

AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
AUGUST 28, 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 for SPARC Training Campus Subdivision. The property is located on the south side of Route 13 (Summit Point approximately 0.50 miles west of its intersection with Route 132/9(Church St.) and the west side of Route 1 (Leetown Rd.). It is to consist of 16 lots (including Residue) - a professional educational facilities, residential lot and a local fire department on 238.3 acres. The William H. Scott Inter Vivos Trust (a.k.a. Summit Point Automotive Research Center, SPARC, LLC) is the owner/developer. (PC File #07-14)
4. Continued from the August 14, 2007 Planning Commission meeting. 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.
5. Continued from the August 14, 2007 Planning Commission meeting. Request 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)
6. Request by Robert L. Fox, Sr. and Shirley M. Fox for a variance to advance to the final plat stage. (Subdivision Ordinance, Article 6). The property is located in Elk Run Estates Subdivision, Lot 9, Harpers Ferry.

ADVANCED AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
AUGUST 28, 2007
PAGE TWO

7. Request by Annette G. van Hilst/Dewberry on behalf of Dr. James Gibson and Barbara Gibson for a variance from Section 8.2 a. Roads and Rights of Way of the Subdivision Ordinance, to permit the .95 acre residue parcel to retain the two existing entrances off of Allstadt's Hill Road, instead of requiring access through the new subdivision (Allstadt's Corner S/D, PC File #07-10).
8. Site Plan and Issuance of Improvement Location permit for Meadows Nursery. The property is located on the north side of Route 340 adjacent to C. W. Shipley Elementary School and Carriage Park Subdivision. It is to consist of two green houses totaling 6600' total sq. ft. and a parking area on 4.3567 acres. Ron Meadows is the owner/developer of the property. (PC File #S07-03).
9. Chief Planner's report on office activities and questions.
10. Zoning and Subdivision Rewrites (Requested by John Sidor).
11. Subdivision Variances.
12. Community Impact Statement Review Policy.
13. Public Comment Period at PC meetings.
14. Definition of School. (Requested by Jim Surkamp).
15. Reports.
16. Reports from Legal Counsel.
17. Actionable Correspondence.
18. 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.