

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
**DECEMBER 21, 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. Minutes from the December 14, 2010 Planning Commission meeting. (to be approved at the January 11<sup>th</sup>, 2011 Meeting)
2. Citizen Communications.
3. A call for postponements.
4. Request by W.H. Gordon for a variance from Sections 21.202B, 21.204A, 22.208A, Appendix B 2.2.C.2c, Appendix B Section 9.6 of the Subdivision Ordinance to waive the requirement for sidewalks along any public or private street in regards to the William H. Scott Inter Vivos Trust property. This 420 acre property is located along the south side of Hardesty Road and Summit Point Road west of Summit Point, WV and is designated as Tax District: 6, Map: 17, Parcel: 2.
5. Reports from Legal Counsel and legal advice to PC.
6. Director's Report.
7. President's Report.
8. Actionable Correspondence.
9. 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).

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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.