

MINUTES
JEFFERSON COUNTY PLANNING COMMISSION
SEPTEMBER 11, 2007

The Jefferson County Planning Commission met on Tuesday, September 11, 2007 with Robert Reynolds, Vice President, as Chair. Arnie Dailey, Lynne Deming, Jim Surkamp, Edward Dunleavy, Todd Baldau and Tom Kane were present.

John Sidor and Ellen May were absent with notification.

Staff members present were:

Tony Redman, Director of Planning
Damien Davis, County Engineer
Thomas Hall, Planner
James Casimiro, Assistant Prosecuting Attorney
Jennilee Hartman, Clerical Support.

Mr. Reynolds called the meeting to order at 7:00 p.m.

1. Mr. Reynolds called for a moment of silence in remembrance of the September 11th attacks.
2. Minutes.

Mr. Reynolds suggested the following changes:

- 1) Page 1, Tony Redman and Mason Carter were not present at the last meeting.
- 2) Page 1, correction to the previous minutes, change from “*and has hired on...*” to “*and has hired one...*”.
- 3) Page 2, first paragraph, change the word, “artillery” to “firearm.”

Mr. Dunleavy moved to approve the minutes from the August 28, 2007 Planning Commission meeting with Mr. Reynolds suggested changes. Mr. Dailey seconded the motion. The motion passed unanimously.

3. Postponements. None.

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. Mr. Redman stated staff recommended approval of the variance. Mr. Davis stated this was a planning issue and therefore deferred to the County Planner. Mr. Casimiro informed the Planning Commission that by granting the extension they would in no way be accepting the proposed subdivision. Michael Cassell, Attorney, was present to answer

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Planning Commissioner's questions. Mr. Kane moved to grant the extension until May 15, 2008. Mr. Dailey seconded the motion, which carried unanimously.

5 & 6. Chief Planner's report on office activities and questions. Mr. Redman introduced Mr. Thomas Hall as the new Planner and stated he would be helping with the preparation of the new zoning map, which is about 20% complete.

Mr. Redman also suggested some possible meeting dates and times for the Planning Commission to meet regarding the rewrite of the ordinances. Mr. Redman also suggested that a day long meeting would be more beneficial than a series of short meetings. The Planning Commission agreed with Mr. Redman's comments. A meeting date of November 14, 2007 at 4:00 p.m. was decided upon although some members of the Planning Commission would not be able to attend that early.

7. Subdivision Variances. Mr. Redman stated the County Commission had approved the Planning Commission's request for a \$100 fee for subdivision variances along with the posting requirements. A Subdivision Variance Policy would be prepared and provided to the Planning Commission by the September 25, 2007 meeting for their approval.

8. Public Comment Period at PC meetings. None.

9. Reports. None.

10. Reports from Legal Counsel. None.

11. Legal Advice to PC. Mr. Casimiro wanted the Planning Commission to know that the recent discussions with the County Commission regarding legal counsel was more from the Board of Zoning Appeals aspect. Mr. Casimiro stated he was able to do research and answer questions for the Planning Commission if the questions were directed from the Commission as a whole and not from individual members.

12. Actionable Correspondence. None.

18. Non-Actionable Correspondence. Letter from the Shenandoah School. The Planning Commission requested that staff send the Snyder's a letter regarding the steps the Snyder's needed to take in order to process a site plan.

Mr. Kane moved to adjourn the meeting at 7:45 p.m. Mr. Dunleavy seconded the motion, which carried unanimously.

The meeting adjourned at 7:45 p.m. on September 11, 2007. A detailed transcript of this meeting can be found on CD # __ & __. These minutes were prepared by Jennilee Hartman.