



## Agenda

Jefferson County Planning Commission

Tuesday, February 25, 2025 at 7:00 PM

**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: 854 1879 9840  
Meeting Link: <https://us02web.zoom.us/j/85418799840>

*\*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:** January 14, 2025 meeting
2. **Request for postponement**

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

3. **Item Postponed to Later Meeting: 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).
4. **Public Hearing:** Variance from Note 14 of Plat Book 14 Page 54 to allow the residue and two proposed lots access off of Van Clevesville Road for a proposed three lot minor subdivision. Property Owner: Jose Osorio. Property Location: 1196 Van Clevesville Road, Kearneysville, WV 25430. Parcel ID: 09001500010007; Size: 80.15 acres; Zoning District: Rural (File #25-1-PCV).

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

5. **Discussion and Action:** Request by the applicant for the Planning Commission to vote to approve or deny the Birdhill Meadows Preliminary Plat as complete in accordance with Sections 24.113 and 24.114 of the Subdivision Regulations, for the purpose of scheduling a Public Hearing for this project. 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).
6. **Discussion and Possible Action Related to the Comprehensive Plan Update:** Review of the amended 2045 Comprehensive Plan

- 7. Discussion and Possible Direction:** Discuss draft amendment to the Completeness Determination Policy initiated on June, 13, 2023 regarding Concept Plan, Preliminary Plat, and Major Site Development submissions and completeness requirements and the required permits listed in Section 24.113, Section 24.122, and Appendix A Section 1.3 of the Subdivision Regulations.
  - 8. Reports from Legal Counsel**
  - 9. Planner's Memo**
    - a. Upcoming Meetings Overview
  - 10. President's Report**
  - 11. Actionable Correspondence**
    - a. 1/28/25: Jean Zigler
    - b. 2/18/25: Jacquelyn Milliron
  - 12. Non-Actionable Correspondence**
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