

ADVANCED AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
SEPTEMBER 11, 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. Moment of Silence in Remembrance of the Victims of the 9/11 Attacks
2. Approval of minutes.
3. Requests for postponement.
4. Request by Michael J. Cassell on behalf of Dr. James Gibson and Barbara Gibson for a variance from Section 8.1(d) that states, "Final Plat Documents shall be submitted, sealed, and recorded within ninety (90) days after the Planning and Zoning Commission's approval. The applicant is requesting an additional 180 days to record the final plat for the Benview Subdivision due to the fact that the project has filed a petition with the WV Supreme Court and they are awaiting its decision. The property is designated as Parcel 39 on Tax Map 9 of the Harpers Ferry District on the west side of Route 27 (Millville Road) approximately ½ mile from Route 340. (PC File #04-12)
5. Chief Planner's report on office activities and questions.
6. Zoning and Subdivision Rewrites (Requested by John Sidor).
7. Subdivision Variances.
8. Public Comment Period at PC meetings.
9. Reports.
10. Reports from Legal Counsel.

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11. Legal Advice to PC
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](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.