



Advanced Agenda  
Jefferson County Planning Commission  
Tuesday, October 14, 2025 at **6:00 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 main level of the Jefferson County Government Complex (entrance on East side of the building) 393 North Lawrence Street, Charles Town, WV 25414

**ZOOM Broadcast Information\***: Meeting ID: 884 4667 4366  
Meeting Link: <https://us02web.zoom.us/j/88446674366>

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

**1. Request for postponement**

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

**2. Planner's Memo**

- a. Planning Commissioner Self Evaluation
- b. Direction from County Commission
- c. Public Hearing for Historic Resource Protection Text Amendment
  - i. Scheduled by County Commission for December 4<sup>th</sup>
- d. Staff Report on Text Amendment Cost

**3. Training Presentation by the Office of GIS/Addressing**

- a. GIS and Mapping in Planning

**4. Training Presentation by the Office of Planning and Zoning**

- a. Roberts Rules of Order

**5. Training Presentation and Legal Advice by Legal Counsel**

- a. Ministerial and Adjudicatory Actions
- b. Ex Parte Communication

**6. Discussion and Approval:** Planning and Zoning 1<sup>st</sup> Quarterly Report for FY 2025-2026 for the County Commission. *(To be distributed at the meeting)*

**7. Review and Approval:** Planning Commission Calendar Year 2026 Meeting and Submission Dates

**8. Discussion and Possible Action:** Staff discussion regarding a proposed text amendment to revise language on Solar Energy Facilities in the Zoning & Land Development Ordinance Section 2.2, Section 4.13, and Section 8.20 and add specific requirements for Solar Energy Facilities to the Subdivision & Land Development Regulations.

**9. Discussion and Recommendation:**

Draft FY 26 Planning and Zoning Budget recommendation for use by the Department of Engineering, Planning, and Zoning.

**10. Reports from Legal Counsel**

- a. Discussion on Jefferson County Circuit Court Case # CC-19-2025-C-93 (RE: Sidewinder Enterprises, LLC v. Jefferson County Planning Commission) with legal counsel.

**11. President's Report**

**12. Actionable Correspondence**

**13. Nonactionable Correspondence**

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