

AGENDA
JEFFERSON COUNTY PLANNING COMMISSION
June 14, 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 Manuel 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. –**Postponed until the June 28, 2011 meeting.**
3. Approval of the minutes for the May 24, 2011 meeting.
4. Citizen Communications.
5. Request for postponement.
6. Request by Angela and Tim Bell for a waiver from the Subdivision Regulations Section 20.201 (A)(2) requiring upgrades to a 50 foot access easement when there are 6 or more lots. This property is located at 76 Bellview Lane and is designated as Tax District: Kabletown, Map: 28, Parcel: 11.2.
7. Request by Angela and Tim Bell for an appeal of a staff determination that a proposed subdivision is classified as a major subdivision, pursuant to Section 20.201 of the Subdivision Regulations. This property is located at 76 Bellview Lane and is designated as Tax District: Kabletown, Map: 28, Parcel: 11.2.
8. Request by Jefferson Reality, LLC for a waiver from Subdivision Regulations Section 22.208(A) requiring that sidewalks be required in the platted street right of way. This property is located at 4843 Middleway Pike and is designated as Tax District: Middleway, Map: 19A, Parcel: 14.
9. Public Hearing for Zoning Map Amendment (Rezoning) for property designated as Tax District: Harpers Ferry, Map: 9, Parcel: 37 and 37.2. This property is currently zoned Residential Growth and is requesting a Residential/Light Industrial/Commercial zoning. The property is located at the intersection of Rt. 340 and Bakerton Rd. and is a total of 9.676 acres. The Shenandoah Professional Center, LLC is the owner.
10. Concept Plan Review for Highland Farms (PC File #11-02). This property is located on Charles Town Road (Rt. 9) on the west side of Bloomery Bridge. This project consists of a residential subdivision to include a total of 27 residential lots and a residue parcel on 270.18 acres located in Tax District: Charles Town; Tax Map: 19 Tax Parcel: 33, 38 and 41.
11. Presentation on the request being made by David and Catherine Hott for a zoning map amendment and request to the Planning Commission to schedule a public hearing within 60 days. This property is currently zoned rural and is requesting a Residential/Light Industrial/Commercial zoning. This property is adjacent to both the existing Route 9 and the Route 9 currently under construction. District: Harpers Ferry, Map: 15, Parcel: 47 and 46.

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12. Discussion and possible scheduling of Public Hearing for Updated Proposed Text Amendment for Sections of Article 24 of the Jefferson County Subdivision Regulations regarding timeframes and noticing requirements for processing procedures.
13. Discussion and possible scheduling of Public Hearing for proposed Zoning Text Amendment to Article 12 of the Jefferson County Zoning and Land Development Ordinance.
14. Director's Report.
 - US 340 Study
15. County Commission Liaison Report.
16. 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.
17. President's Report.
18. Actionable Correspondence.
19. Non-Actionable Correspondence.
20. Reports from Legal Counsel and legal advice to PC.
 - Discussion of pending legal issues.

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.

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.