

7/11/07

ADVANCED AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
JULY 24, 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. Request by the Bakerton Fire Department for a variance from the site plan process (Article 4, Section 4 of the Subdivision Ordinance) to expedite the construction and completion of the Bakerton Fire Department fire station as required by the WV State Fire Commission, to operate and secure equipment. The property is located at 911 Carter Avenue in the Harpers Ferry District.
4. Request by Rocky Marsh, LLC for a variance from Section 6.0 and 6.1 of the Subdivision Ordinance to allow this subdivision to advance direct to the final plat stage. The property is located on Scrabble Road and Shepherd Grade Road in Shepherdstown.
5. Request by Daniel Hayes with Huntley, Nyce & Associates on behalf of Frank Chow for a variance to allow a limited site plan for an addition. (Improvement Location Permit Ordinance, Article 4). The property is located at 1057 Jefferson Avenue, Charles Town.
6. Community Impact Statement Revised Sketch Plat Addendum - Town Run Commons. The property is located on the east side of Route 480 (Kearneysville ((Route 9 to MD Bridge)) approximately 0.25 miles south of its intersection with Route 16/5 (Fairground Morgan Grove Road) and 1 mile southwest of the Corporate Limits of Shepherdstown. It is proposed to consist of 31 residential units/1 single family lot/10,000 sq. ft. of commercial space and 10,000 sq. ft. of flex/work space on 13.69 acres. (PC File #06-33).

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7. Site plan and Issuance of Improvement Location Permit for SPARC Training Campus. It is to consist of a 3,365 sq. ft. training building on 272 acres. The property is located on the south side of Route 13 (Summit Point Road) approximately 0.50 miles west of its intersection with Route 13/9 (Church Street) and the west side of Route 1 (Leetown Road). (PC File #S06-08).
8. Site Plan and issuance of Improvement Location Permit for the Summit Point Tactical Training Facility. It is to consist of 3 - 2,012 sq. ft.; 1 - 1,850 sq. ft.; and 1 - 788 sq. ft. buildings and 2 - 200 sq. ft and 1 - 450 sq. ft sheds on 107 acres. The property is located on the south side of Route 13 (Summit Point Road) approximately 4,000 feet east of its intersection with Route 2 (Hardesty Road). (PC File#S07-01)
9. Chief Planner's report on office activities and questions.
10. Report from Legal Counsel.
11. Committees and committee reports.
12. Actionable Correspondence.
13. 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, Charles Town, WV 25414. Our phone number is (304) 728-3228; the email address is planningdepartment@jeffersoncountywv.org and our website is 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.

