

ADVANCED AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
OCTOBER 9, 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. Final Plat Public Hearing for the William C. Donley Minor Subdivision, Lot 1, 2 & 3-Residue. The property is to consist of 2 Single Family Lots on 4.382 acres & 1 Single Family Residue Lot on 2.129 acres. The property is located on the south side of Route 28/1 (Duncan Road) at 0.511 miles north of County Route 28 (Bakerton Road) - Mile Post 0.511. Shepherdstown District, Tax Map 19, Parcel 48. William C. Donley is the owner/developer. Final Plat submitted August 23, 2007. (PC File #07-18).
4. Final Plat Public Hearing for the Thelma F. Musgrove Minor Subdivision, Lot 1, 2 & 3-Residue. The property is to consist of 2 Single Family Lots on 8.309 acres & 1 Single Family Residue Lot on 5.6751 acres. The property is located on the south side of Route 25/12 (Buckingham Lane) at 0.222 miles north of Route 25/5 (General Rogers Road) - Mile Post 0.222. Kabletown District, Tax Map 9, Parcel 9.1. Thelma F. Musgrove is the owner/developer. Final Plat submitted August 28, 2007. (PC File #07-19).
5. Final Plat Public Hearing for the Mark Stolipher Minor Subdivision, Lot 1, 2 & 3-Residue. The property is to consist of 2 Single Family Lots on 1.9718 acres & 1 Single Family Residue Lot on 144.95 acres. The property is located on the south side of Route 19 (Withers Larue Road) at 0.85 miles to Route 340 at 2.772 miles East of the Virginia State Line – Mile Post 2.772. Kabletown District, Tax Map 19, Parcel 8.4. Mark Stolipher is the owner/developer. Final Plat submitted August 28, 2007. (PC File #07-20).
6. Request by Lou Athey for a variance from providing a bus shelter in the approved Spruce Hill Subdivision Section One for Lots 6 through 28. The school bus drives through the subdivision and the homeowners association is asking for the requirement for a bus shelter to be removed. The property is located of Huyett Road in the Kabletown Tax District. (Subdivision Ordinance Section 8.2(a)21) (PC File #02-02)

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7. Request by Lou Athey for a variance from providing a bus shelter in the approved Spruce Hill Subdivision Section Two for Lots 58 through 94. The school bus drives through the subdivision and the homeowners association is asking for the requirement for a bus shelter to be removed. The property is located off Huyett Road in the Kabletown Tax District. (Subdivision Ordinance Section 8.2(a)21) (PC File #02-28)
8. Request by Nuannit Vasuvat for a variance from upgrading an existing right of way to add two additional lots and for advancement to the final plat stage. The applicant has new information and will provide a road maintenance agreement and sink hole study. The property is located at 2412 Shepherdstown Pike in the Harpers Ferry Tax District. (Subdivision Ordinance Section 8.2)
9. Request by Kevin Weaver for a variance to allow the 'unmerging' of Lot #1 and Lot #3. Due to the fact that the Assessor's office will not consider the merger the applicant would like to split the lots back to their original size. The property is located on Withers Larue Road in Rippon, WV. (Subdivision Ordinance Section 2.1a)
10. Request by Don Orser for a variance from Section 2.1a of the Subdivision Ordinance to allow the merger of parcels to substandard lots in order to split up a residual strip of land in Blue Ridge Acres. The property is located between River View Drive & Country Club Drive in Blue Ridge Acres Subdivision of the Harpers Ferry Tax District.
11. Discussion with Todd Fagan of digital plat submission requests.
12. Director's report on office activities and questions.
13. Planning Commission Exchange.
14. Reports from Legal Counsel.
15. Legal Advice to PC.
16. Actionable Correspondence.
17. 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.