

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, NOVEMBER 3, 2011**  
**9:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

**APPROVAL OF PURCHASE ORDERS**

**APPROVAL OF ACCOUNTS PAYABLE**

**PUBLIC COMMENT**

**PRESENTATIONS:**

1.      9:45 a.m.    **Stephanie Grove, Assistant Prosecuting Attorney**  
                         - 2<sup>nd</sup> Congressional District Court Challenge - Discussion/Action
  
2.      10:00 a.m.    **Eric Lewis**  
                         - Review of non-profit IRS forms
  
3.      10:15 a.m.    **Interviews and Appointment to the following Boards - Discussion/Action**  
                         - North Eastern Regional Emergency Services , Inc.  
                             One unexpired term ending October 31, 2012  
                             One 2-year term ending October 31, 2013  
                         - Jefferson County Emergency Services Agency  
                             One Citizen representative term ending November 2, 2014  
                             One Fire representative term ending November 2, 2014  
                             One Fire/EMS representative term ending November 2, 2014  
                         - Jefferson County Development Authority Board  
                             One unexpired term ending April 5, 2013
  
4.      10:35 a.m.    **BREAK**
  
5.      10:45 a.m.    **Susan M. Pierce, WV State Historic Preservation Office, Division of Culture and History**  
                         - Clarify information regarding the proposed Bullskin Run Historic District that was discussed during the September 1, 2011 meeting

**UNFINISHED BUSINESS:**

6. 11:15 a.m. Jennifer Brockman, Director of Planning & Zoning:
- a) Discussion of comments receive October 6-20, 2011 and possible action on a proposed Amendment to Article 4A, Section 2.2 and Section 10.3 of the Zoning and Land Development Ordinance, and Section 20.203 of the Subdivision and Land Development Regulations regarding Home Occupations and Cottage Industries
  - b) Discussion of comments received on October 6-20, 2011 and possible action on a proposed Amendment to Sections of Article 24 of the Jefferson County Subdivision and Land Development Regulations regarding Timeframes and Noticing Requirements for Processing Procedures
  - c) Discussion of comments received on October 6-20, 2011 and possible action on a proposed Amendment to Article 12 of the Jefferson County Zoning and Land Development Ordinance (March 2011) regarding the Process of Amending the Zoning Map and/or Zoning Text
  - d) Discussion of comments received on October 6-20, 2011 and possible action on a proposed Amendment to Articles 20 and 26 of the Jefferson County Subdivision and Land Development Regulations regarding the Maximum Square Footage Requirements for a Minor Site Plan in each Zoning District
  - e) Approval/Adoption of Urban Tree Canopy Grant Plan

**COUNTY ADMINISTRATOR REPORTS**

**COUNTY COMMISSION REPORTS**

7. 12:15 p.m. BREAK FOR LUNCH

~~~~~ AFTERNOON SESSION ~~~~~

8. 1:30 p.m. Work Session  
- Water Advisory Committee - Presentation of Work Plan
9. 2:00 p.m. Elizabeth Wheeler, Jefferson County Farmland Protection Board  
- Approval of Deed of Farmland Conservation Easement - Stehr Property - Easement is 219.1 acres - Cost to the Jefferson County Farmland Protection Board is \$523,320.50 - Discussion/Action
10. 2:15 p.m. ADJOURN

**CORRESPONDENCE:**

**Notice of Public Hearing on Thursday, November 10, 2011 at 7pm - Public input for a proposed change in the Jefferson County's magisterial districts.**

**Notice that the Jefferson County offices will be closed on Friday, November 11, 2011 in observation of Veterans' Day.**

**Letter and supporting documents received from B.C. Partners, Inc. Regarding the Route 340 East Corridor Gateway Study.**

**Ltr. Received from Homeland Security with results of the National Flood Insurance Program Community Rating System field verification findings based on our five-year cycle application.**

**Ltr. Received from the Berkeley County Council inviting the Commissioners to the fourth annual Legislative Summit for the Eastern Panhandle Counties of Berkeley, Jefferson and Morgan Counties on Tuesday, November 9, 2011 in Martinsburg, WV.**

**Harpers Ferry National Park Community Bulletin, November 2011, received from the National Park Service, U.S. Dept. Of the Interior.**

**"Valley News" news letter received from the Potomac Valley Audubon Society for November 2011.**

**Weekly settlement reports for the Charles Town Races received from the West Virginia Lottery for week ending October 22, 2011.**

**Memorandum from Roger Goodwin, Chief County Administrator, to Sandy McDonald, Deputy County Administrator, regarding Cambridge Manufactured Home Development, Section 4, Phase 4, Lots D99 & D 102 (File #09-21), which is secured by Letter of Credit with the Columbia Bank, located in Columbia, Maryland in the amount of \$30,040.00.**

**Correspondence received from Cathy Winters Vance regarding her opposition to the proposed Zoning and Land Use Development amendment that would allow commercial recreational users in residential areas and on residentially zoned land.**

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*