

Shepherdstown Planning Commission Agenda

Regular Meeting and Public Hearing

Monday, October 17, 2022

6:00 p.m. - Town Hall

"ZOOM" (<https://us06web.zoom.us/j/81101312076?pwd=bVplUkRjbnBzNFkwRisvRXNBcHozQT09>)

A. Call to Order:			
B. Approval of Previous Months' Minutes:		19-Sep-22	
C. Visitors:			
D. Conflicts of Interest:			
E. Applications:			
Application	Name	Address	Description
Previous Applications:			
New Applications:			
F. Continuing Business:	Comp Plan Review Steering Committee -Report		
G. New Business:	1. Project Fee Schedule Reclassification		
	2. Revisions to Title 9, §9-207	Red-Line Changes	
H. Administrative:			
	1. President's Report		
	2. Staff Report		
I. Adjournment			

CORPORATION OF SHEPHERDSTOWN
2014 COMPREHENSIVE PLAN REVIEW STEERING COMMITTEE
Meeting Minutes
October 6, 2022

Call to Order: The meeting was called to order at 6:00 p.m. by the chair and followed the attached detailed agenda.

In attendance: All eleven Committee members attended. No members of the general public attended. Phil Baker-Shenk, Chair, Michael Athey, Nancy Craun, Heidi Hanrahan, Bill Howard, Jim King, Jonathan Moss, Karene Motivans, Leah Rampy (audio phone), Lois Turco, Greg Welter (audio phone). Also, Marty Amerikaner, *ex officio* (Town Council member).

The next meeting: Scheduled for November 2, 2022 -- 6:00 p.m. to 7:30 p.m. at Town Hall

Action Items: Members were asked to review the 2014 Comprehensive Plan with emphasis on those sections that are of particular interest (passion) to individuals as subcommittees are contemplated to be structured around specific areas of the Plan. Members were encouraged to inform the chair of their specific interests, by email, prior to the November 2nd meeting, and to read the “Age-Friendly Shepherdstown” report first for context, since it is the most recent public input and study.

Discussion:

1. Introductions – Steering Committee Members gave a brief biographical background and motivation to serve on the committee.
2. Orientation – Phil Baker-Shenk, Chair (phil.bakershenk@gmail.com) 301.520.0340
 - Meetings
 - Open
 - Notice posted
 - 10 minute public comment period reserved at end
 - Procedures
 - Prompt starts; hard stops
 - Minutes
 - Simple Majority quorum for recommendations/decisions
 - Chair-enforced brevity and focused discussion
 - Committee Member remote participation by audio speakerphone by advance, special request to Chair
 - History of studies
 - 2000 Shepherdstown Vision 20/20 Plan
 - 2004 Shepherdstown - Gem of the Panhandle
 - 2011 Shepherdstown Riverfront Report
 - 2014 Shepherdstown Comprehensive Plan*
 - Hard copies distributed to Committee members
 - Overview of 2014 Report Structure – Section 12 Implementation
 - 2021 WV45 Corridor Vision Plan
 - 2021 Shepherdstown Grants Committee Plan

- 2022 Age Friendly Shepherdstown Action Plan
- Committee e-folder
 - 2014 Comprehensive Plan
 - Other Plans & Resources (e.g., prior studies)
 - Work Product Drafts
 - Meeting Agendas & Minutes

3. Mission

- Initial Phase
 - Review 2014 Study
 - Review and document accomplished and unaccomplished 2014 recommendations
 - Canvas Town Council, Committees and staff
 - Identify obstacles to accomplishing unfulfilled 2014 recommendations
 - Identify strategies to accomplish unfulfilled 2014 recommendations
 - Utilize Section Twelve – Implementation Chart
 - Possible spreadsheet format (see pp. 12-5 to 12-24; see Chris Cafiero draft format outline and chart in eFolder “Work Product Drafts”)
- Second Phase – Update 2014 recommendations
 - Review and assess new findings and recommendations based on changing demographics, challenges, and opportunities
 - Canvas Town Council, Committees, and staff
 - Canvas general public (e.g. themed public input meetings)

4. Organizational Structure

- 10 categories from 2014 Plan
 - Land Use & Community Character
 - Housing
 - Economic Development & Tourism
 - Transportation
 - Public Services & Infrastructure
 - Parks & Recreation
 - Natural & Environmental Resources
 - Historic Preservation
 - Cultural Resources
 - Intergovernmental Coordination
- Subcommittee leadership and participation by passion
 - Indicate individual member interest to Chair by email before next meeting

5. The next meeting is November 2, 2022 at 6:00 p.m. at Town Hall

6. Public Comment Period (10 minutes reserved). None offered.

7. Meeting was adjourned at 7:31 p.m.

Respectfully submitted by Bill Howard, acting recording secretary

TITLE 9 PLANNING AND ZONING

Section 9-207 Off-street parking requirements

(OPENING PARAGRAPH)

".....Each space shall have access to ~~a street or an~~ alley....." "Access across a public sidewalk is prohibited"

(II)(b) "No parking space may be located in a front or side yard. ~~This does not prohibit parking in a driveway."~~

(II)(c) ~~"Parking spaces may be provided in side and rear yards in the Commercial District but are limited to rear yards in Residential Districts."~~

TITLE 11 PUBLIC WORKS AND REFUSE COLLECTION

Section 11-405-Driveways across sidewalks ~~Any person desiring a driveway across the sidewalk of his premises shall cause the sidewalk to be paved with cement or other material designated by the street commissioner and shall, when required by the street commissioner, replace the curbstone that may be injured or destroyed by the use of such driveway. "Driveways across sidewalks are prohibited."~~

Project Classification and Fee Schedule

Please check all boxes that may apply (Application Fees Due Upon Submittal):

	<p><u>Category I:</u></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> 1. Reason for the demolition/relocation (including historic documentation). 2. Describe the structure's condition in detail. 3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping. 4. Evidence of relevant funding or financial concerns. 5. Timeframe for project <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥50 years old)</p>
<p>The Planning & Zoning Administrator shall categorize any request not specifically listed in the above categories.</p>	

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit and/or certificate, double the cost of said permit and/or certificate will be charged.



Application Number _____ - _____

AN ORDINANCE AMENDING CHAPTER 8 OF TITLE 9 OF THE CODE OF SHEPHERDSTOWN
RELATING TO PROJECT PERMIT FEE SCHEDULE

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

Category I: Minor projects such as painting (change in color only), awnings, porch railings, window boxes, satellite dishes, solar panels, propane tanks, signs, or other minor changes and permit extensions

\$35.00

Category II: Accessory buildings, sidewalks, decks, fences, driveways, garages, storage buildings, carports

\$50.00

Category III: Single family dwelling major changes excluding additions but including window and roof replacement, non-profit tax exempt organizations.

\$150.00

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

Category IV: Additions, commercial-industrial, multi-family residences

\$400.00

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

Category V: Demolition

\$50.00	Accessory Buildings
\$150.00	Non Contributing Structures
\$500.00	Contributing Structures

The Planning Commission shall categorize any request not specifically listed in the above categories.

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit would be charged.

District	New Residential Construction & Additions (Example: 1,500 sf or \$175,000)	District	Sign (Example: 15 sq. ft. \$2,400)
Shepherdstown (Current Cat. 3)	\$587.50	Shepherdstown (Current Cat. 1)	\$35.00
Shepherdstown (Proposed \$300 + \$0.50 / sf)	\$1,050.00	Shepherdstown (Proposed Cat. 1)	\$50.00
Ranson (\$300 + \$0.50 / sf)	\$1,050.00	Ranson (\$50 / sign - \$25 / sandwich or window)	\$50.00 +
Martinsburg (\$10 + \$9.00 / \$1,000)	\$1,585.00	Martinsburg (\$25 + \$2 / sq. ft.)	\$55.00
Charles Town (\$100 + \$0.75 / sf)	\$1,225.00	Charles Town (Standard fee)	\$25.00
Jefferson County (\$95 + \$0.20 / sq ft) (Note: Also receive impact fee)	\$395.00	Jefferson County (\$75 < \$2,500 / \$350 > \$2,500)	\$75.00 +
District	Fence (Example: \$5,000 cost)	District	Deck (Example: 300 sq. ft. or \$7,500)
Shepherdstown (Current Cat. 2)	\$50.00	Shepherdstown (Current Cat. 2)	\$50.00
Shepherdstown (Proposed Cat. 1)	\$50.00	Shepherdstown (Proposed Cat. 2)	\$100.00
Ranson (Standard Fee)	\$25.00	Ranson (1% of Project Cost)	\$75.00
Martinsburg (\$5 + \$7.50 / \$1,000)	\$45.50	Martinsburg (\$5 + \$7.50 / \$1,000)	\$61.25
Charles Town (Standard Fee)	\$30.00	Charles Town (\$40 + \$0.10 / sq. ft.)	\$70.00
Jefferson County (\$75 + \$0.10 / linear ft.)	\$75.00 (+)	Jefferson County (\$75 + \$0.20 / sq. ft.)	\$135.00
District	Garage (Example: 250 sq. ft. or \$8,000)	District	Storage Shed (Example: 250 sq. ft. or \$4,000)
Shepherdstown (Current Cat. 2)	\$50.00	Shepherdstown (Current Cat. 2)	\$50.00
Shepherdstown (Proposed \$50 + \$0.10 / sf)	\$75.00	Shepherdstown (Proposed Cat. 1)	\$50.00
Ranson (1% of Project Cost)	\$80.00	Ranson (Standard Fee)	\$50.00
Martinsburg (\$5 + \$7.50 / \$1,000)	\$65.00	Martinsburg (\$5 + \$7.50 / \$1,000)	\$35.00
Charles Town (\$40 + \$0.10 / sq. ft.)	\$65.00	Charles Town (\$40 + \$0.10 / sq. ft.)	\$40.00
Jefferson County (\$75 + \$0.20 / sq. ft.)	\$125.00	Jefferson County (Standard Fee)	\$55.00

Current Shepherdstown Fee
Proposed Shepherdstown Fee

**AN ORDINANCE RE-ENACTING
SECTION 9-207 OF CHAPTER 2 OF TITLE 9 OF THE
CODE OF SHEPHERDSTOWN, WEST VIRGINIA,
TO PROHIBIT DRIVEWAYS THAT CROSS PUBLIC SIDEWALKS**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Chapter 2 of Title 9 of the Town Code is hereby amended by amending and re-enacting Section 9-207, entitled "Off-street parking requirements", to prohibit driveways that cross public sidewalks; accordingly, there is amended and re-enacted Section 9-207 of Chapter 2 of Title 9 to read as follows:

Section 9-207 Off-street parking requirements.

Parking space or spaces surfaced with asphalt, concrete or other stabilized material such as crusher-run and three (3) inches of stone shall be provided on any lot on which any of the following uses are hereafter established. Each space shall have access to an alley. Access across a public sidewalk is prohibited. For purposes of computing, each space will be not less than nine (9) feet wide nor twenty (20) feet long.

I. Minimum requirements for specific uses:

- (a) For dwellings, one (1) space on the lot for each living unit in the building. For lodging houses, one (1) space on the lot for each lodging unit in the dwelling.
- (b) For churches erected on new sites, one parking space on the lot for each ten (10) seats in the main auditorium, but existing churches and additions to or enlargements of churches existing at the time of passage of this title shall be exempt from this requirement.
- (c) For places of public assembly, including auditoriums and theatres, one space for each seven (7) seats provided.
- (d) For all schools, except high schools, two (2) spaces for each classroom; for high schools ten (10) spaces for each classroom.
- (e) For institutions, clubs, lodges and other public and semi-public buildings, five (5) spaces for each one thousand (1,000) square feet of floor area.
- (f) For commercial and residential uses located on the same lot in the Residential Commercial District, one space for each dwelling unit and one space for each two hundred (200) square feet of commercial floor area, with a minimum of two (2) spaces required.
- (g) For commercial uses, except as specified in Section 9-207 I (f), one (1) space for each three hundred (300) square feet of floor area and one (1) space for each two (2) employees.

II. General rules and exceptions:

- (a) In the RC and C Districts, parking space may be provided on a separate lot if within three hundred (300) feet of the building served, and two (2) or more owners may join together in the provision of this parking space.
- (b) No parking space may be located in a front or side yard.
- (c) Parking space for any use specifically permitted in an R District may be provided on a lot adjoining that use.
- (d) Existing buildings not complying with off-street parking requirements may be remodeled, repaired or structurally altered, but any enlargement must provide the required parking spaces for said enlargement.

First Reading: _____

Second Reading: _____

Adopted: _____