

ADVANCED AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
**FEBRUARY 12, 2008**

**PUBLIC MEETING PROCEDURE:**

The chairman shall identify the matter before the Planning Commission (PC) and ask for staff presentation and recommendations, which will be followed by a presentation by the applicant or the applicant's representative.

Once the applicant has finished speaking, the chairman shall ask for public comments. As a member of the public, once you are recognized by the chairman, please come to the podium, state your name, provide any credentials that you believe are appropriate, and make a brief presentation. If you agree with a previous speaker, you may simply say so.

The chairman may limit the presentation time of speakers.

Once the public comments are completed the applicant may respond to the public comments.

PC members may ask questions at any time.

A copy of any document or exhibit used by a speaker in his or her address to the PC must be left with the PC and will become part of the official public file on the matter at hand. The applicant or a representative of the applicant may have the opportunity to view the document or material.

Once all speakers have finished the PC will discuss and then vote on a motion 1) to approve, disapprove, or impose conditions on the application to comply with the Subdivision Ordinance if the application is a final plat; or 2) to approve, disapprove, or approve with conditions a variance request; or 3) to accept or not accept a Community Impact Statement (CIS). The Community Impact Statement is an informal step in the subdivision process and an applicant may proceed with the subdivision proposal whether or not the Planning Commission accepts the CIS.

1. Approval of minutes.
2. Requests for postponement.
3. Postponed from the January 22, 2008 Planning Commission meeting. Final Plat Public Hearing for the James & Laretta Wells, Minor Subdivision, Lots 1, 2 & 3-Residue. The property is to consist of 2 single-family lots and 1 residue lot on 10 acres. The property is located on the south side of Route 901/73 (Bunkhouse Road) 0.667 miles south of County Route 1/2 (Border Road) - Mile Post 0.667. James & Laretta Wells is the owner/developer. The Final Plat was submitted December 12, 2007. (PC File #07-36)
4. Postponed from the January 22, 2008 Planning Commission meeting. Final Plat Public Hearing for the Gardner L. Stewart Minor Subdivision, Lots 1, 2 & 3-Residue. The property is to consist of 2 single-family lots and 1 residue lot on 7.1126 acres. The property is located on the south side of County Route 30 (Carter Avenue) 0.192 miles east of County Route 31 (Engle Molders Road) - Mile Post 0.192. Gardner L. Stewart is the owner/developer. The Final Plat was submitted December 14, 2007. (PC File #07-37)
5. Final Plat Public Hearing for the Rocky Marsh LLC Subdivision, Lots 1, 2 & 3-Residue. The property is to consist of 2 single-family lots and 1 residue lot on 122.35 acres. The property is located on the west side of Route 5 (Scrabble Road) at its intersection with Route 14 (Turner Road). Rocky Marsh, LLC is the owner/developer. The Final Plat was submitted December 19, 2007.
6. Community Impact Statement Review for Breckenridge East Subdivision, Lots 1 – 694 & Residue on 415 acres (PC File #07-31). The property is located on the north side of Flowing Springs Road and east of Old Country Club Road (Route 24). The proposed entrance is located just under on mile north of the intersection of Old Country Club Road & US Hwy. 340. B.C. Partners is the owner/developer.

ADVANCED AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
FEBRUARY 12, 2008  
PAGE 2 OF 2

7. Community Impact Statement Review for the Beallair West Subdivision, Lots 1 – 132 & Residue on 26.9 acres (PC File #07-30). The property is located on the east side of Old Country Club Road (Route 24) and immediately south of Beallair Manor Drive. The project lies north of the Winchester and Potomac Branch Line of the CSX Railroad and the waterway Flowing Springs Run. Beallair Homes, LLC is the owner/developer.
8. Request by County Green, LLC for a variance to waive the requirements of the Jefferson County Subdivision Ordinance for acceleration and deceleration lanes for entrances onto roads with speed limits of 45 mph or greater. The property is located in the Kabletown District on Map 12 on Parcel 16. (Subdivision Ordinance, Section 8.2.a.20(C) & (e)) (Woods at Wheatland Subdivision, PC File #07-22)
9. Director's Report on office activities and questions.
10. Planning Department Budget 2009.
11. State legislation on zoning, subdivisions, and planning.
12. Charles Town Planning Commission Recommendation for Townscape Boundary.
13. Planning Commission Exchange.
14. Discussion of PC action on zoning and subdivision rewrites. (Sidor)
15. Vote for Subdivision Regulation Public Hearing for Tuesday, March 4, 2008 at 7:00 p.m.
16. Planning Commission Steps Re: Subdivision Draft.
17. Reports from Legal Counsel.
18. Legal Advice to PC.
19. Actionable Correspondence.
20. 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 104 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; the email address is [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org) and our website is [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

Minutes of past meetings and the comprehensive plan can be found on our website. The office has a file on each project as well as aerial photos of the county; minutes and recordings of past meetings, the Subdivision Ordinance and the comprehensive plan are available for your review in our office.