

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THURSDAY, NOVEMBER 15, 2012**  
**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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Revised 11/13/12 11:45 a.m.

**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.**     **Jan Dougherty, Kiwanis of Charles Town**  
                          - Request for Donation to help with Santa's Toy Shop 2012 -  
                          Discussion/Action
  
2.     **10:00 a.m.**   **Jennifer Brockman, Director of Planning and Zoning**  
                          - Approval of Job Offer for two-year temporary Comp Plan Planner Position -  
                          Discussion/Action  
                          - Approval to Advertise to fill the vacant budgeted position of Project/Office  
                          Manager - Discussion/Action  
                          - Approval of Contract with a Facilitator for the Envision Jefferson 2035  
                          Public Input meetings - Discussion/Action
  
3.     **10:30 a.m.**   **Break**
  
4.     **10:45 a.m.**   **Barb Miller, Director of Homeland Security and Emergency Management**  
                          - Grant Proposal Needs Approval - Discussion/Action
  
5.     **11:00 a.m.**   **Jennifer Brockman, Director of Planning and Zoning**  
                          - Request for County Commission Approval of the US 340 Corridor East  
                          Gateway Plan, Incorporating Staff Recommended Changes Based on Public  
                          Comment - Discussion/Action

**UNFINISHED BUSINESS:**

6. - 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 10<sup>th</sup>, 2013 at 7:00 p.m. - Discussion/Action
7. 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 10<sup>th</sup>, 2013 at 7:30 p.m. - Discussion/Action
8. Decision on Impact Fee Affordable Housing Discount - Discussion/Action

**NEW BUSINESS:**

9. Request for Approval of Grant Application - State Historic Preservation Office Development Grant - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

- Discussion on Briel Building - Discussion/Action
- Discussion of Settlement Payment to Smith - Discussion/Action

**COUNTY COMMISSION REPORTS**

10. Break for Lunch

*~~~~~ AFTERNOON SESSION ~~~~~*

11. 1:30 p.m. Property Safety Enforcement Agency - Hearing on Case 11-002(Hill)  
Property located at 10073 Charles Town Road, Charles Town Tax District,  
Map 2, Parcel 20, Deed Book 395, Page 529 - Discussion/Action

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 of Public Hearing on November 27, 2012 at 10:00 a.m. on the Amended Petition to Remove Executor and Appoint Curator AND the Response to the Amended Petition to Remove Executor and Appoint Curator on the estates of Charles F. Printz, Sr. and Beth H. Printz, deceased and Petition to Remove Executor of the Blanch V. Nelson Estate.**

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.

**Copy of IT Proposal Options presented to the County Commission during the November 1, 2012 Commission meeting.**

Weekly Settlement for Hollywood Casinos at Charles Town Races and Slot received for weeks ending November 3<sup>rd</sup>, 2012 received from the West Virginia Lottery.

**Invitation to join Maintain - Don't Gain during the holidays from the West Virginia University Extension Service beginning November 11<sup>th</sup>, 2012.**

**Copy of Memorandum for Pre-Proposal Conference help on October 31, 2012 regarding Non-Residential Minor Site Development for Jefferson County Parks and Recreation Commission.**

Letter received from Loudoun County Virginia Department of Planning concerning a Public Hearing on November 28, 2012 on a Comprehensive Plan Amendment.

October 2012 Issue of the Commissioners' Corner Newsletter received.

*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.*