

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
March 9, 2010

**PUBLIC MEETING PROCEDURE:**

The President shall identify the matter before the Planning Commission (PC) and ask for a presentation by the applicant or the applicant's representative followed by staff's presentation and recommendation.

Once the applicant has finished speaking, the President shall ask for public comments. As a member of the public, once you are recognized by the President, 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 President 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.

**Public hearings are located in the Charles Town Library meeting room at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 PM**

1. Approval of the minutes from the February 23, 2010 meeting.
2. Citizen Communications.
3. A call for postponements.
4. Request by Michael and Sarah Shveda for a waiver to use an existing subdivision access easement instead of creating the required 50' access easement over the residue for Shveda Minor Subdivision (PC file # 09-30). This property is located on Route 480 (Kearneysville Pike), 175 feet northeast of its intersection with Route 16 (Ridge Road) at Shepherdstowne Estates. This property is designated as Tax District: 9, Map: 13, Parcel: 1. (Subdivision Regulations Article 20.202(c))
5. Request by O'Sullivan Farms, LLC for a waiver to use existing historic driveway as access instead of creating the required 50' access easement over the residue for Randy Funkhouser Minor Subdivision. This property is located approximately one mile north of the intersection of Summit Point Road on the west side of Earle Road and is a total of 4.51 acres. This property is designated as Tax District: 2, Map: 14, Parcel: 1. (Subdivision Regulations Article 20.202 (c))
6. Information for the Planning Commission regarding the Approval of PC file #S09-01, SPARC Skid Pad Training Building#1 Minor Site Plan. The property is located on the south side of Route 13 (Summit Point Road) approximately 0.50 miles west of its intersection with Route 13/9 (Church Street) and with west side of Route 1 (Leetown Road) and is designated as Tax District: 6, Map: 17, Parcel: 2.

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7. Blue Ridge Mountain Community Plan.
8. Discussion and vote on Annual Report.
9. Discussion and vote on Departmental Fees.
10. Director's Report.
  - Activity Report.
  - Upcoming Training Opportunity.
  - Subdivision Regulation Amendments and Outreach Efforts.
  - Update on Budget and Cost Cutting Measures.
11. Reports from Legal Counsel and legal advice to PC.
  - Discussion and vote on proposed By-Laws amendment.
  - Resolution for Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 9, Parcel: 37 and 37.2.
12. County Commission Liaison Report.
13. Planning Commission Exchange.
14. President's Report.
15. Actionable Correspondence.
16. Non-Actionable Correspondence.

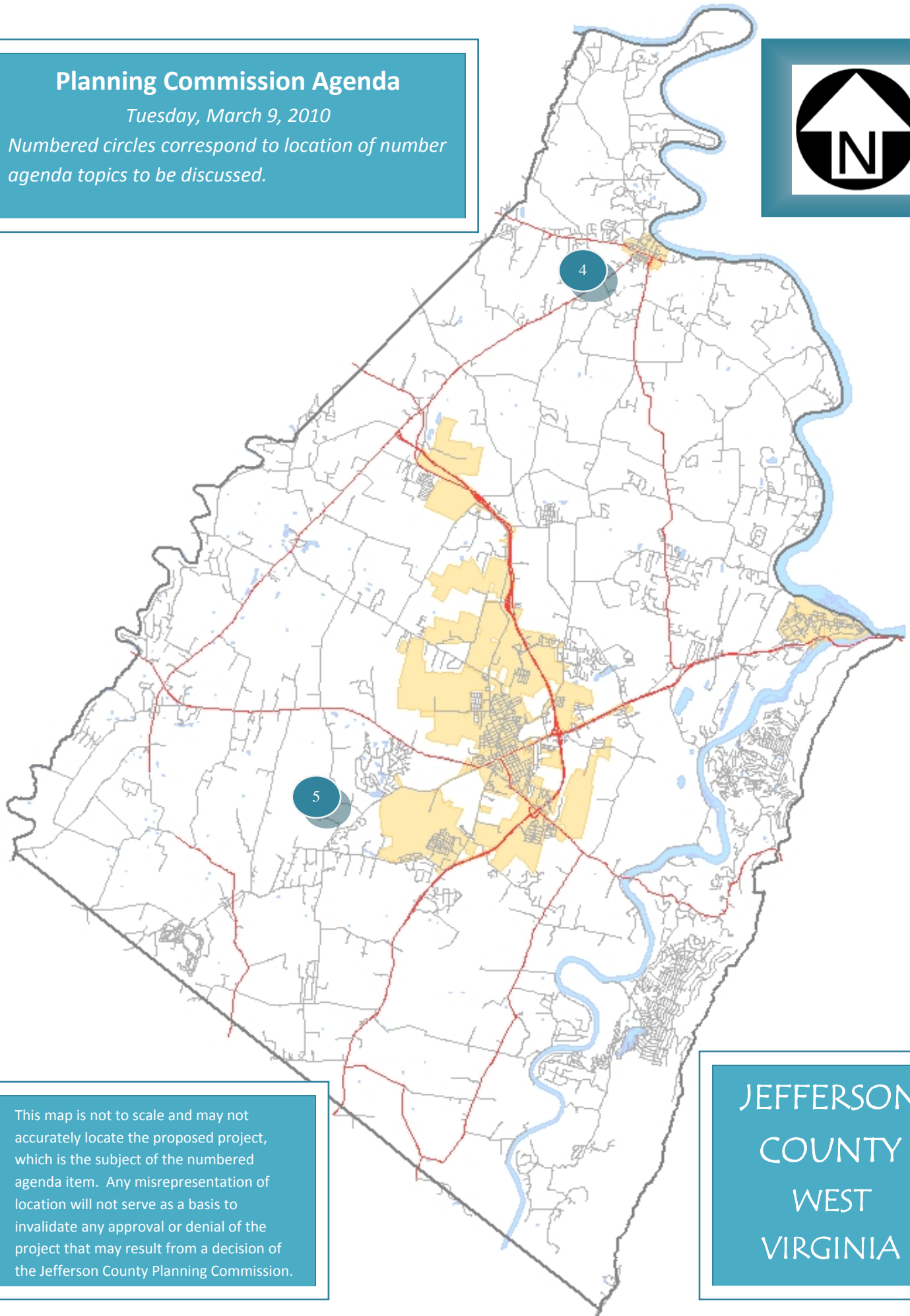
The Planning Commission welcomes written comments at any time. Our office is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is located at 116 East Washington Street, P.O. Box 338, Charles Town, WV 25414. Our phone number is (304) 728-3228; our fax number is (304) 728-8126; our email address is [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org) and our website is [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

Minutes and video recordings 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 audio recordings of past meetings, Subdivision Regulations, Zoning Ordinance and the Comprehensive Plan are available for review in our office.

# Planning Commission Agenda

Tuesday, March 9, 2010

Numbered circles correspond to location of number agenda topics to be discussed.



This map is not to scale and may not accurately locate the proposed project, which is the subject of the numbered agenda item. Any misrepresentation of location will not serve as a basis to invalidate any approval or denial of the project that may result from a decision of the Jefferson County Planning Commission.

JEFFERSON  
COUNTY  
WEST  
VIRGINIA