

MINUTES  
JEFFERSON COUNTY PLANNING & ZONING COMMISSION  
AUGUST 13, 2002

The Jefferson County Planning & Zoning Commission met on Tuesday, August 13, 2002, with Rosella Kern, Vice President presiding. Other Planning Commission members present were: Arnold Dailey, James Gibson, Russell Roper, Dean Hockensmith, Samuel Donley, Renny Smith, Chris Stiles, Douglas Vaira and Elizabeth Blake. Staff members present were Stephen Bockmiller, Roger Goodwin, Sherry Cole and Michael Cassell.

David Hammer, Mark Schiavone, James Gross and David Mills were absent with notification. Philip Coffey was absent without notification.

Ms. Kern called the meeting to order at 7:00 p.m.

Mr. Dailey motioned to accept the Minutes of the July 23, 2002 regular meeting. Dr. Gibson seconded the motion which carried unanimously.

1. Election of Officers. Mr. Donley motioned to have a Special Election at the meeting. Dr. Gibson seconded the motion which carried unanimously. Ms. Smith nominated Arnold Dailey for President and Mr. Roper seconded the nomination. Mr. Hockensmith motioned to close the nominations for President. Mr. Stiles seconded the motion which carried unanimously. By unanimous vote Arnold Dailey was elected President. Mr. Hockensmith nominated Dr. Gibson for Secretary/Treasurer. Mr. Dailey seconded the nomination. Mr. Stiles motioned to close the nominations for Secretary/Treasurer. Dr. Gibson seconded the motion which carried unanimously. Dr. Gibson was elected Secretary/Treasurer with a vote of 7 for, 0 against with one abstention (Dr. Gibson). Ms. Kern turned the meeting over to President Dailey at this time.

2. Final Plat Public Hearing for the Robert L. Brady Minor Subdivision, Lots 1, 2 & 3-Residue. Staff recommended acceptance of the final plat. There was no public comment. Mr. Donley motioned to approve the final plat with staff contingencies. Mr. Stiles seconded the motion which carried unanimously.

3. Final Plat Public Hearing for the Wescott LLC Water Tank Lot Subdivision. Staff recommended acceptance of the final plat. There was no public comment. Mr. Hockensmith motioned to approve the final plat. Mr. Donley seconded the motion which carried unanimously.

4. Final Plat Public Hearing for the Rose Hill Subdivision. Staff recommended acceptance of the final plat. There was no public comment. Ms. Smith motioned to approve the final plat with staff contingencies. Dr. Gibson seconded the motion which carried unanimously.

5. Final Plat Public Hearing for the Spruce Hill Subdivision, Section I, Lots 1-37 & Residue. Staff recommended acceptance of the final plat. There was no public comment. Mr. Roper motioned to approve the final plat with staff contingencies. Dr. Gibson seconded the motion which carried unanimously.

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6. Postponed from the July 23, 2002 meeting. Community Impact Statement Review for the Thorn Hill Subdivision. Ms. Kern recused herself from the meeting room for Item # 6, 9 and 10. Mr. Hockensmith motioned to disregard the request by Richard L. Latterell and Ms. Mary L. MacElwee for postponement of the CIS public hearing for the Thorn Hill Subdivision. Mr. Stiles seconded the motion which carried unanimously. Lisa McCauley, Robert Cowan, and Peter Chakmakian presented the project. There was public comment from Bill Lewandowski and Leigh Koonce. Staff recommended approval of the Community Impact Statement. Mr. Hockensmith motioned to approve the Community Impact Statement. Mr. Roper seconded the motion which carried with a vote of 6 for, and 1 opposed (Ms. Smith).

7. Community Impact Statement Review for the Burch Manor Subdivision. There was no public comment. (8). Request by Robert L. Burch for a variance to allow two (2) shared entrance easements for the proposed Burch Manor Subdivision (Article 8, Section 8.2.a.1 of the Jefferson County Subdivision Ordinance). Ms. Smith motioned to postpone the Community Impact Statement Review and the variance request until the next meeting on August 27, 2002, as there was no one present to present the Community Impact Statement. Mr. Stiles seconded the motion which carried unanimously.

11. Request by Malinda Ketter on behalf of JDM Locust Hill LLC for a variance to allow construction of the temporary access road with gravel surface for service to the proposed water tank/tower lot at Locust Hill (Article 8, Section 8.2.a of the Jefferson County Subdivision Ordinance). (12). Request by Malinda Ketter on behalf of JDM Locust Hill LLC to allow the applicant to proceed to final plat for the creation of Lot 391 for the water tank/tower lot to serve the Locust Hill Subdivision. Lisa McCauley presented the variance and request. Ms. Smith motioned to grant the variance and release of one lot for the construction of a water tower. Mr. Stiles seconded the motion which carried unanimously.

13. Comprehensive Plan. Ms. Smith motioned to have special meetings on the following dates for revising the draft comprehensive plan: September 3, September 5, September 11, September 17, October 1, October 3, October 9 and October 15, 2002, beginning at 7:00 p.m. Dr. Gibson seconded the motion which carried unanimously.

Ms. Smith motioned to send Scott Coyle a letter of appreciation. Dr. Gibson seconded the motion which carried unanimously.

14. Correspondence. Letter received from Joanna Wilson, Senior Archaeologist with West Virginia Division of Culture and History dated July 23, 2002 addressed to Scott Coyle.

Letter received from Henry Lee, President, Norwood North Unitowners Association, Inc. dated August 2, 2002 addressed to W. Scott Coyle.

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Dr. Gibson moved to have staff write a letter requesting a municipalities map of what has been annexed and any policy changes. Ms. Kern seconded the motion which carried unanimously.

The meeting adjourned at 9:30 p.m. A detailed transcript of this meeting can be found on Tape(s) #74 and #75. These minutes were prepared by Sherry Cole.