



Agenda  
Jefferson County Planning Commission  
Tuesday, January 14, 2025 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: 841 4555 4479  
Meeting Link: <https://us02web.zoom.us/j/84145554479>

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

1. **Election of Officers**
2. **Approval of Meeting Minutes:** November 12, 2024 meeting
3. **Request for postponement**

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

4. **POSTPONED BY APPLICANT. Public Hearing for the Birdhill Meadows Preliminary Plat.** The proposal consists of the following: Construction of 104 Single-Family Detached Homes, Construction of 76 Townhomes, and Construction 39 Villas. The proposed site improvements will include stormwater management facilities, roadway infrastructure, and public utilities. Property Owner: Jefferson Orchards, Inc. Property Location: Vacant parcel located .35 miles northeast of the intersection of Charles Town Road and Kearneysville Pike, Kearneysville, WV. Parcel ID: 07000300290000; Size: 194.72 acres; Zoning District: Residential Growth (File #24-12-SD).
5. **Public Hearing:** Waiver from Section 20.201A to reduce the required access easement width from 50' to 30' for a proposed minor subdivision; and, to allow more than five (5) lots to utilize said access easement. Property Owners: Cavalier Investments, LLC / Attn: Trish Sanderson. Property Location: Vacant lot at the end of Morning Star Drive, Harpers Ferry WV. Parcel ID: 04001500150000; Size: 16.48 acres; Zoning District: Rural (File # 25-1-PCW).
6. **Public Hearing:** Waiver from Appendix B, Section 10.6 and Section 2.2.K to remove the requirement of a sidewalk along West Burr Boulevard and James Burr Boulevard. Property Owner: Jefferson Rentals, LLC. Property Location: James Burr Technology Center, Lot 2A, vacant lot on the SW corner of West Burr Blvd. and James Burr Blvd., Kearneysville, WV. Parcel ID: 02000100160017; Size: 3.44 acres; Zoning District: Industrial Commercial (File # 25-2-PCW).

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

- 7. Discussion and Possible Action:** Related to the Comprehensive Plan Update. Report on County Commission's current status in reviewing the recommended Comprehensive Plan.
  - 8. Discussion and Possible Action:** Related to Conditions of Approval as they pertain to projects processing under the Subdivision Regulations.
  - 9. Reports from Legal Counsel**
  - 10. Planner's Memo**
    - a. Planning Commission 2025 Training Topics
    - b. Handling of Public Comments for Rescheduled Meetings
  - 11. President's Report**
  - 12. Actionable Correspondence**
  - 13. Non-Actionable Correspondence**
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