

AGENDA  
JEFFERSON COUNTY PLANNING COMMISSION  
October 11, 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. Approval of the minutes for the September 13, 2011 meeting.
2. Citizen Communications.
3. Request for postponement.
4. Concept Plan Review and Public Workshop for Hite Road Park (PC File #S11-15). This property is located on the north side of Hite Road, approximately 2 miles south of the intersection of State Route 9 (Charles Town Road) and County Route 1 (Kearneysville-Virginia Line Road). This project consists of a 119 acre property owned by Jefferson County Parks and Recreations, dedicated for public use to include walking trails, picnic and park areas, athletic fields, sports courts, a skate park, miniature golf course, and sports support facilities. The property is located in Tax District: Middleway; Tax Map: 9 Tax Parcel: 2.17.
5. Determination of Completeness of a Site Plan for Jefferson Asphalt Products (PC File #S11-12). This property is located at 9390 Middleway Pike on WV Route 51 near Tuscawilla Hills. The property is located in Tax District: Charles Town; Tax Map: 13 Tax Parcel: 7.
6. Request by Middleway Volunteer Fire Company (Marshall Edwards) for a waiver from the Subdivision Regulations Appendix B Section 9.6 A and C requiring sidewalks to be provided in non-residential development. This property is located at Leetown Rd. and Darke Hill Rd across from Hinton Rd and is designated as Tax District: Middleway, Map: 24, Parcel: 2.
7. Discussion and vote on the Urban Tree Canopy Goals.
8. Zoning Ordinance Amendments Updates.
9. Reports from Legal Counsel and legal advice to PC.
10. Director's Report.
11. County Commission Liaison Report.
12. Planning Commission Exchange.
  - Report from the Health Department Meeting Liaison.
  - Report from the Public Service District Meeting Liaison.
  - Report from the Parks and Recreation Meeting Liaison.
  - Report from the Jefferson County Development Authority Meeting Liaison.
  - Report from the Water Advisory Committee Meeting Liaison.
13. President's Report.
14. Actionable Correspondence.

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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](mailto:planningdepartment@jeffersoncountywv.org) and our website is [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

Any party desiring a transcript of these proceedings will be responsible for providing a competent stenographer at their own expense. 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.