



Advanced Agenda  
Jefferson County Planning Commission  
Tuesday, October 8, 2024 at 7:00 PM

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**By order of the President of the Jefferson County Planning Commission,  
Public Participation is available in-person only.  
The meeting will be broadcast live via ZOOM for viewing purposes only.**

**In-Person Meeting Location:** County Commission Meeting Room located in the lower level of the Charles Town Library (side entrance on Samuel Street)  
200 East Washington Street, Charles Town, WV 25414

**ZOOM Broadcast Information\*:** Meeting ID: 899 0668 6885  
Meeting Link: <https://us02web.zoom.us/j/89906686885>

*\*If watching live broadcast, please ensure your microphone is muted and be mindful that your video is streaming to others.*

1. **Approval of Meeting Minutes:** September 10, September 17, October 1, 2024 Meetings
2. **Request for postponement**

**The following items are open for public comment.**

3. **Public Hearing:** Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #9 on Final Plat PB 25 PG 85A for restriction. Applicant/Property Owners: Steve Lana & Maureen Smolke. Property Location: Potomac Ridge Subdivision, Lot 9, 415 Potomac Ridge Ln, Shepherdstown, WV. Parcel ID: 09001000090019; Size: 3 ac; Zoning District: Rural (File#24-5-FPA).
4. **Public Hearing:** Waiver request from Section 20.201B of the Subdivision Regulations to reduce the required access easement width of Doe Walk Lane from 50' to 40' and to allow more than five lots to access Doe Walk Lane for a proposed two lot minor subdivision. Applicant: Adam Crum. Property Owners: William Crum. Property Location: Vacant Lot on the eastern side of Doe Walk Lane, Kearneysville, WV. Parcel ID: 07002200210000; Size: 6.5 acres; Zoning District: Rural (File #24-26-PCW).
5. **Public Hearing:** Variance request from Section 2.1B of the 1979 Subdivision Ordinance (parent to child exemption) to lift the single family restriction to allow for a detached Accessory Dwelling Unit (In-Law Suite) pursuant to Section 8.15A of the Zoning Ordinance. See Page #2 in DB 821 / PG 156 for restriction. Applicant/Property Owners: Dawn White. Property Location: 49 Boyer Lane, Summit Point, WV. Parcel ID: 06001900030001; Size: 2.95 acres; Zoning District: Rural (File#24-3-PCV).

**There is no public comment for the following items.**

6. **Review and Approval:** Planning Commission Calendar Year 2024 Meeting and Submission Dates
7. **Reports from Legal Counsel**
8. **Planner's Memo**
  - a. Planning Commissioner Self Evaluation
9. **President's Report**
10. **Actionable Correspondence**

**11. Non-Actionable Correspondence**

- a. 09/16/24: Elizabeth Shockley
- b. 09/26/24: Jean Zigler

