

AGENDA
JEFFERSON COUNTY COMMISSION
THURSDAY, NOVEMBER 8, 2012
9:30 A.M.

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

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. Roger Goodwin, Chief County Engineer
 - Complete release of the Construction Bond security for THZ Enterprises, LLC Maddex Farm Subdivision, Phase III (PC File #05-05) - Letter of Credit #1236-4401 with United Bank, Martinsburg, WV - Discussion/Action
 - Complete release of the Construction Bond security for THZ Enterprises, LLC Maddex Farm Subdivision, Phase IV (PC File #06-07) - Letter fo Credit #1200 with United Bank, Martinsburg, WV - Discussion/Action

2. 10:00 a.m. Planning and Zoning Steering Committee
 - What County Commission expects from the Committee - Discussion

3. 10:15 a.m. Jennifer Brockman, Director of Planning and Zoning
 - Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 34.27 acre property owned by the Jefferson Asphalt Products, Inc. Designated as Tax District: Charles Town, Map: 13, Parcel:7, located on the south side of Route 51 near the Tuscowilla Hills entrance approximately 2 miles west of Charles Town, for the purpose of setting a public hearing to be held by the County Commission on January 10th, 2013 at 7:00 p.m. - Discussion/Action

- Recommendation of the Planning Commission to the County Commission on the landowner-initiated petition to amend the County Zoning Map for a 8.07acre property owned by John D. Lowe, III, designated as Tax District: Shepherdstown, Map: 8, Parcel part of 5, located on the south side of Route 45 and east side of Route 45 and the east side of the Potomac Farms Road, for the purpose of setting a public hearing to be held by the County Commission on January 10th, 2013 at 7:30 p.m. - Discussion/Action

4. 10:30 a.m. Break

NEW BUSINESS:

5. Approval of Grant Contract and Resolution for the Friends of Blackwater in the amount of \$2,000 - Discussion/Action
6. Approval of Grant Contract and Resolution for the Blue Ridge Watershed Coalition in the amount of \$10,000 - Discussion/Action
7. Approval of Grant Contract and Resolution for the Jefferson County Convention and Visitors Bureau for the Harpers Ferry Welcome Center in the amount of \$5,000 - Discussion/Action
8. Approval of Grant Contract and Resolution for the Good Shepherd Interfaith Volunteer Caregivers in the amount of \$2,000 - Discussion/Action
9. Approval of Grant Contract and Resolution for the Historic Locke House in the amount of \$2,000 - Discussion/Action

COUNTY ADMINISTRATOR REPORTS

- Approve the Security Key License Agreement between Jefferson County and Washington County Emergency Responders and to authorize the President of the Commission to affix her signature, subject to review by legal counsel - Discussion/Action
- Presentation - Space Needs/Property - Briel/Campbell/ 201 N. George Street - Discussion/Action

COUNTY COMMISSION REPORTS

10. Break for Lunch

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

**11. 1:30 p.m. Public Hearing - Petition for closing unused road, street and travel ways - Martin and Brenda Lookingbill - Discussion**

**12. ADJOURN**

**CORRESPONDENCE:**

Reminder County Commission meeting schedule changes from every week to the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month to take effect beginning December 1<sup>st</sup>, 2012.

Notice County Commission Offices will be closed for Veteran's Day on Monday, November 12, 2012.

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending October 13<sup>th</sup> & 20<sup>th</sup>, 2012 received from the West Virginia Lottery.

Notice of Public Hearing scheduled Thursday, November 29<sup>th</sup>, 2012 at 7:00 p.m. on Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 7, Parcels: 24 and 26. These properties are located on the north side of Route 340 (William L. Wilson Freeway) and to the south side of Route 340/15 (Washington Court) and are a total of 2.39 acres. This property is currently zoned Rural and a request has been made by the owner, the Bank of Charles Town, to change the zoning to Residential/Light Industrial Commercial.

Letter of support received from the Jefferson County Historic Landmarks Commission in regards to the efforts to obtain a Historic Preservation Development Grant.

Invitation to Hero Haven Homeless Veterans Stand Down on Saturday, November 10<sup>th</sup>, 2012 beginning at 9:00 a.m.

Letter received from the West Virginia Department of Transportation Division of Highways concerning the Statewide Transportation Improvement Program.

Article concerning Regional Jail cost received from West Virginia Association of Counties.

Press released received from County Commissioners' Association of West Virginia concerning the Region Cost Summit.

Letter received from Kleinschmidt Associates concerning the pre-application document for relicensing of the Millville Hydroelectric Project, FERC No. 2343.

Letter received from Community Alternatives to Violence in appreciation of funding received from the County Commission.

Memorandums received from Jefferson County Engineering Department regarding Automated Merchandising Systems, Inc. and McLucky, LLC.

Thank you note received from Ryan's Glen US-340 Committee in appreciation for requesting a meeting with the Division of Highways.

Invitation to Finances after the Election on Saturday, November 10<sup>th</sup>, 2012 at 11:00 a.m., held at Blue Ridge Technical College.

Invitation to a holiday social on Friday, November 30<sup>th</sup>, 2012 starting at 5:30 p.m. at Blue Ridge Technical College Headquarters Campus.

Fall issue of Skill Builder received from Volunteer West Virginia.

Fall issue of The Property Connection received.

November 2012 issue of The Valley News received from the Potomac Valley Audubon Society.

Letter received from The Eastern Panhandle Transportation Authority concerning completion of the Route 340 South.

Letter received from West Virginia Department of Transportation Division of Highways concerning the Commission's request for a meeting to discuss Route 340.

Letter received from the Public Service District concerning the Petition for Closing Unused Road, Streets & Travel Ways - Martin and Brenda Lookingbill.

*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.*