

AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
May 10, 2011

Planning Commission meetings are located in the Old Charles Town Library meeting room at 200 East Washington Street, at the side entrance on Samuel Street at 7:00 PM

1. Guest Speaker: Dale Manual to address Parliamentary Procedure and Robert's Rules of Order.
2. Guest Speaker: Stephen Groh to discuss motions and Findings of Fact; Ex Parte contact; and provide an ethics overview
3. Approval of the minutes for the April 12, 2011 meeting.
4. Citizen Communications.
5. Request for postponement.
6. Discussion and possible scheduling of Public Hearing for Proposed Text Amendment for Sections of Article 24 of the Jefferson County Subdivision Regulations regarding timeframes and noticing requirements for processing procedures.
7. Discussion and possible scheduling of a Public Hearing for Proposed Text Amendment for maximum square footage requirements for a Minor Site Plan in each Zoning District.
8. Discussion and Commission input into the draft Urban Tree Canopy Plan and Goals.
9. Director's Report.
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.
 - Scheduling of a meeting to discuss Planning Commission bylaws.
13. Reports from Legal Counsel and legal advice to PC.
14. Actionable Correspondence.
15. 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 and our website is www.jeffersoncountywv.org.

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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.