

8/1/07

ADVANCED AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
AUGUST 14, 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. Declaration of Violation for Edwin and Kristine Menefee of the Jefferson County Improvement Location Permit Ordinance for no Improvement Location Permit for a pool on property designated as Parcel 59 on Tax Map 5C in the Harpers Ferry District as found in Deed Book 950 at Page 12.
4. Declaration of Violation for Gary D. Frye of the Jefferson County Salvage Yard Ordinance for 3 unlicensed vehicles and debris on property designated as Parcel 153 on Tax Map 26 of the Kabletown District as found in Deed Book 977 at Page 244.
5. Final Plat Public Hearing for Shepherds Retreat Subdivision. It is to consist of 7 single family lots, 1 multi-family lot with 7 existing apartments on 10.09 acres. The property is located on the north side of Route 31 (Engle Molers Road) approximately 0.9 miles east of the T-intersection with Route 230 (Shepherdstown Pike). (PC File #06-25)
6. 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.

ADVANCED AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
AUGUST 14, 2007
PAGE TWO

7. Request by John Webb with W. H. Gordon Associates on behalf of John Kilroy for a variance from the 80 ft. minimum lot width. (Subdivision Ordinance, Section 8.2.e.3). The property is located at the southeast quadrant of the intersection of Route 5 (Scrabble Road) and Route 7.
8. Request by J. Michael Cassell, Esq. on behalf of Philip and Gaye Snyder (Shenandoah School) for a variance from the requirement for a Community Impact Statement. The property is located at 1115 Gardner's Lane, Shepherdstown.
9. Request by the Trustees of the Bethesda U.M. Church, Richard Nickell, Sid Jenkins and Bill Knighten for a variance from the site plan process in order to build a handicap ramp. The property is located on Engle Molar Road. (Improvement Location Permit Ordinance, Section 4.10).
10. Request by Linda M. Shirley for a variance to sell a parent to child lot before the five year time restriction. The property is located at 3344 Hinton Road, Kearneysville. (Subdivision Ordinance, Section 2.1b).
11. Request by Nuannit Vasuvat for variances: (a) from upgrading a road to create two more lots from existing Lot 3; (b) advance to the final plat stage; (c) the residue lot not being subject to the single family restriction because of an existing cottage industry. The property is located at 2412 Shepherdstown Pike, Harpers Ferry. (Subdivision Ordinance, Section 8.2)
12. Limited Site Plan and Issuance of Improvement Location Permit for the Jefferson County Emergency Communications Center. It is to consist of a fence and renovations to an existing structure on 2.91 acres. The property is located at the intersection of Wiltshire Road and Industrial Boulevard at Bardane Industrial Park. (PC File #S07-05).
13. Chief Planner's report on office activities and questions.
14. Streamlining commercial permitting and process.
15. Zoning and Subdivision Rewrites.
16. Subdivision Variances.
17. Community Impact Statement Review Policy.
18. Public Comment Period at PC meetings.
19. Definition of School. (Requested by Jim Surkamp).
20. Discussion, compare "in the public interest" with "preserving health, safety and welfare". (Requested by Jim Surkamp).
21. Proposed Amendment to the By-Laws of the Jefferson County Planning and Zoning Commission. (Requested by Robert Reynolds).
22. Report from Legal Counsel.

ADVANCED AGENDA
JEFFERSON COUNTY PLANNING & ZONING
AUGUST 14, 2007
PAGE THREE

- 23. Reports.
- 24. Actionable Correspondence.
- 25. 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.

