



Advanced Agenda  
Jefferson County Planning Commission  
Tuesday, January 13, 2026 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 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: 897 6219 0225  
Meeting Link: <https://us02web.zoom.us/j/89762190225>

*\*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:** December 9, 2025 meeting.
3. **Request for postponement**

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

4. **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 # 26-1-PCW).

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

5. **Discussion and Approval:** Planning & Zoning 2<sup>nd</sup> Quarterly Report for FY 2025-2026 for the County Commission. *(To be distributed at the meeting)*
6. **Planner's Memo**
  - a. County Commission Public Hearing for Historic Resources, Rural Residential, Residential Commercial, and Office Commercial Text Amendments
  - b. Reschedule May 2026 Planning Commission Meeting
  - c. Update on County Commission directive regarding Commercial Development Processing
7. **President's Report**
8. **Actionable Correspondence**
9. **Nonactionable Correspondence**