

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
**DECEMBER 14, 2010**

**PUBLIC MEETING PROCEDURE:**

The President shall identify the matter before the Planning Commission (PC) and ask for a presentation by the applicant or the applicant's representative followed by staff's presentation and recommendation.

Once the applicant has finished speaking, the President shall ask for public comments. As a member of the public, once you are recognized by the President, please come to the podium, state your name, provide any credentials that you believe are appropriate, and make a brief presentation. If you agree with a previous speaker, you may simply say so.

The President may limit the presentation time of speakers.

Once the public comments are completed, the applicant may respond to the public comments.

PC members may ask questions at any time.

A copy of any document or exhibit used by a speaker in his or her address to the PC must be left with the PC and will become part of the official public file on the matter at hand. The applicant or a representative of the applicant may have the opportunity to view the document or material.

Once all speakers have finished, the PC will discuss and then vote on a motion to approve, disapprove, or impose conditions on the application .

**Public hearings are located in the Charles Town Library meeting room at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 PM**

1. Approval of the minutes from the November 9, 2010 Planning Commission meeting.
2. Citizen Communications.
3. A call for postponements.
4. Tabled from the October 12, 2010 meeting: Request by Barbara Feldman and Barry Whitebook for a waiver from Section 20.203 (D)(2) to waive the requirement for stormwater management, from Appendix A 1.3(A)(15) to waive the need for a topographic study, and from Appendix B 9.4(E)(3) to waive the required width for the access road. This property is located at 448 Southerly Lane, Charles Town and is designated as Tax District: 2, Map: 9, Parcel: 4.17.
5. Request by Far Away Farm, LLC for a variance from Section 6.3 of the Subdivision Ordinance to extend the expiration of the Community Impact Statement until March 2, 2015. This 121.8 acre property is located at 1901 Trough Road, Shepherdstown and is designated as Tax District: 9, Map: 9, Parcels: 7.2 and 8.
6. Reconsideration of the following motion regarding the Federal Land Rezoning Petition:  
***Qouted from September 14, 2010 Planning Commission Meeting Minutes*** ~ Mr. Maxey also presented a draft Resolution to Petition the Jefferson County Commission to amend the zoning map. Mr. Maxey moved to approve the resolution as drafted. Mr. Trumble seconded the motion which carried unanimously.
  - Resolution to Petition the Jefferson County Commission to Amend the Zoning Map
7. Appointment of Subcommittee for Budget and Work Plan.
8. Reports from Legal Counsel and legal advice to PC.
  - Written opinion from legal regarding new zoning map policy.
  - Discussion of Annexation and UGB Law.

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- Policies.
  - Policy for Submitting a Petition for Public Hearing
  - Policy for Zoning Text Amendments
  - Policy on land use change requests with defined Planning Commission Study Area
  - Policy on submittal of supporting information for actionable items.
- 9. Distribution of policy neutral technical amendments of the Zoning Ordinance.
  - Scheduling of Planning Commission Work Session regarding policy neutral technical amendments to the Zoning Ordinance.
- 10. Discussion of Amended Land Development Review Fees.
- 11. Director's Report.
- 12. County Commission Liaison Report.
- 13. Planning Commission Exchange.
  - Water Advisory Committee notes from November 15, 2010 meeting.
- 14. President's Report.
- 15. Actionable Correspondence.
- 16. Non-Actionable Correspondence.

The Planning Commission welcomes written comments at any time. Our office is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is located at 116 East Washington Street, P.O. Box 338, Charles Town, WV 25414. Our phone number is (304) 728-3228; our fax number is (304) 728-8126; our email address is [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org) and our website is [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

Minutes and video recordings of past meetings and the Comprehensive Plan can be found on our website. The office has a file on each project as well as aerial photos of the county. Minutes and audio recordings of past meetings, Subdivision Regulations, Zoning Ordinance and the Comprehensive Plan are available for review in our office.