

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
**January 25, 2011**

**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 1) to approve, disapprove, or impose conditions on the application to comply with the Subdivision Ordinance if the application is a final plat; or 2) to approve, disapprove, or approve with conditions a variance request; or 3) to accept or not accept a Community Impact Statement (CIS). The Community Impact Statement is an informal step in the subdivision process and an applicant may proceed with the subdivision proposal whether or not the Planning Commission accepts the CIS.

**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. Postponed from the January 11, 2011 meeting: Approval of minutes for the December 14, 2010 meeting.  
Approval of minutes for the January 11, 2011 meeting.
2. Citizen Communications.
3. Request for postponement.
4. Postponed from the January 11, 2011 meeting: Discussion and vote on the Planning Commission Meeting Schedule for 2011.
5. Postponed from the January 11, 2011 meeting: Discussion and vote on Submittal of Applications and Supporting Information Draft Policy.
6. Postponed from the January 11, 2011 meeting: Review of Revised Land Development Fees.
7. Discussion of Next Steps and Comments on the Blue Ridge Mountain Final Common Vision Document and Engineering Report.
8. Reports from Legal Counsel and legal advice to PC.
  - Report on Old Standard, LLC.
  - Report on who is responsible for setting the work plan.
  - Report on digitization of files, making them searchable.
9. Director's Report.
  - Quarterly report

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
JANUARY 11, 2011  
PAGE 2 OF 2

10. County Commission Liaison Report.

11. Planning Commission Exchange.

- Report from the Health Department Meeting Liaison.
- Report from the Public Service District Meeting Liaison.
- Report from the Jefferson County Development Authority Meeting Liaison.
- Report from the Water Advisory Committee Meeting Liaison.

12. President's Report.

13. Actionable Correspondence.

14. 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, Subdivision Regulations, Zoning Ordinance, and the Comprehensive Plan can be found on the website. The office has a file on each project as well as aerial photos of the county. Minutes and audio recordings of older meetings not on the website are available for review in the office.