on the subject parcel since the approval of the Conditional Use Permit. He also addressed the public's concerns regarding the muddy conditions of the road and stated that it happened after a torrential downpour and was addressed within a day.

Mr. Fred Blackmer asked Ms. Brockman to state how many changes have been made to the project since she had taken the position of Director of Planning and Zoning. Ms. Brockman stated the concepts have been consistent. Mr. Blackmer stated that the types of businesses allowed have been restricted by the CUP and that the purpose of the request to re-zone to NC is only to memorialize permitted uses. Mr. Blackmer stated that he believed the resident who spoke in opposition lived in an adjoining residential subdivision, which is not agricultural. He further stated that the purpose of a NC designation is to "permit the development of small scale commercial uses in locations where a commercial use of the intensity permitted in the General Commercial (GC) District (and not otherwise permitted in the NC District) are not appropriate. Developments in the Neighborhood Commercial (NC) District should be appropriate in scale, designed, landscaped and buffered so as to be compatible with neighboring land uses". Mr. Blackmer concluded that by rezoning this property the project will be of smaller scale and will require a new Site Plan.

Mr. Stolipher asked if there were any questions and/or comments from the Planning Commission. There were no questions or comments from the Planning Commission.

Ms. Brockman asked if the County Commissioners had any questions before they excused themselves from the meeting. She also stated that the intention is that after the Planning Commission votes, an Agenda Request to the County Commission will be submitted along with a summary of any comments from the meeting with the Planning Commission's recommendation.

The County Commissioners excused themselves from the meeting.

Mr. Peter Fricke stated that Mr. Corum and Mr. Blackmer actively participated in the Comprehensive Planning meetings. Mr. Fricke also stated the reason the Agricultural Economic

Empowerment Area is in the *Envision Jefferson 2035 Comprehensive Plan* is because Mr. Blackmer and Mr. Corum asked for it. With the current CUP all of their requests have been met. Mr. Fricke believes this to be a totally new proposal and that a new proposal like this is not feasible without some really serious consideration.

Mr. Manuel asked staff to go over their recommendation to the Planning Commission.

Ms. Brockman stated that although Staff supports the applicant's proposed uses and the concept, Staff finds that the proposed zoning map amendment is not consistent with the *Envision Jefferson 2035 Comprehensive Plan*. She noted that the CUP is the appropriate mechanism based on the 5 items listed below.

1. The four properties included in this rezoning request are outside of the *2035 Plan's* Shepherdstown Preferred Growth Area (PGA) and therefore intended for future rural development.
2. The Neighborhood Commercial (NC) Zoning District language states that this category is intended for use on properties in locations where the appropriate land use category is designated on the future land use map (and related text) in the *Envision Jefferson 2035 Comprehensive Plan*. The properties included in this proposal are specifically identified "Agricultural Economic Empowerment Area" on the *2035 Plan's* County Future Land Use Guide and the Shepherdstown PGA Map and are not identified for future Neighborhood Commercial zoning.
3. The proposed uses are already approved with the CUP (#CP12-01) in place at this time.
4. The NC zoning district includes a much wider variety of potential land uses that the approved CUP currently permits, including some uses currently prohibited by the CUP such as the upper floor residential uses, gas stations and fast food restaurant which makes the proposed uses less compatible with the neighboring rural neighborhoods.
5. Per the *2035 Plan's* recommendation that, for zoning map amendments in areas outside of growth areas shown on the Future Land Use Guide, the County Commission can alternatively determine that a requested zoning map amendment is consistent with the balance of the Plan by receiving evidence and making a finding that the zoning map amendment is for the economic well-being of Jefferson County; or by finding that there is an error or under scrutinized property on the Future Land Use Guide; or a change in the neighborhood; or any other circumstance that may have been missed when considering the Future Land Use Guide; and/or that environmental impacts have been considered, staff does not consider any of these factors to be applicable to this request.

Mr. Stolipher disagreed with Staff recommendation stating that he believed the Neighborhood Commercial (NC) district was created to allow a commercial center close to neighborhoods and not necessarily high end retail. He stated that there were very few uses permitted in the Neighborhood Commercial (NC) district that were not already permitted in the CUP.

Mr. Chapman inquired as to whether the Morgan's Grove Market project spawned the new zoning categories in place today. He referenced the handout provided from the December 8, 2011 meeting

which cited land use issues regarding this specific property which caused the County Commission to direct the Planning Commission staff to draft an amendment to create new zoning categories.

Ms. Brockman stated that this project was one of the many factors that led to the creation of additional commercial categories. She stated that since the applicant had a CUP in place, a specific zoning category was not identified for this property.

Mr. Manuel made a motion to follow Staff recommendation that the requested zoning amendment is not in conformance with the *Envision 2035 Comprehensive Plan*. Mr. Fricke seconded the motion. A vote was taken and approved 5-2. (Mr. Stolipher and Mr. Chapman opposed)

Mr. Gary Phalen returned to the meeting.

4. **Public Workshop:** Concept Plan Review for Middleway Dollar General Store (File #S15-04). The property is located at the intersection of Middleway Pike and Leetown Road in Middleway. The project is for the construction of a 7,310 square foot retail store with associated parking. The property is designated as Tax District: Middleway (07); Tax Map: 19; Parcels 16.6 and 16.7; Zoned: Rural (R); Size: 1.69Ac; Owner/Developer: Wilbur A. Alger, Jr., and Middle of the Way Real Estate LTD.

Mr. David Simon provided an overview of the staff report stating that retail sales and general services are not permitted in the Rural zone. He noted that in January 2015, the applicant received a Conditional Use Permit (CUP) for a 7,310 square foot retail store in a 9,100 square foot structure. The current phase under review is the Concept Plan, which was deemed sufficient by Planning and Zoning staff.

Mr. Josh Allen with Cross Development spoke on behalf of the applicant. He provided an overview of the proposed project, a standard Dollar General Store. Mr. Allen stated that a few conditions arose as part of the CUP that are being included in the Site Plan. These were:

1. The Leetown Road access.
2. The proposed well location.

Mr. Stolipher opened the floor for Public Comment.

Ms. Peggy Sclater, Resident of South Childs Road expressed concerns regarding traffic and the possible need for a traffic light to moderate ingress and egress to the site.

Mr. Paul Baker, resident from directly across and downhill from the proposed site. He expressed concerns regarding the septic, storm water management and traffic. He stated that any traffic improvements made may take away part of his front yard. Mr. Baker believes the construction of a Dollar General would take away from the historic and rural setting in the area.

Mr. Stolipher closed the floor to Public Comment.

Mr. Josh Allen provided a rebuttal. He stated that Middleway Pike is a WVDOH controlled road and that a permit was issued by the WVDOH. Per WVDOH, no turn lane or traffic light is required. Mr. Allen stated that a second entrance from Leetown Road was recommended as part of the CUP and

will be constructed. The storm water management concerns are being addressed via a two-step process with a bio retention facility which filters the runoff as the first step, and then handled in a larger detention basin area. Mr. Allen stated that a septic permit was issued by the Health Department and is shown on the Concept Plan. Mr. Allen noted that there are only two (2) bathrooms in this facility.

Mr. Childs questioned the need for another Dollar General in that location as there are two others in close proximity. Mr. Childs also expressed concerns regarding traffic.

Mr. Allen stated that marketing research had been done which determined that this location could be successful as it will capture a different market than the other two stores.

Mr. Manuel asked for clarification of the storm water management release.

Mr. Allen stated this will be released into the right of way as engineered.

Mr. Fricke also spoke of three concerns; traffic in that area citing sight distance, the necessity of a turn lane and the construction of a sidewalk as this is in a proposed growth area.

Mr. Allen had not considered installing the turn lane as it is not required or proposed by the WVDOH. The sidewalk is shown on the Site Plan and is located within an easement. The construction of the sidewalk will begin when the store is completed.

Mr. Jonathon Saunders, County Engineer stated that any road improvements have to be warranted through a traffic study from WVDOH. A flashing red/yellow light is planned to be installed by WVDOH at the intersection of Middleway Pike and Leetown Road.

Ms. Brockman stated there are a few items that will be addressed at the Site Plan Phase. This meeting is for the purpose of approving the Concept Plan.

Mr. Fricke suggested going back to the WVDOH to inquire about the turn lane.

Mr. Allen stated the WVDOH criteria to initiate a traffic study is 100 peak hour trips. A study was done for similar stores and found that the peak hour trip for a similar store is 15 peak hour trips. Therefore, a study was not warranted under the WVDOH codes.

A motion was made by Mr. Stolipher to approve the Concept Plan as presented. Mr. Taylor seconded the motion. The motion was approved with a vote of 6-2. (Mr. Peter Fricke and Mr. Manuel opposed)

Mr. Steve Stolipher called for a 3 minute recess at 8:40 PM.

Mr. Steve Stolipher called the meeting back to order at 8:45 PM.

5. **Public Workshop:** Concept Plan Review for Advance Auto Parts (File #S15-03). The property is located at 475 Euclid Avenue in Charles Town. The project is for the construction of a 6,912 square foot retail Automotive Parts sales and warehouse establishment with associated parking. The

property is designated as Tax District: Charles Town (02); Tax Map: 10A; Parcel 76; Zoned: Residential-Light Industrial-Commercial (RLIC); Size: 1.04 Ac. Owner/Developer: Martin & Brenda Lookingbill.

Mr. David Simon gave a brief history of the property noting that the property was formerly known as Community Oil and had been used as a bulk oil storage and sales business. The site was also host to a Citgo Gas Station. Both of these uses have had environmental issues in the past that are in the process of being addressed with the West Virginia Department of Environmental Protection. He noted that the Concept Plan was deemed sufficient by Planning and Zoning staff.

Mr. Gordon Poffenberger, Fox & Associates presented the project. He noted that the existing structure will be razed and that the end result will be more green space and a 26% reduction in impervious cover.

Mr. Stolipher opened the floor to public comment.

No Public comment was made.

Mr. Stolipher closed the floor to public comment.

No discussion ensued.

Mr. Stolipher made a motion to approve the Concept Plan. Mr. Childs seconded the motion. A vote was taken which carried unanimously.

6. **Public Hearing:** Request by applicant Primax Properties, LLC. on behalf of Advance Auto Parts (File # PCW15-02) for a waiver from the requirements of Section 21.202(B) and 22.208 of the Jefferson County Subdivision and Land Development Regulations which would require the installation of a sidewalk along Euclid Avenue. The property is designated as Tax District: Charles Town (02); Tax Map: 10A; Parcel 76; Zoned: Residential-Light Industrial-Commercial (RLIC); Size: 1.04 Ac.; Owner/Developer: Martin & Brenda Lookingbill.

Mr. David Simon spoke. Because the *Envision Jefferson 2035 Comprehensive Plan* as well as the County Subdivision and Land Development Regulations promote connectivity and public safety through the establishment of sidewalk requirements, and because the applicant has not expressed a reasonable case for why the sidewalk requirements should be waived, it is staff's recommendation that the waiver of the Jefferson County Subdivision Regulations requirements be denied.

Mr. Gordon Poffenberger, Fox & Associates. The waiver request is for the east side of the property only. As no sidewalk exists, it seemed useless to install a sidewalk that doesn't go anywhere. Mr. Poffenberger stated that if there was any opposition to the waiver request, the applicant would withdraw the application and the sidewalk would be installed.

Mr. Stolipher opened the floor to Public comment.

Mr. Paul Rosa spoke. Mr. Rosa concurs with the Staff's recommendation to deny the request citing the following reasons:

- It does not meet the waiver criteria of the Ordinance.
- It is contrary to public interest.
- It will not yield meaningful open or green space.
- It will adversely affect the public health, safety and welfare or the rights of adjacent property owners or residents.
- Without the sidewalk, the project will be of lower quality and/or character.

Mr. Rosa also spoke of the Americans with Disabilities Act (ADA). Persons who are wheelchair bound or have mobility impairments require linear continuity and hard surfaces to travel to and from residential areas to businesses.

Ms. Deborah Quinn spoke. Ms. Quinn welcomes the new store and is glad the area will be maintained; however, she is opposed to the waiver of the sidewalk. Safety is of concern as the new business will be attracting more traffic and a residential area is in close proximity to the location.

Mr. Poffenberger took the allotted rebuttal time stating that the applicant will withdraw the request for the waiver.

Mr. Stolipher closed the floor to Public comment.

Mr. Manuel made a motion to deny the waiver request to not be required to install the sidewalk along Euclid Avenue. Mr. Chapman seconded the motion. A vote was taken and passed unanimously.

7. **Final Plat Public Hearing:** Breckenridge East Phase 1A, Lots 10-22 (File #PC15-09) The project is to consist of 13 Single Family Lots. The property is located along Old Country Club Road southeast of the intersection with Flowing Springs Road. The property is designated as Tax District: Charles Town (02); Tax Map: 10 Parcel: P/O 2; Zoned: Rural (R); Size: 67.67 Ac.; Owner/Developer B.C. Partners, Inc.

Mr. David Simon provided an overview of the staff report and noted that Staff recommended approval of the Final Plat with one condition that the Final Plat Mylar be signed by the owner.

Mr. Dan Snyder, BC Partners presented the project. Mr. Dan Snyder agreed with the Staff recommendation for approval of the project.

Mr. Stolipher opened the floor to Public Comment.

No Public Comment was made.

Mr. Stolipher closed the floor to Public Comment.

Mr. Phalen made a motion to approve the Final Plat. Mr. Louthan seconded the motion. A vote was taken which carried unanimously.

8. Discussion of red line edits of the Proposed Amendments to the Zoning and Land Development Ordinance and the Land Development and Subdivision Regulations regarding Campgrounds for the purpose of scheduling a Public Hearing.

Ms. Jennifer Brockman stated that at the Planning Commission's direction a draft of the proposed amendments were sent to KOA for their input. The Planning Commission has 2 options at this point:

- a) Schedule the Public Hearing and take KOA's comments as part of the Public Hearing or;
- b) Postpone the Public Hearing allowing more time to discuss the comments before scheduling the Public Hearing.

The Planning Commission discussed these options and determined that the Public Hearing would remain scheduled for the September 8, 2015 meeting and the written comments received would be considered as a part of the public input.

9. Request for postponement.
 - Request by applicant Charles M Carter to postpone a Zoning Map Amendment request until the September 8, 2015 Public Hearing (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. The applicant had requested the postponement of this agenda item until the September 8, 2015 regularly scheduled Planning Commission meeting.
10. Reports from Legal Counsel and Legal Advice to the Planning Commission.

Mr. Stolipher asked that the following items be heard in reverse order of the original Agenda.

- a) Active Litigation:
 - Shiloh Citizens Association: Report on legal action in Jefferson County Circuit Court, Case # 15-C-129 – Possible Executive Session. Mr. Nathan Cochran reported that the case was continued.
 - Far Away Farms: Report on legal action in Jefferson County Circuit Court, Case # 11-C-325 Possible Executive Session.

Mr. Nathan Cochran recused himself from this portion of the meeting.

Ms. Lydia Lehman stated that the first portion of this item does not need to be heard in an Executive Session.

Ms. Lydia Lehman drafted an outline of time frames related to BZA and PC actions and related appeals over the past 10 years concerning Far Away Farms as requested by the Planning Commission members in light of the on-going pending litigation. A handout was given to the Planning Commission members as requested.

Mr. Chapman made a motion to enter into Executive Session at 9:05 PM. Mr. Manuel seconded the motion. A vote was taken and passed unanimously.

Mr. Childs made a motion to return from Executive Session at 9:10 PM. Mr. Chapman seconded the motion. A vote was taken which carried unanimously.

Mr. Chapman made a motion to reject the offer that was made in Executive Session in case No. 11-C-325. Mr. Manuel seconded the motion. A vote was taken which carried unanimously.

11. Director's Report (see full report for details).

1) Status of Planning Commission Ordinance and Regulations Amendments:

- a) Campgrounds:
 - i) Public Hearing tentatively scheduled for September 8, 2015
- b) Major and Minor Subdivision and Site Plan Process:
 - i) Committee presentation and Commission discussion and recommendation tentatively scheduled for September 22, 2015
- c) Mass Events Ordinance (#ZTA 14-02):
 - i. Discussion and recommendation tentatively scheduled for September 22, 2015
- d) LESA/Conditional Use and Cluster Subdivision Provision Modifications
 - i.
 - ii. Staff will prepare a document for Legal which highlights which sections of the Ordinance will require amending by 8/28/15. Legal will then determine the notice requirements of the state law and work with the County Commission to determine the appropriate next steps
 - iii. Planning Commission should consider hosting a workshop with representatives of the agricultural community in October to collaborate on the proposed amendments recommended by the *2035 Plan*
- e) Historic Resource Demolition and Adaptive Reuse
 - i. Staff work session with representatives from the building department for input regarding the requirements of State law pertaining to this issue is being scheduled
- f) Article 12 Zoning Ordinance
 - i. Discussion and recommendation tentatively scheduled for September 22, 2015
- g) Other Text amendments needed:
 - i. Parking Standards – tentative timeframe?
 - ii. Landscape Standards – tentative timeframe?
 - iii. Signage – tentative timeframe?

- 2) An article from the Washington News Post (attached):
The Old Suburban Office Park is the new American ghost town
- 3) Upcoming PC meetings
 - a) Next Regular Meeting: **September 8, 2015**
 - Public Hearing: Charles M. Carter Zoning Map Amendment
 - Public Hearing: Zoning/Subdivision Regulations Text Amendment re: Campgrounds
 - b) Planning Commission Work Session: **September 22, 2015** (requires action by PC or PC President to set date)
 - Major and Minor Subdivision and Site Plan Process:
Presentation by Citizen Committee and Planning Commission discussion of draft red-line proposed amendments to the Major and Minor process in the Subdivision and Site Development Regulations for the purpose of finalizing a draft for a Public Hearing
 - Mass Events Ordinance (#ZTA 14-02):
Review and discussion of proposed Zoning Ordinance text amendment regarding Mass Events (#ZTA 14-02) referred back to the Planning Commission by the County Commission in May 2015; discussion of After-Action Report with specific invited County agencies to consider in review of draft ordinance.
 - Article 12 Zoning Ordinance:
Review and discussion or proposed amendments required to Section 12.2C, 12.2D and 12.3 to bring it into conformance with the requirements of WV Code 8A
- 4) A draft Annual Report for Planning and Zoning was handed out to the Planning Commission for review.

12. Planning Commission and Liaison reports:

- County Commission - None
- Health Department - None
- Public Service District - None
- Parks and Recreation - None
- Jefferson County Development Authority - None
- Water Advisory Committee - None
- Planning Commission Exchange - None
- Historic Landmark Commission - None

13. President Report:

- None

14. Actionable Correspondence:

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- None

15. Non Actionable Correspondence:

- None

Mr. Stolipher motioned to adjourn the meeting at 9:30PM with no objections