

11/15/07

ADVANCED AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
NOVEMBER 27, 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. Postponed from the November 13, 2007 Planning Commission meeting. Final Plat Public Hearing for the Cambridge Subdivision, Section 4, Phase 3, Lot D124. The property is to consist of 1 single family mobile home and 1 residue lot on 6.140 acres. The property is located on the south side of Route 17/5 (Flowing Acres Road) at 0.15 and 0.31 miles east of its junction with Route 17 (Flowing Springs Road). Flowing Springs, LLC is the owner/developer. The Final Plat was submitted September 19, 2007. (PC File #07-25)
4. Postponed from the November 13, 2007 Planning Commission meeting. Request by Nuannit Vasuvat for a variance from the requirement for a Community Impact Statement for a major subdivision and a variance from storm water for Preliminary Plat. The property is located at 2412 Shepherdstown Pike, Harpers Ferry. (Subdivision Ordinance, Article 7 and Section 8.2.e).

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5. Final Plat Public Hearing for the Burr Business Park Commercial Subdivision. The property is to consist of 45 commercial lots on 160.9 acres. The property is located on the east side of Route 8 (Wiltshire/Brown Shop Road) approximately 500 feet south of Burr Boulevard adjacent to Norm Thompson and cross from the USDA Appalachian Fruit Research Station. Jefferson County Building Commission is the owner and Jefferson County Development Authority is the developer. The Final Plat was submitted October 19, 2007. (PC File #04-38).
6. Final Plat Public Hearing for the Elliott Mason Subdivision, Lot 1, 2 & 3-Residue. The property is to consist of 2 single family lots and 1 single family residue lot on 5.982 acres. The property is located on Route 5 (Shepherd Grade Road) at 1.18 miles northwest of Route 480 (Kearneysville Pike). Tricia M. Churchey is the owner and Home Hill Corporation is the developer. The Final Plat submitted October 18, 2007. (PC File #07-13). – **Withdrawn by Applicant on November 9, 2007.**
7. Final Plat Public Hearing for the Avalon Hills Subdivision. The property is to consist of 14 single family lots and 4 single family residue lots on 140.176 acres. The property is located on Route 340/3 South Berryville Pike and Roper North Fork Road at 1.49 miles east of Route 340. Sarah F. Carl Family Partnership, c/o Dee Carl Metz Maloney, Maloney & Metz are the owners/developers. The Final Plat was submitted on October 19, 2007. (PC File #06-24).
8. Community Impact Statement Public Hearing for the Allemont Subdivision. It is to consist of 9 single family cluster lots and 1 single family residue lot on 96.9 acres. The property is located approximately one mile east of Bloomery Road and Charles Town Pike (Route 9). William D. Fisher, Robert and Debby McCoy are the owners/developers. (PC File #07-21).
9. Community Impact Statement Public Hearing for the Shepherdstowne Estates Subdivision. It is to consist of 10 single family cluster lots and 1 single family residue lot on 100.86 acres. Michael and Sarah Shevda are the owners/developers. (PC File #07-24).
10. Request by Attorney J. Michael Cassell on behalf of Philip and Gaye Snyder (Shenandoah School) for a variance to allow a limited site plan. The property is located on the north side of Gardner's Lane in the Shepherdstown District on 8.87 acres.
11. Director's Report on office activities and questions.
12. Planning Commission Exchange.
13. Planning Commission Report to County Commission on Zoning Ordinance.

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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.