



AGENDA  
Jefferson County Planning Commission  
Tuesday, February 9, 2016, 7:00 PM

Planning Commission meetings are held in the Old Charles Town Library Meeting Room located at 200 East Washington Street, at the side entrance on Samuel Street in the City of Charles Town.

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**All Citizens that desire to speak must sign-in prior to the Agenda Item being addressed.**

1. Approval of the minutes from the following Planning Commission Meetings:
  - January 12, 2016
2. Citizen Communications: If you wish to comment, please sign-in to speak for issues that are not on the agenda or items that are not open for public comment. Items not open for public comment will be so noted.
3. Request for postponement.
4. **Public Hearing:** Request by applicant Daniel Zappe (File #PCW16-01) for a waiver from Section 21.104.B.1 of the Subdivision Regulations requiring a 3:1 depth to width ratio to allow the property owner to subdivide his lot to create two legal lots where Route 9 divides his parcel. The property is located at 1195 Chestnut Hill Road. Tax District: Harpers Ferry (04); Tax Map: 13; Parcel: 37; Zoned: Rural; Size: 99.27 Acres.

**There is no public comment for the remaining items.**

5. Reports from Legal Counsel and legal advice to the Planning Commission.
  - a) Active Litigation:
    - Far Away Farms: Report on legal action in Jefferson County Circuit Court, Case # 11-C-325 Possible Executive Session
    - Shiloh Citizens Association: Report on legal action in Supreme Court, Docket #15-1031 Possible Executive Session.
6. Director's Report.
7. Planning Commission Exchange and Liaison Reports:
  - County Commission
  - Health Department
  - Public Service District
  - Parks and Recreation
  - Jefferson County Development Authority
  - Water Advisory Committee
  - Planning Commission Exchange
  - Historic Landmark Commission
8. President's Report.
9. Actionable Correspondence.
10. Non-Actionable Correspondence.

All files are made available for public review Monday through Friday, 9:00 AM to 5:00 PM (excluding Holidays). The Planning Commission welcomes written comments at any time. Submitting a document no later than the Thursday before a scheduled meeting will provide the Commission an advanced opportunity to review your comments prior to the meeting. Please note that documentation and exhibits submitted at a Planning Commission meeting are retained as part of the official record. Feel free to submit your comments to office of the Departments of Planning and Zoning.

Any party desiring a transcript of these proceedings will be responsible for providing a competent stenographer at their own expense. Minutes, video and/or audio recordings of past meetings, the Jefferson County Subdivision Regulations, Zoning Ordinance and Comprehensive Plan, as well as any working proposed amendments are located on the Departments page within the County's website at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org). Minutes and audio recordings of older meetings that are not on the County's website are available for review in the office.