

Shepherdstown Planning Commission Agenda

Regular Meeting and Public Hearing

Monday, June 17, 2024

5:30 p.m. - Town Hall

A. Call to Order:

B. Approval of Previous Months' Minutes:

[20-May-24](#)

C. Visitors:

D. Conflicts of Interest:

E. Applications:

Application	Name	Address	Description
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Previous Applications:

NONE

New Applications:

NONE

Application	Name	Address	Description
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F. Continuing Business:

[Comp Plan Subgroup Review - Land Use and Community Character](#)

Application	Name	Address	Description
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G. New Business:

[Ordinance amendment of §9-7A03 to increase permanent open space and minimum lot size requirements for Planned Unit Development](#)

Application	Name	Address	Description
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Application	Name	Address	Description
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H. Administrative:

1. Mayor's Report

2. Staff Report

Application	Name	Address	Description
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I. Adjournment

**AN ORDINANCE RE-ENACTING
SECTION 9-7A03 OF CHAPTER 7 OF TITLE 9 OF THE
CODE OF SHEPHERDSTOWN, WEST VIRGINIA,
TO INCREASE PERMANENT OPEN SPACE AND MINIMUM LOT SIZE REQUIREMENTS
FOR PLANNED UNIT DEVELOPMENT (PUD)**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 7 of Title 9 of the Town Code is hereby amended by amending and re-enacting Section 9-7A03, entitled "Requirements for Planned Unit Development", to increase permanent open space and minimum lot size requirements for Planned Unit Development; accordingly, there is amended and re-enacted Section 9-7A03 of Chapter 7 of Title 9 to read as follows:

Section 9-7A03 Requirements for Planned Unit Development

- A. The area designated in the Planned Unit Development map must be a tract of land at least **five (5)** acres in size and under single ownership or control. Single control of property under multiple ownership may be accomplished through the use of enforceable covenants and commitments which run concurrent with the Planned Unit Development.
- E. Designation and Conveyance or Ownership of Permanent Open Space.
 - 1. Definition. Permanent open space shall be categorized as one of two types:
 - (a) Improved Open Space is defined as parks, playgrounds, swimming pools, ball fields, plazas, landscaped green spaces, and other areas that are created or modified by man.
 - (b) At least **15** percent of the total permanent open space in any given Planned Unit Development shall be of the Improved Open Space type.
 - (c) Natural Open Space is defined as areas of natural vegetation, water bodies, or other landforms that are to be left undisturbed. Creation of a graded and surfaced walking trail through areas of Natural Open Space shall constitute disturbance of the area in the amount of the length of the walking trail multiplied by its width. Neither definition of open space shall include schools, community centers or other similar areas in public ownership.
 - 2. Designation. Within all Planned Unit Developments, a minimum of **30** percent of the proposed Planned Unit Development area shall be designated as permanent open space. No plan for a single- or multi-family residential Planned Unit Development shall be approved unless such plan provides for permanent landscaped or natural open space.

First Reading: _____

Second Reading: _____

Adopted: _____



Draft Minutes

Present:

Commission Members Present: Terry Fulton; Jim Auxer, Mayor; Roger Munro; Ebonee Helmick; Rebecca Parmesano; Madge Morningstar

Commission Members Absent: Leah Rampy

Planning & Zoning Staff: Andy Beall

Visitors: Phil Baker-Shenk; Jim Gatz; Sean Walker; Chris Hill; Steve Pearson; Caitlin Degenfeld

Call to Order: 5:30 P.M.

Approval of Minutes: **4/22/2024** **Motion:** Approved

Discussion:

Conflicts of Interest: N/A

Applications:

Previous Applications:		Project Description
24-13	James and Linda Walker	Replacement of rear pergola-roofed porch and concrete foundation with new covered porch on 6 x 6 pressure treated posts, shingle roof, stamped concrete foundation, skylights, gutters, and downspouts.
	204 S. King Street	
<i>The applicant and contractor are present and describe the proposed porch replacement. Staff presents the HLC findings and confirms all lot requirements of §9-508 of the Planning and Zoning Ordinance have been satisfied.</i>		
HLC Motion:	Approved Certificate of Appropriateness	
Motion:	<i>T. Fulton motions to approve application 24-13 as submitted. M. Morningstar seconds the motion; no objections and motion passed unanimously.</i>	

Previous Applications:		Project Description
24-15	Caitlin Degenfeld	Display a (5) square foot hanging business sign from decorative iron bracket.
	109 S. Princess Street	
<i>The applicant is present and describes the proposed sign. Staff confirms compliance with the requirements of the Planning and Zoning Ordinance for signage.</i>		



Draft Minutes

HLC Motion:	N/A
Motion:	<i>M. Morningstar motions to approve application 24-15 as submitted. E. Helmick seconds the motion, no objections and motion passed unanimously.</i>

Previous Applications:		Project Description
24-16	James Gatz	Installation of a 70' of stone retaining wall (18" - 24" in height) along Back alley and S. Duke Street and approximately 90' of 6' H picket fence along same w/ rear gate adjacent to Back Alley.
	215 W. New Street	
<i>The applicant is present and describes the proposed fence and retaining wall. Staff confirms compliance with the requirements of the Planning and Zoning Ordinance for retaining walls and fences.</i>		
HLC Motion:	Approved Certificate of Appropriateness	
Motion:	<i>E. Helmick motions to approve application 24-16 as submitted. T. Fulton seconds the motion; no objections and motion passed unanimously.</i>	

- Continuing Business: Commission will split into committees of (2) to review the Land Use and Community Character goals as submitted by the steering committee. E. Helmick volunteered to create a Google Live Share document of the review spreadsheet created by staff.
- New Business: N/A
- Administrative Matters: N/A
- Adjournment: MOTION TO ADJOURN: 6:10 P.M.