

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
JULY 10, 2007

**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. Community Impact Statement Public Hearing for Rockwell's Mini-Storage Facility Expansion, 25' X 75' 2-story office building; expansion of 3 existing mini-storage buildings; 74' X 150' mini-storage building; outside storage area; tractor trailer and vehicle parking lot; flag pole; and sign on 13.03 acres. The property is located on the west side of Route 9 approximately 500 feet from its intersection with Route 20 (Shenandoah Junction Road) within the existing Rockwell's Mini-Storage facility. PC File #S06-10.
4. Request by Paul M. and Nancy L. Tibbs for a variance to advance to the final plat stage. (Article 7 & 8 of the Subdivision Ordinance). The property is located on Wide Horizon Blvd, Kearneysville.
5. Request by Attorney Braun Hamstead on behalf of Paul and Donna Ashbaugh for a variance of the Section 2.1a requirement (Subdivision Ordinance) that no new building right is created by a proposed merger to 1.2250 acre lot. The property is located near Shenandoah North in the Charles Town District.

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6. Chief Planner's report on office activities and questions.
7. Report from Legal Counsel.
8. Procedures (Requested by Lynne Deming).
9. Signage, electronic submissions and agenda times (Requested by John Sidor).
10. Committees and committee reports.
11. Actionable Correspondence.
12. Non-Actionable Correspondence.
  - (A) Proposed PC By-Law Amendment (Requested by Robert Reynolds).

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, Charles Town, WV 25414. Our phone number is (304) 728-3228; 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.



