



Agenda
Jefferson County Planning Commission
Tuesday, January 13, 2026 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 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. **Item Postponed from December 9, 2025:** Discussion and Possible Action Regarding Zoning Determination Notice
6. **Discussion and Approval:** Planning & Zoning 2nd Quarterly Report for FY 2025-2026 for the County Commission. *(To be distributed at the meeting)*
7. **Reports from Legal Counsel**
8. **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
9. **President's Report**
10. **Actionable Correspondence**
11. **Nonactionable Correspondence**

Draft Meeting Minutes
Jefferson County Planning Commission
December 9, 2025

The Jefferson County Planning Commission met on December 9, 2025, at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Aaron Howell, Vice President; Wade Louthan, Secretary; Cara Keys, County Commission Liaison; Tim Smith; Donnie Fisher; J Ware; Bruce Chrisman; and Daniel Hayes were present in person.

Staff members present included Luke Seigfried, Chief County Planner; Jonathan Saunders, County Engineer; Nathan Cochran, County Attorney; Colin Uhry, County Planner; and Patti Richardson, Planning Clerk.

Mr. Shepp called the meeting to order at 7:01 pm and confirmed a quorum was present.

1. **Approval of Meeting Minutes:** November 4, 2025; November 5, 2025; and November 13, 2025 meetings

Mr. Shepp moved the minutes be approved, which carried unanimously.

2. **Request for postponement**

Mr. Seigfried requested the postponed item of Discussion and Possible Action Regarding Zoning Determination Notice be moved to Actionable Items with no public comment on the January 2026 agenda.

3. **Item Rescheduled from November 4, 2025: Public Hearing:** Waiver from Section 20.201 of the Subdivision Regulations, requesting to process a 6-Lot Subdivision as a minor subdivision instead of as a Major Cluster Subdivision development. Property Owner: Vincent & Alicia Secatello. Property Location: 132 Autumn Ridge Lane, Kearneysville, WV. Parcel ID: 07000500020002; Size: 37.43 acres; Zoning District: Rural (File #25-28-PCW).

Mr. Shepp introduced Agenda Item #3

Mr. Seigfried provided an overview of the staff report for File # 25-28-PCW.

Mr. Paul Raco, Consultant from P.J. Raco Consulting LLC was present in person. Mr. Raco explained the history of the request.

Mr. Shepp opened the floor for public comment. No members of the public were signed up to speak.

Mr. Fisher moved to approve the waiver request to add one additional lot onto a five lot subdivision to allow for processing under the minor subdivision regulations. Mr. Smith seconded the motion, which carried unanimously.

4. **Public Workshop:** Concept Plan for the Willow Camp Site Plan. The proposal consists of a Minor Site Plan for a 25 unit campsite, associated amenities, and associated infrastructure. Property Owner: Andrian Peceriga and Elena Dubrovskaya. Property Location: Vacant 11.65 acre lot located along the eastern side of the Shenandoah River, south of the intersection of Charles Town Road and Wilt Road, Chares Town, WV Parcel ID: 02001900430000; Size: 11.65 ac. Zoning District: Rural (File #25-7-SP).

Mr. Howell recused himself for Agenda Items #4 and #5, and left the room.

Mr. Shepp introduced Agenda Item #4

Mr. Uhry provided an overview of the staff report for File # 25-7-SP

Mr. Seth Rivard, Consultant from SAR Consulting was present in person. Mr. Rivard explained the history of the request and addressed the concerns listed in the submitted letter.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public comment: Kevin Hughes.

Mr. Shepp closed the floor for public comment.

Mr. Chrisman requested clarification on the type of fence that was being proposed. Mr. Rivard advised the fence is proposed to be a vinyl fence. Mr. Chrisman questioned what kind of events are to be held. The applicant stepped forward and advised the events would be between 30 to 50 people. The applicant stated that they plan to confirm the noise regulations regarding times and days.

Mr. Hayes moved to authorize the applicant to proceed with processing a Site Plan through the Department of Engineering, Planning, and Zoning. Mr. Louthan seconded the motion, which carried unanimously.

- 5. Public Hearing:** Waiver from Section 21.402D of the Subdivision Regulations to allow for fencing to be placed within the proposed Stormwater Management Easement (Basin C) located on proposed Lot 99 of the Media Farm Subdivision. Property Owner: Harvest Homes, LLC. Property Location: 261, 278, and 391 Media Farm Lane, Ranson, WV 25438; Parcel IDs: 02000400110000, 02000400130000, and 02000400110001; Combined Size: ~126 acres; Zoning District: Residential Growth (File #25-29-PCW).

Mr. Shepp introduced Agenda Item #5

Mr. Uhry provided an overview of the staff report for File # 25-29-PCW.

Mr. Paul Raco, Consultant from P.J. Raco Consulting LLC and David Lutman, developer were present in person. Mr. Raco explained the history of the request. Mr. Lutman clarified that the fence was needed for the horse farm.

Mr. Shepp opened the floor for public comment. No members of the public were signed up to speak.

Mr. Hayes moved to approve the waiver from Section 21.402D of the Subdivision Regulations to allow fencing to be placed within the proposed Stormwater Management Easement located within the proposed Media Farm Subdivision. Ms. Keys seconded the motion, which carried unanimously.

- 6. Public Hearing:** Waiver from Section 20.201.C.2 of the Subdivision Regulations to allow a proposed non-residential subdivision to access off of an existing 100' right-of-way not built to county grade road standards. The proposed lot will establish a utility water tower operated by West Virginia American Water. Property Location: Vacant parcel located at the northern end of Northport Avenue, Kearneysville, WV 25430; Parcel IDs: 07000300350000C; Size: ~ 44.06 acres; Zoning District: Light Industrial (File #25-30-PCW).

Mr. Shepp introduced Agenda Item #6

Mr. Howell returned to the room.

Mr. Seigfried provided an overview of the staff report for File # 25-30-PCW. Staff did have one recommendation for approval which was for the applicant to secure a letter from the owner showing their agreement, and the applicant has supplied that letter.

Ms. Brooke Perry, Planning Manager from Integrity Federal Services was present in person, representing the applicant. Ms. Perry explained the history of the request.

Mr. Shepp opened the floor for public comment. No members of the public were signed up to speak.

Mr. Chrisman moved to approve the waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed non-residential subdivision to access off an existing 100' right-of-way not built to county grade road standards. Mr. Fisher seconded the motion, which carried unanimously.

7. Reports from Legal Counsel:

Mr. Shepp introduced Agenda Item #7

Mr. Cochran stated that a meeting was held with Planning and Zoning staff as well as several attorneys from his office regarding Zoning Determination Notices. Mr. Cochran noted that this will need to be studied more to determine how to best approach it before bringing it back to the January 2026 meeting.

8. Planner's Memo

Mr. Shepp introduced Agenda Item #8

- a. Planning Commission Email Expectations – Memo (*to be distributed at meeting*): Mr. Uhry noted that the County Commission has requested that each Planning Commissioner be provided the Email Expectations Memo which requires their signature. This is acknowledgment that the use of the email is for county business as a part of the Opens Meeting Act and can be part of a FOIA request.
- b. WV 9 Path Public Workshop December 16, 2025: Mr. Uhry brought attention to the December 16, 2025 Workshop run by the Hagerstown/Eastern Panhandle Metropolitan Planning Organization. The Workshop is to be held in the County Commission Meeting Room in the Jefferson County Government Complex.

Mr. Uhry noted the next Planning Commission meeting will be January 13, 2026.

9. President's Report

None

10. Actionable Correspondence

None

11. Non-Actionable Correspondence

Mr. Shepp noted Public Comments received from the following: David Tabb and Rebecca Thompson

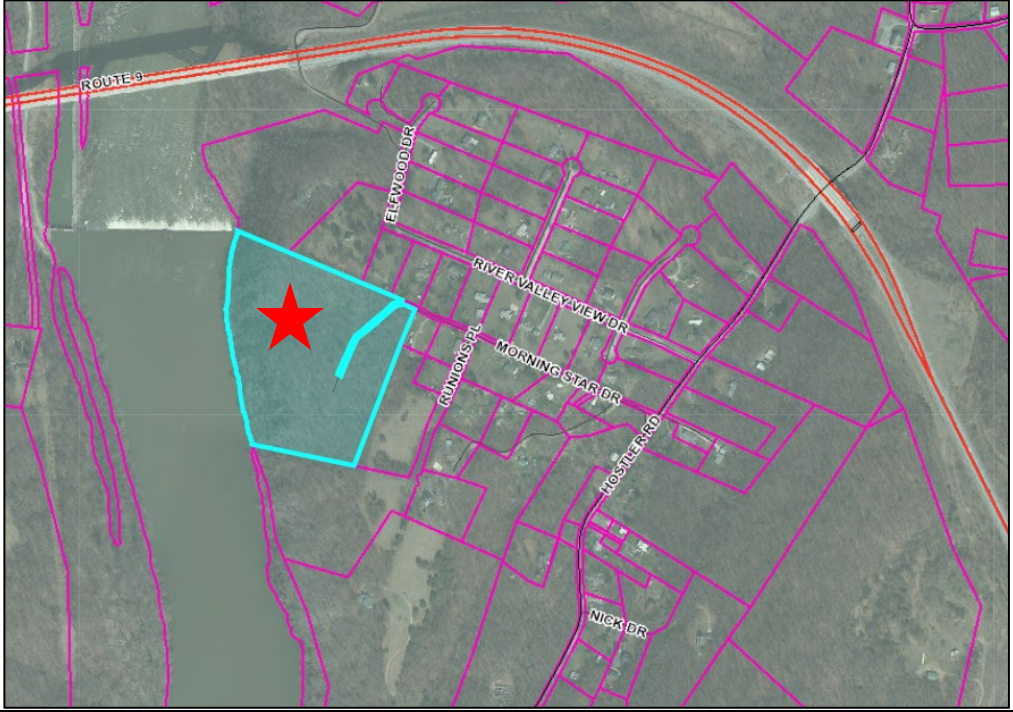
Mr. Chrisman motioned to adjourn the meeting at 7:42 pm. Mr. Howell seconded the motion, which carried unanimously.

These minutes were prepared by Patti Richardson, Planning Clerk.

Staff Report
 Jefferson County Planning Commission Meeting
 January 13, 2026

Cavalier Investments Waiver Request (File: 26-1-PCW)

Item #4: 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 Owner:	Cavalier Investments, LLC
Applicant:	Trish Sanderson
Parcel Information & Zoning District:	<p style="text-align: center;">Vacant lot at the end of Morning Star Drive, Harpers Ferry WV Parcel ID: 04001500150000; Size: 16.48 acres; Zoning District: Rural</p> 
Surrounding Zoning:	<i>North, South, & East Rural</i>
Proposed Activity	Future Minor Subdivision (up to 5-lots)
History:	01/15/1960: Lot created via DB 237 / PG 377 01/14/2025: Waiver Request 25-1-PCW Denied by Planning Commission 05/30/2025: Morning Star Entrance Access Easement Plat Approved

Summary of the Request:

The applicant is requesting a waiver from Section 20.201A of the Subdivision Regulations to reduce the required access easement width of Morning Star Drive from 50' to 30' and to allow more than five lots to access Morning Star Drive for a proposed two lot minor subdivision followed by an additional two lot minor subdivision at a later date.

Because the property is zoned Rural and has not been subdivided since October 5, 1988, the subject parcel has the right to create two lots and a Residue through a Minor Subdivision process, provided it meets all Subdivision Regulation requirements or receives the requested waivers.

Staff Report
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Cavalier Investments Waiver Request (File: 26-1-PCW)

The request is to divide the 16.48-acre property into a total of five parcels (four lots and a residue) over the course of five years through the Minor Subdivision process. All parcels would utilize the existing 30' access easement instead of the required 50' access easement.

Following Planning Commission denial of the 25-1-PCW, the applicant and the landowner processed an easement plat to expand the access easement to correspond to where the road entrance of Morning Star Drive is physically located.

The neighborhood does not have a maintenance agreement to upkeep Morning Star Drive, Runion Place, or Good Neighbor Lane.

Staff Comments

The property in question accesses through Morning Star Drive, which currently appears to serve fifteen lots including the subject lot. Both Good Neighbor Lane and Runions Place access through Morning Star Drive and an additional four lots directly access Morning Star Drive. Granting of this waiver would allow an additional four lots to access through Morning Star Drive for a total of nineteen.

During conversations with staff, the applicant has proffered the laying of 60 tons of gravel onto the entirety of Morning Star Drive to improve the existing road. Morning Star Drive extends into the subject parcel and is approximately 2000 feet long and generally 10 feet wide. The applicant has also proffered that all five lots part of the proposed subdivision will be required to form a maintenance agreement for Morning Star Drive with each lot contributing \$200 annually towards the maintenance of Morning Star Drive. The applicant has obtained an additional easement for the Morning Star Drive where it intersect Hostler Road on parcel 26.

At the time of writing, staff has received one public comment that raised concerns about poor visibility onto Hostler Road and narrow confines of Morning Star Drive when cars are attempting to pass. The letter is included in the packet.

Staff Recommendation:

Staff does not believe it is reasonable to reduce the required access easement width of Morning Star Drive from 50' to 30' to allow the creation of up to four additional lots on the existing 30' access easement due to the number of lots currently accessing Morning Star Drive.

If the Planning Commission is inclined to grant the waiver request, staff recommends placing the following, as a/ condition of approval;

1. The applicant provide 60 tons of gravel (approximately 1 inch of depth added) for the maintenance of Morning Star Drive, prior to construction on the subject parcel.
2. All five lots in the subdivision shall form a maintenance agreement for Morning Star Drive, with each lot contributing \$200 annually toward its upkeep.
3. The applicant shall contact the WV Division of Highways about the sight distance for Morning Star Drive and provide the appropriate sight distance as per the "MANUAL ON RULES AND REGULATIONS FOR CONSTRUCTING DRIVEWAYS ON STATE HIGHWAY RIGHTS-OF-WAY".

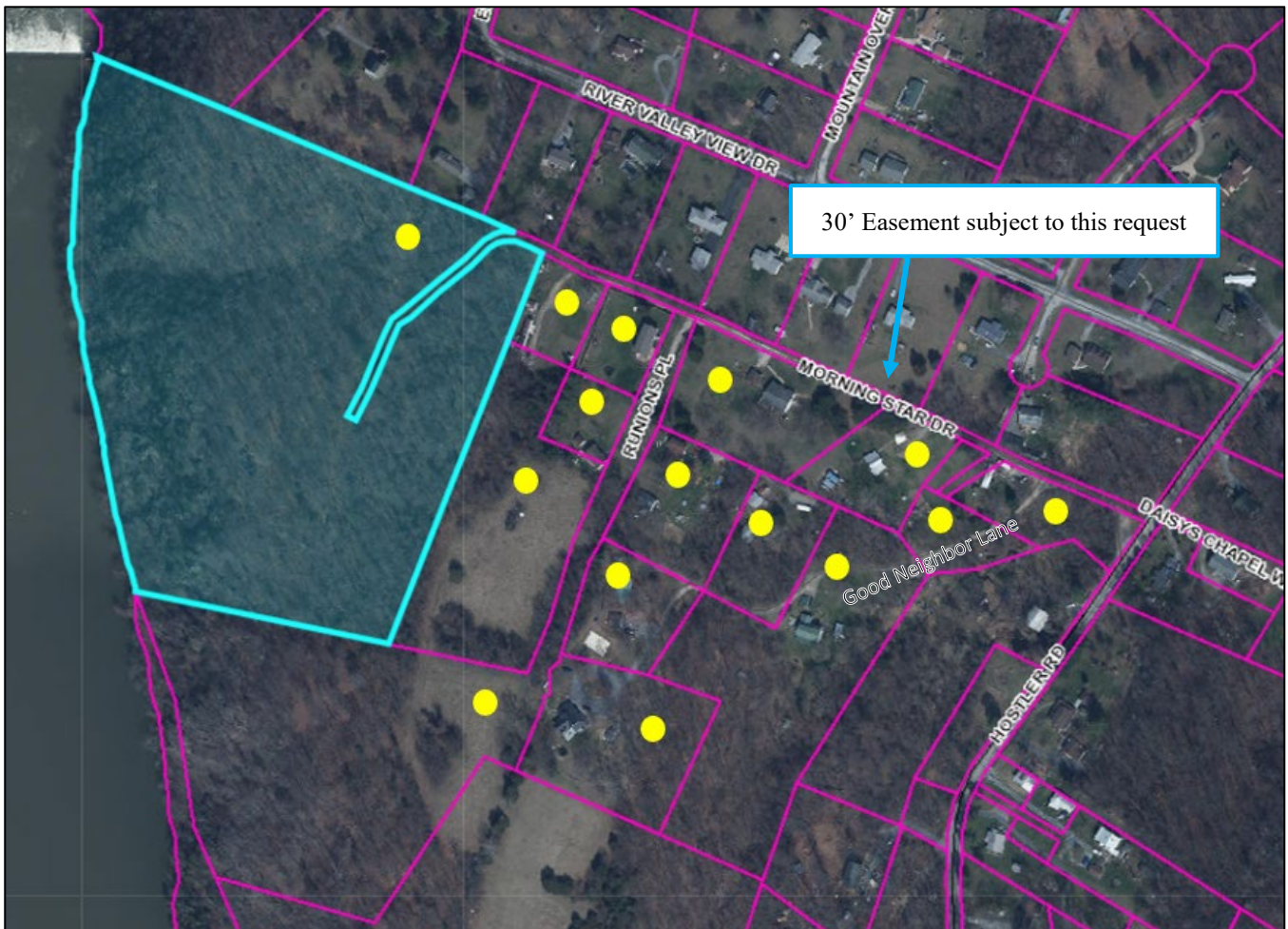
Staff Report
Jefferson County Planning Commission Meeting
January 13, 2026

Cavalier Investments Waiver Request (File: 26-1-PCW)

Waiver Requirements:

The applicant provided a response to the requirements found in “Division 24.300 Waivers” of the Subdivision Regulations in the waiver application. Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- 1) That the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- 2) That the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- 3) That the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- 4) That the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.



● Lots that access Morning Star Drive

Staff Report
Jefferson County Planning Commission Meeting
January 13, 2026
Cavalier Investments Waiver Request (File: 26-1-PCW)

Looking North



Staff Report
Jefferson County Planning Commission Meeting
January 13, 2026
Cavalier Investments Waiver Request (File: 26-1-PCW)

Looking South



Staff Report
 Jefferson County Planning Commission Meeting
 January 13, 2026

Cavalier Investments Waiver Request (File: 26-1-PCW)

MANUAL ON RULES AND REGULATIONS FOR CONSTRUCTING DRIVEWAYS ON STATE HIGHWAY RIGHTS-OF-WAY

Table 2b. Safe Stopping Sight Distances Required at Different Operating Speeds on Downgrades.

Design Speed (mph)	Stopping Sight Distance (ft)			
	Downgrades			
	0%	3%	6%	9%
15	80	80	82	85
20	115	116	120	126
25	155	158	165	173
30	200	205	215	227
35	250	257	271	287
40	305	315	333	354
45	360	378	400	427
50	425	446	474	507
55	495	520	553	593
60	570	598	638	686
65	645	682	728	785
70	730	771	825	891
75	820	866	927	1003
80	910	965	1035	1121

Table 2a. Safe Stopping Sight Distances Required at Different Operating Speeds on Upgrades.

Design Speed (mph)	Stopping Sight Distance (ft)			
	Upgrades			
	0%	3%	6%	9%
15	80	75	74	73
20	115	109	107	104
25	155	147	143	140
30	200	200	184	179
35	250	237	229	222
40	305	289	278	269
45	360	344	331	320
50	425	405	388	375
55	495	469	450	433
60	570	538	515	495
65	645	612	584	561
70	730	690	658	631
75	820	772	736	704
80	910	859	817	782



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

File #: 26-1-PCW
 Mtg Date: 1-13-2026
 Date Rec'd: 12-10-2026
 Fees Paid: \$150.00
 Staff Int: PR
 List of Adjoiners:

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Planning Commission Waiver Request

Waivers must comply with Division 24.300 of the 2008 Subdivision Regulations, as amended.

Property Owner Information

Owner Name: Cavalier Investments, LLC.
 Business Name: Same
 Mailing Address: 36 Bakerton Road, Harpers Ferry, WV 25425
 Phone Number: 304-671-8181 Email: trish@crestarrealty.com

Applicant Contact Information

Applicant Name: Trish Sanderson Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: at the end of Morning Star Drive Harpers Ferry Vacant Lot:
 Tax District: Harpers Ferry Map No: 15 Parcel No: 15
 Parcel Size: 16.48 acres Deed Book: 1332 Page No: 616
 Zoning District: Harpers Ferry

On a separate sheet of paper sketch the shape and location of the lot. Show the location of the intended construction or land use and indicate building setbacks, size, and height. Identify existing easements, roads, buildings, structures, or land uses on the property. Sign and date the sketch.

Included Not applicable (include a vicinity map if a sketch is not applicable)

What Section of the Subdivision Regulations and year of the Regulations are you requesting to Waive?

Section 20.201A.2

Briefly Describe the Nature of Your Waiver Request:

I am applying for a waiver to the 50' access easement rule and request that you allow a 30' access easement to the Property.

I am also requesting a waiver to allow more than 5 lots to use existing access .There are currently 3 parcels directly accessing Morning Star Drive (including my Property). There are 6 homes that access Good Neighbor Drive off Morning Star. There are 2 homes that access Runion Place off Morning Star. I would like the waiver to allow my property to be subdivided into up to 4 additional lots for a total of 5 lots.

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

This Property is at the end of Morning Star and will provide beautiful river views and large residential lots.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

This request will allow a small increase in density and should not adversely affect the public health, safety, or welfare or rights of adjacent property owners or residents. Hostler Road is 30' wide and Morning Star is approximately 222 feet wide where it meets Hostler Road and is at least 30' wide from Hostler to the subject property.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

If granted, the waivers will be in keeping with the intent of this ordinance.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

If granted, the applicant proffers to contribute 3 dump truck loads of gravel to the maintenance of Morning Star Drive.

By signing this application, I give permission to the Planning and Zoning Staff to conduct a site visit for the purpose of taking photos for the Planning Commission staff report. The information given is correct to the best of my knowledge.

Patricia M Sanderson

12-4-25

Property Owner Signature

Date

Property Owner Signature

Date

Notification Requirements

The subject parcel shall be posted with a minimum of one 28" x 22" placard at least 14 days prior to the public hearing. The placard(s) will be prepared by the Staff and posted by the applicant. Adjacent property owner name and address information shall be provided by the applicant so that notification letters can be mailed by Staff least 14 days prior to the public hearing.

1/13/2026

Public Hearing Date

12/30/2025

Date Placard Posted

12/30/2025

Date Adjoiners Mailed

Planning Commission Determination

Approved

Denied

Date: ___ / ___ / ___

Supplemental to Waiver Application

Cavalier Investments, LLC.

Morning Star Drive, Harpers Ferry, WV 25425

I originally applied for this waiver in November, 2024. It was discovered during the Planning Commission meeting in January that the property owners who utilize Morning Star Drive had shifted the entrance outside of the existing easement. As a result, the Planning Commission required that a survey be completed to determine whether the roadway was located within the recorded easement.

In February, 2025, a survey performed by Michael Roberts confirmed that the constructed roadway was positioned approximately 15–20 feet outside of the existing easement (Exhibit A). Following this discovery, I contacted Jerry Wilson, the owner of the property affected by the encroachment. I worked with Mr. Wilson, Michael Roberts, and the Jefferson County Engineering Department to expand the easement boundaries to fully encompass the roadway plus an additional 10' beyond the existing roadway to allow for maintenance and/or expansion. The updated easement is now approximately 222 feet where Morning Star Drive meets Hosteler Road (Exhibit B).

This expanded easement resolves the encroachment issue and ensures a safer, more appropriate access point from Morning Star Drive to Hostler Road.

LEGEND

- WOOD STAKE
- ◆ RR SPIKE



EX. ROAD

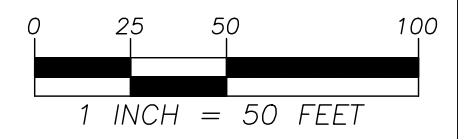
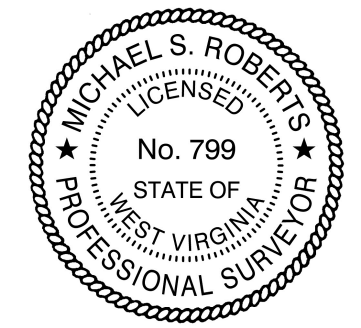
LOT 2
 WILLIAM E. MORGAN
 TAX MAP 15, PARCEL 91
 D.B. 1098 PG. 267

JERRY W. WILSON
 TAX MAP 15, PARCEL 26
 D.B. 1072 PG. 266

30' R/W
 D.B. 281 PG. 387

EX. ROAD

WV ROUTE 32/2 - HOSTLER ROAD



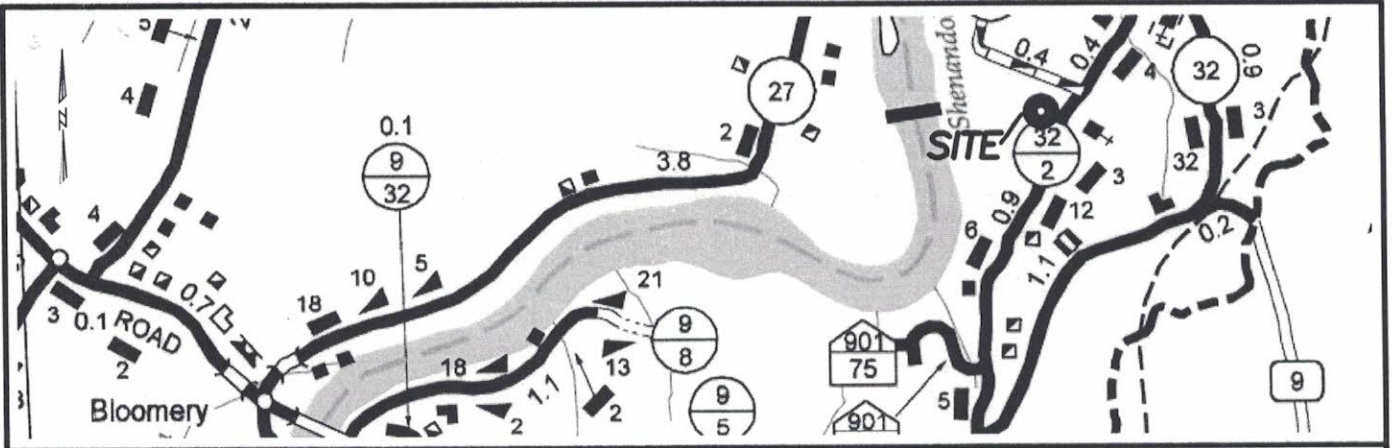
RIGHT OF WAY LOCATION PLAN
MORNING STAR DRIVE
 DEED BOOK 281 PAGE 387
 HARPERS FERRY DISTRICT - JEFFERSON COUNTY, WV

EXHIBIT A

ROBERTS LAND SURVEYING
 2068 PALMER ROAD - HEDGESVILLE, WV 25427
 304.671.5406
 miker002395@frontier.com

DATE: 02-20-25
 DRAWN: MSR
 CHECKED: MSR
 SCALE: 1"=50'

(DWG. # 25-007)



VICINITY MAP ~ 1" = 3000'

file # 25-2-E

APPROVED
JEFFERSON COUNTY
PLANNING COMMISSION

Jerry W. Wilson, Sr.
Jefferson County Planner 5/30/25

OFFICE OF PLANNING
AND ZONING

Approved Per Sub Regs Sec 24.202



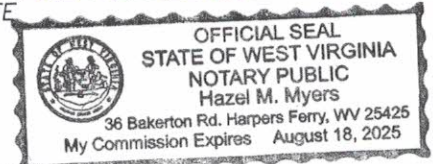
OWNERS DEDICATION:

I, WE, THE OWNER OF THE PROPERTY SHOWN HEREON, HEREBY ADOPT THIS PLAN SHOWING ADDITIONAL ACCESS EASEMENT AS SHOWN HEREON, ALL IN ACCORDANCE WITH THE JEFFERSON COUNTY DEVELOPMENT ORDINANCE.

Jerry W. Wilson, Sr.
JERRY W. WILSON, SR.

DATE

5-29-25



STATE OF WEST VIRGINIA, AT LARGE
CITY/COUNTY OF Jefferson

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 29th DAY OF May, 2025 BY Jerry W. Wilson

MY COMMISSION EXPIRES August 18, 2025 *7/17* NOTARY PUBLIC

SURVEYOR'S CERTIFICATION

I, MICHAEL S. ROBERTS, A WEST VIRGINIA PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF; THAT THIS SEALED PLAT IS ACCURATE, COMPLETE AND REASONABLY MEETS OR EXCEEDS MINIMUM ACCEPTABLE SURVEYING STANDARDS AND THOSE STATE AND OR COUNTY CODE PROVISIONS APPLICABLE ON SAID DATE; THAT THE PERIMETER AND ALL LOT BOUNDARIES SHOWN HEREON HAVE BEEN ESTABLISHED BY A NETWORK OF TRAVERSE CONTROL HAVING A RELATIVE ERROR OF CLOSURE OF 1:7,500 OR BETTER.



Michael S. Roberts
MICHAEL S. ROBERTS, P.S.

DATE

05/24/25

EASEMENT PLAT
ADDITION TO EX. ACCESS EASEMENT
RECORDED IN D.B. 281 PG. 387

PROPERTY OF
JERRY W. WILSON, SR.

69 MORNING STAR DRIVE
HARPERS FERRY, WV 25425

DEED BOOK 1072 PAGE 266 ~ TAX MAP 15 PARCEL 26
HARPERS FERRY DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA

DATE: 03-11-25
DATE: 04-30-25
DRAWN: RLW
CHECKED: MSR
SCALE: NTS'

ROBERTS LAND SURVEYING
2068 PALMER ROAD - HEDGESVILLE, WV 25427
304.671.5406 miker002395@frontier.com

GENERAL NOTES:

1. SUBJECT PROPERTY IS CURRENTLY ZONED "RURAL". BUILDING SETBACK LIMITS FOR LOTS: 40' FRONT, 15 SIDE AND 50' REAR, PER JCPZC. STORAGE SHEDS UNDER 150 SQUARE FEET IN SIZE SHALL HAVE A 5' SETBACK LIMIT. ATTACHMENTS TO UNITS MAY NOT PROJECT INTO THE REQUIRED YARD MORE THAN 4' WITH A MAXIMUM OVERALL LENGTH OF 10', EXCEPT AS PROVIDED FOR IN EXCEPTIONS WITHIN ARTICLE 9 OF THE JEFFERSON COUNTY ZONING AND LAND DEVELOPMENT ORDINANCE.
2. THE PROPERTY SHOWN HEREON IS NOT LOCATED IN THE MAPPED 100 YEAR FLOOD PLAIN AS DELINEATED BY F.E.M.A. FLOOD INSURANCE RATE MAP NUMBER 54037C 0135E, EFFECTIVE DATE OF DECEMBER 18, 2009. THE PROPERTY IS LOCATED OUT OF FLOOD PLAIN.
3. PRIVATELY OWNED ROADS AND COMMON LAND SHALL BE MAINTAINED BY THE PROPERTY OWNERS. THE COST AND EXPENSE OF MAINTAINING THE PRIVATE ROAD EASEMENT, INCLUDING SNOW REMOVAL, SHALL BE SHARED BY THE LOT OWNERS BENEFITING BY SAID PRIVATE ROAD AND SHALL NOT BE A PUBLIC RESPONSIBILITY OF JEFFERSON COUNTY, WV.
4. THERE ARE NO RESTRICTIVE COVENANTS PROPOSED WITH THIS APPLICATION.
5. NO STRUCTURES, FENCES, OR LANDSCAPING SHALL BE LOCATED IN THE EASEMENTS.
6. ALL EXISTING AND PROPOSED EASEMENTS ARE SHOWN AND THERE ARE NO PLANNED FUTURE EASEMENTS.
7. A BLANKET EASEMENT IS GRANTED TO THE APPROPRIATE PUBLIC SERVICE DISTRICT IN ALL ROAD RIGHT-OF-WAYS FOR POSSIBLE FUTURE CONSTRUCTION AND MAINTENANCE OF WATER AND SANITARY SEWER LINES.
8. ANY DRIVEWAY CULVERT WILL NEED TO BE A MINIMUM SIZE OF 15 INCHES

LEGEND

- CRBF CAPPED REBAR (FOUND)
- PT POINT
- BIPF BENT IRON PIPE (FOUND)

CURVE CHART

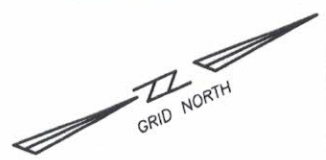
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	75.00'	60.71'	59.07'	N 15°48'25" W	46°22'46"
C2	106.70'	108.20'	103.62'	N 01°19'04" E	58°05'59"



DATE: 03-11-25
 DATE: 04-30-25
 DRAWN: RLW
 CHECKED: MSR
 SCALE: 1"=50'

ROBERTS LAND SURVEYING
 2068 PALMER ROAD - HEDGESVILLE, WV 25427
 304.671.5406 miker002395@frontier.com

FREDERICK WILSON
T.M. 15, P. 24.1
D.B. 759 PG. 127



CRBF S 28°53'29" W 107.30' (TIE)

JERRY W. WILSON
T.M. 15, P. 25
D.B. 1072 PG. 266

SCOTT MARSHALL
T.M. 15, P. 92
D.B. 1270 PG. 107

PARCEL 26

1.6398 ACRES

MORNING STAR DRIVE - 30' R/W

EX. 30' ACCESS EASEMENT
D.B. 281 PG. 387

WILLIAM E. MORGAN
T.M. 15, P. 91
D.B. 1098 PG. 267

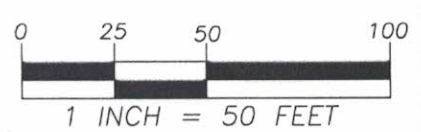
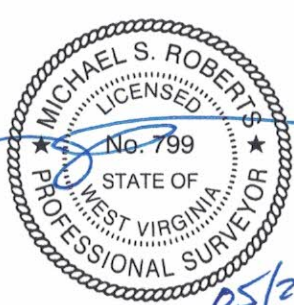
GOOD NEIGHBOR LANE

RICKY LONGERBEAM
T.M. 15, P. 22
D.B. 1135 PG. 582

EX. ROAD

EX. 30' ACCESS EASEMENT
D.B. 281 PG. 387

NEW ACCESS EASEMENT
4,004 SQ.FT.
0.0919 AC.



DATE: 03-11-25
DATE: 04-30-25
DRAWN: RLW
CHECKED: MSR
SCALE: 1"=50'

ROBERTS LAND SURVEYING
2068 PALMER ROAD - HEDGESVILLE, WV 25427
304.671.5406
miker002395@frontier.com

DEPT
OF
PZ&E

(DWG. # 25-007)



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager
District Five

Post Office Box 99 • Burlington, West Virginia 267100-0099 • (681) 320-2000

Stephen T. Rumbaugh, P.E.
Secretary of Transportation
Commissioner of Highways

February 25, 2025

Cavalier Investments, LLC.
36 Bakerton Road
Harpers Ferry, West Virginia 25425

Dear Cavalier Investments, LLC.:

Permit Number: 05-2024-4268
Route: County Hostler, Milepost:
19 - Jefferson County

Enclosed and approved is your permit application for work at the above-referenced location.

Please contact Kevin McDonald, Permit Supervisor, at 681-320-2026, at least 2 days in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit. Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by West Virginia Division of Highways personnel.

Before digging or otherwise disturbing the earth, call WV811 at 1-800-245-4848.

Sincerely,

Travis Ray
Deputy District Engineer

TLR:r
Enclosures

**West Virginia Department of Transportation
Division of Highways
Right of Way Issued Entry Permit**

PERMIT NO. 05-2024-4268

DOH Reviewer: Electronically Signed by Kevin McDonald on 2/20/2025 DOH Reviewer Title: Acting Permit Supervisor

DOH Approver: Electronically Signed by Travis Ray on 2/25/2025 DOH Approver Title: Deputy District Engineer

PERMIT ISSUE DATE: 2/25/2025

Applicant: Cavalier Investments, LLC.

Address: 36 Bakerton Road City: Harpers Ferry State: West Virginia Zip: 25425

Phone Number: 304-671-8181 Email: trish@crestarrealty.com

Route Type: County Route Number: Hostler Milepost: _____ County: 19 - Jefferson

Latitude/ Longitude at/along Roadway (in decimal degrees): 39.26783 /-77.77744

Description of Work: ***See attached letter. Should this parcel develop commercially, further subdivide, or be located within a subdivision with internal access, this permit will be invalid. The applicant shall apply for a new permit to fit altered conditions.***

Length of Installation: _____ Estimated Construction Duration: 10 working days

DOH Project Number/Name (if applicable): _____

Customer Reference Number (if applicable): _____

Inspection Fees (must check one):

- | | |
|--|--|
| <input type="checkbox"/> Water Installations (\$0 per foot) | <input type="checkbox"/> Small Cell Installations (flat fee - \$0) |
| <input type="checkbox"/> Sewer Installations (\$0 per foot) | <input type="checkbox"/> Standard Permit Expenses Fee (\$0) |
| <input type="checkbox"/> Aerial Installation (\$0 per day) | <input type="checkbox"/> Misc Fee (\$0) |
| <input type="checkbox"/> Subsurface Installation (\$0 per day) | |

DEPOSIT/BOND REQUIRED: **NO**

BOND / CHECK RECEIVED:

DATE:

BOND NUMBER:

DEPOSIT/BOND AMOUNT:

TERMS AND CONDITIONS

1. This permit, between the WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, a statutory corporation, hereinafter called "DIVISION" and APPLICANT, a person, firm or corporation, listed on page one.
2. In consideration of the conditions hereinafter set forth and in accordance with all state and federal laws, including but not limited to, W. Va. Code §17-2E-1 et seq., §17-4-8, §17-16-6, §17-16-9, §31H-1-1 et seq., and any related rules, regulations, policies, manuals, or guidelines, APPLICANT does hereby apply to enter DIVISION's right(s) of way listed on page one, for the purpose listed in Description of Work on page one.
3. APPLICANT shall deposit with DIVISION an official, certified or cashier's check, or executed bond with surety satisfactory to DIVISION to cover any damage and inspection costs DIVISION may sustain by reason of the issuing of this permit, including any expense incurred in restoring said right(s) of way to original condition or the proper repair of any and all damages arising from, related to, or otherwise connected to said entry.
4. APPLICANT agrees to reimburse DIVISION for inspection costs as listed on page one.
5. **APPLICANT shall notify DIVISION at least 48 hours in advance of the date the work will begin. Failure to comply may result in cancellation of this permit.**
6. APPLICANT shall notify DIVISION upon completion of any work authorized under this permit. If APPLICANT's work is anticipated to extend beyond the estimated construction duration indicated on page one, APPLICANT shall notify the DIVISION as soon as possible. Failure to comply may result in additional charges.
7. APPLICANT agrees to protect all users of the road right(s) of way, as well as all employees and equipment of APPLICANT and DIVISION, at all times in accordance with the current Division of Highways manual, "[Manual on Temporary Traffic Control for Streets and Highways](https://transportation.wv.gov/highways/traffic/Pages/default.aspx)" (<https://transportation.wv.gov/highways/traffic/Pages/default.aspx>).
8. APPLICANT agrees to comply with all applicable state and federal laws related to the entry that is the subject of this permit, including but not limited to the requirement to provide DIVISION copies of any NEPA clearance documentation for utility installations along or across the Interstate Highway System and/or controlled-access right(s) of way.
9. The person, firm or corporation to whom a permit is issued agrees to defend, indemnify, and hold the State of West Virginia and DIVISION harmless on account of any damages to persons or property which may arise during the process of the work authorized by this permit or by reason thereof.
10. Applications for permission to perform work within highway right(s) of way shall be made on DIVISION's standard permit form and shall be signed by the authorized representative of the person, firm or corporation applying.
11. The APPLICANT shall give detailed information concerning the nature of the entry and any work to be performed, and the application must include plans sufficient to show the same.
12. Any work authorized under this permit shall be completed on or before one calendar year from the issue date listed on page one, unless otherwise specified or approved by DIVISION.
13. APPLICANT, its agents, successor, heirs or assigns, contractors or any other person, firm or corporation working under APPLICANT's real or apparent authority, shall perform the work in a manner satisfactory to DIVISION. Damage to the right(s) of way resulting at any time from work authorized under this permit shall be repaired by APPLICANT. Unsatisfactory repairs, at the sole discretion of DIVISION, may be corrected by DIVISION or its authorized agent and the cost thereof paid by APPLICANT.
14. DIVISION shall not be liable for any damage or costs incurred by APPLICANT arising from or related to DIVISION's construction or maintenance of DIVISION's facilities.
15. Utility installation(s) shall be in accordance with the current manual, "[Accommodation of Utilities on Highway Right of Way](https://transportation.wv.gov/highways/right-of-way/Pages/Utility-Publications.aspx)" (<https://transportation.wv.gov/highways/right-of-way/Pages/Utility-Publications.aspx>).
16. Driveway construction shall be in accordance with the current manual, "[Rules and Regulations for Constructing Driveways on State Highway Rights-of-Way](https://transportation.wv.gov/highways/traffic/Pages/default.aspx)" (<https://transportation.wv.gov/highways/traffic/Pages/default.aspx>).
17. DIVISION reserves the right to cancel this permit at any time.
18. This permit is issued only insofar as DIVISION has a right to do so. APPLICANT has sole responsibility to secure all necessary rights or permissions for any third-party property interests related to the entry, known or unknown. APPLICANT, by signing on page one, hereby warrants that, to the extent its entry onto DIVISION's right(s) of way involves or affects any other entity's property, real or personal, on or within DIVISION's right(s) of way, that APPLICANT has full legal authorization or the legal right to do so. To the fullest extent permitted by law, APPLICANT agrees to defend, indemnify, and hold harmless DIVISION for damage to any persons or property arising from APPLICANT's breach of this representation and warranty.
19. All attachments are incorporated into this permit. To the extent of any conflict, the terms of this permit shall control.
20. APPLICANT agrees to keep any surface facilities installed pursuant to this permit clear of vegetation for so long as APPLICANT's facilities are located on DIVISION's rights of way. APPLICANT agrees to remove promptly any vegetation in, on, or around such facilities that poses a risk or hazard to the safety of the travelling public.
21. Applicant agrees that this submission is an application, and any final permit issued may include changes required by DIVISION.

West Virginia Department of Transportation
Division of Highways
Right of Way Entry Permit Application

PERMIT NO. 05-2024-4268

By signing below, APPLICANT agrees to all terms and conditions (see page 2) associated with this permit to enter upon, under, over, or across the state road right(s) of way of the State of West Virginia.

Applicant: Cavalier Investments, LLC.

Address: 36 Bakerton Road City: Harpers Ferry State: West Virginia Zip: 25425

Phone Number: 304-671-8181 Email: trish@crestarrealty.com

Route Type: County Route Number: Hostler Milepost: _____ County: 19 - Jefferson

Latitude/ Longitude at/along Roadway (in decimal degrees): 39.26783 /-77.77744

Description of Work: ***There is a 16 acre parcel of property at the end of Morning Star Drive. I want to do a minor subdivision for up to 5 lots total. It is 1 parcel now.***

Length of Installation: _____ Estimated Construction Duration: 10 working days

DOH Project Number/Name (if applicable): _____

Customer Reference Number (if applicable): _____

Inspection Fees (must check one):

- | | |
|--|--|
| <input type="checkbox"/> Water Installations (\$0 per foot) | <input type="checkbox"/> Small Cell Installations (flat fee - \$0) |
| <input type="checkbox"/> Sewer Installations (\$0 per foot) | <input type="checkbox"/> Standard Permit Expenses Fee (\$0) |
| <input type="checkbox"/> Aerial Installation (\$0 per day) | <input type="checkbox"/> Misc Fee (\$0) |
| <input type="checkbox"/> Subsurface Installation (\$0 per day) | |

Applicant: Electronically Signed on Applicant Title: Manager
11/21/2024

Applicant Printed Name: Patricia Sanderson Date: 11/21/2024

DEPOSIT/BOND REQUIRED: **NO**

BOND ON FILE:

DATE:

BOND NUMBER:

DEPOSIT/BOND AMOUNT:

TERMS AND CONDITIONS

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21. Applicant agrees that this submission is an application, and any final permit issued may include changes required by DIVISION.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Office of the District Engineer/Manager

District Five

Post Office Box 99 · Burlington, West Virginia 26710-0099 · (304) 289-3521

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

December 5, 2024

Cavalier Investments
36 Bakerton Road
Harpers Ferry WV 25425

Your entrance permit application was received by this office and a field review was conducted.

It has been determined that your property off of Morning Star Drive does not front a road that is part of the West Virginia State Highway System. As such a permit would not be required for these lots.

Should you have any questions or need further information, please contact me at 681-320-2039 or Joshua.l.leatherman@wv.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joshua L. Leatherman".

Joshua L. Leatherman
Permit Reviewer



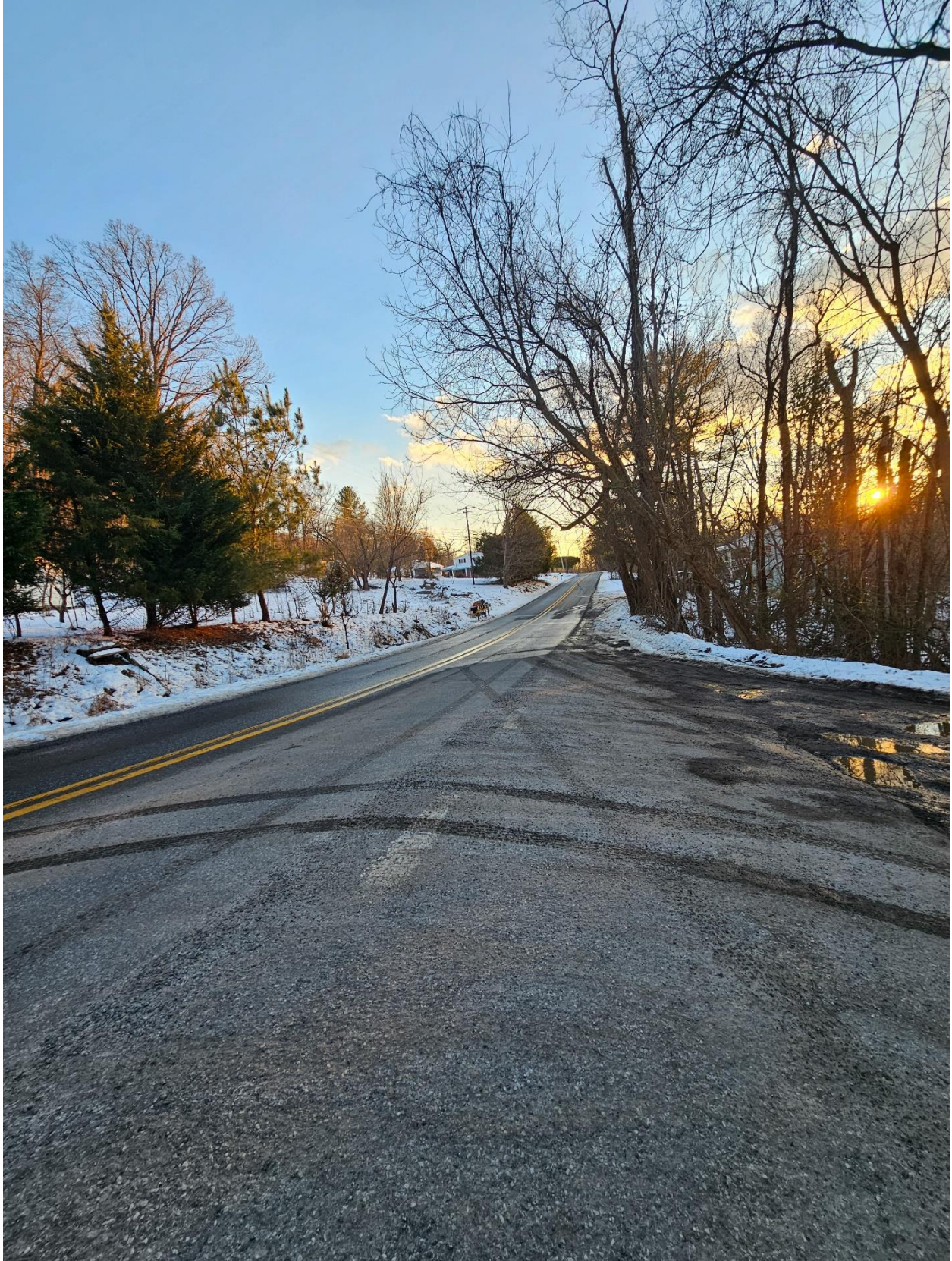
Hostler Road Approaching Morning Star Drive



Hostler Road Entering Morning Star Drive



Morning Star Drive Looking Left on Hostler



Morning Star Drive Looking Right on Hostler



Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor
Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

MEMO

TO: Planning Commission of Jefferson County
FROM: Luke Seigfried, Chief County Planner
Nathan Cochran, Legal Counsel
DATE: January 13, 2026
RE: Zoning Determination Notification

At their November 13, 2025 meeting, Planning Commission directed staff to review methods of notifying the public of Zoning Determinations. Staff has prepared several options to be discussed.

Zoning Determination

The Zoning Administrator reviews Minor Subdivisions, Minor Site Plans, Major Subdivisions, Major Site Plans, Building Permits, and Zoning Certificates to determine if a project complies with the Zoning Ordinance. It should be noted that only certain Minor Site Plans and all Major Subdivisions and Major Site Plans have a public process. Unless a waiver or variance is required for a project, a project can process administratively without a public process.

Zoning certificates are required for changes in use (typically when a new tenant takes over an existing building or expands into new commercial enterprises), supplemental uses per Article 8 of the Zoning Ordinance, business and outdoor advertising signs, and telecommunications tower equipment modifications. The Zoning Administrator also reviews commercial building permits to ensure that the applicant is following an approved Site Plan. As part of the completeness review of a subdivision plat or site plan, the Zoning Administrator determines if the project complies with the Zoning Ordinance. Through these various reviews, the Zoning Administrator makes determinations as part of the formal development process. Determinations are also made during Preproposal Conferences (PPCs) and Inquiry Requests (IRF) where the Zoning Administrator determines development rights, assess land use, and speak to other aspects of a prospective project.

Zoning Determinations can be appealed when any decisions are made by the Zoning Administrator including setbacks, greenspace, and land use. An appeal of a Zoning decision is heard before the Board of Zoning Appeals. Prior Zoning Determinations have been appealed following Building Permit issuance, Zoning Certificate issuance, or approval of meeting minutes.

West Virginia State Code

§8A-8-10. Appeal to board of zoning appeals.

- (a) An appeal from any order, requirement, decision or determination made by an administrative official or board charged with the enforcement of a zoning ordinance, or rule and regulation adopted pursuant to a zoning ordinance, shall be filed with the board of zoning appeals.
- (b) The appeal shall:

- (1) Specify the grounds of the appeal;
 - (2) Be filed within thirty days of the original order, requirement, decision or determination made by an administrative official or board charged with the enforcement of a zoning ordinance; and
 - (3) Be on a form prescribed by the board.
- (c) Upon request of the board of zoning appeals, the administrative official or board shall transmit all documents, plans and papers constituting the record of the action from which the appeal was taken.

Jefferson County Zoning Ordinance

ARTICLE 6: Board of Zoning Appeals Applications³²

The Board of Zoning Appeals, in accordance with the procedures outlined in this Section, shall review and consider the following applications: Appeals, Variances, Conditional Use Permits, Seasonal Use Permits, and Special Exceptions.

In exercising its power and authority, the Board of Zoning Appeals may reverse or affirm, in whole or in part, or may modify the order, requirement, decision or determination appealed from, and make such order, requirement, decision or determination as the Board deems appropriate.^{17, 21}

Any party may appeal any decision of the Board of Zoning Appeals to the Circuit Court of Jefferson County within 30 days of the Board's decision, pursuant to Chapter 8A of the West Virginia Code, as amended.^{2, 17, 21}

Nothing in this Section shall be construed as permitting the Board of Zoning Appeals to exercise any power or refrain from the performance of any duty not authorized or directed by the provisions of Chapter 8A of the West Virginia Code, as amended, which provisions of the Code are hereby incorporated herein by reference.^{14, 17}

Section 6.1 Appeals³²

The Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official in regard to the enforcement of this Ordinance or of any ordinance adopted thereto.

A. Filing an Appeal

1. An appeal to the Board may be taken by any person, board, associate, corporation or official allegedly aggrieved by any administrative decision based or claimed to be based, in whole or in part, upon the provisions of this Ordinance. The property owner of the subject appeal shall sign the application or an affidavit allowing an agent for the property owner to file the application which shall be submitted.
2. Such appeal shall be filed with the Board within 30 days from the decision appealed.

Staff Reports and Comments

Per State Code and the Zoning Ordinance, an appeal must be made within 30 days of the decision in question. The following options are potential start points of the 30 day requirement.

Option 1: An appeal of a Zoning Determination must be done within 30 days of a determination being made as part of a Pre-Proposal Conference Memo, an Information Request, or when a project is found sufficient during the review process. As these processes are all administrative, Staff will create and maintain a running list of every Zoning Determination made in the methods noted above.

Option 2: An appeal of a Zoning Determination must be done within 30 days of approval of a Minor Site Plan, Concept Plan, Minor Subdivision, or Zoning Certificate.

Option 3: An appeal of a Zoning Determination must be done within 30 days of a sufficiency review finding a Minor Site Plan, Concept Plan, or Minor Subdivision to be sufficient.

Option 4: Create a new processing step where the applicant submits a sketch of the proposal and a description of the proposed use prior to submitting a Site Plan, Concept Plan, or Subdivision Plat. A Zoning Determination will be made on the proposal once the sketch is submitted and an appeal of the determination must be done within 30 days.

Option 5: An appeal of a Zoning Determination shall be reviewed by the BZA to determine if the appeal has standing within the 30-day State Code requirement at the relevant Public Hearing.

Option 6: Retain the current policy; an appeal of a Zoning Determination must be done within 30 days of approval of the meeting minutes where the proposal was presented.

Option 7: An appeal from a determination of the Zoning Administrator must be filed within 30 days of an initial Planning Commission meeting or hearing in which a formal decision of the Planning Commission is made in reliance on the zoning determination at issue.



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

2nd Quarter Report for Planning and Zoning FY 2025-26 (October 1, 2025 – December 31, 2025)

Attached is an electronically generated report of all applications submitted and reviewed within the 2nd Quarter of FY2025-26. This data is being provided as a part of the 2nd Quarter Report from the Planning Commission and Offices of Planning and Zoning to the County Commission. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings:	6 Meetings
Subdivision Regulations Text Amendments	2
Zoning Ordinance Text Amendments	3
Zoning Map Amendments/Rezoning	0
Concept Plan Public Workshops	1

#25-7-SP The proposal consists of a Minor Site Plan for a 25 unit campsite, associated amenities, and associated infrastructure.
Property Owner: Andrian Peceriga and Elena Dubrovskaya.
Consultant: SAR Consulting.
Property Location: Vacant 11.65 acre lot located along the eastern side of the Shenandoah River, south of the intersection of Charles Town Road and Wilt Road, Charles Town, WV.
Size: 11.65 acres; Zoning District: Rural.
Public Workshop 09/23/25; PC approved a motion to authorize the Concept Plan to proceed to the Site Plan stage.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings:	3 meetings
Zoning Appeal of Administrative Application:	none this quarter

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings:	11 Total (7 Subdivision, 4 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public:	53 Total
Zoning and Land Development Fees Collected:	\$193,805.00

Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	none
EPTA Committee Meetings	none
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Transportation Plan	10/29/25
Division of Highways (DOH) Roundtable Meeting	11/12/25

Local and Regional Planning Meetings (all remote)	
WV APA Legislative Committee	10/2/2025, 11/19/2025, 12/4/2025
WV APA Biannual Chapter Meeting	none
WV APA Professional Development Committee	none
WV APA Special Meeting	12/11/25



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

Planner's Memorandum Planning Commission Meeting January 13, 2026

1) Department of Engineering, Planning and Zoning County Offices Contact Information

BUILDING PERMITS & INSPECTIONS 304-725-2998 permits@jeffersoncountywv.org

IMPACT FEES 304-728-3331 - mmason@jeffersoncountywv.org

ENGINEERING 304-728-3257 - engineering@jeffersoncountywv.org

PLANNING & ZONING 304-728-3228 - planningdepartment@jeffersoncountywv.org, zoning@jeffersoncountywv.org

GIS & ADDRESSING 304-724-6759 - gis@jeffersoncountywv.org

2) Text Amendment Updates

- The Historic Resources text amendment public hearing was rescheduled by the County Commission from December 4, 2025 to January 22, 2026. The County Commission Public Hearings for the Historic Resources, Rural Residential Zoning District, Residential Commercial Zoning District, and Office Commercial Zoning District Text Amendments will all be held on January 22, 2026.

3) Revisions to the 2026 Planning Commission Meeting Calendar

- Reschedule the May 12, 2026 PC meeting to either May 5, 2026 or May 26, 2026 to accommodate County closures for Primary Election Day.

4) Update on County Commission Directive Regarding Commercial Development Processing

5) Upcoming PC meetings

- Next Regular meeting date: **February 10, 2026**
 - 7:00 pm Planning Commission Meeting



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 Charles Town, West Virginia 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: 304-728-3228

2026 MEETING SCHEDULE
JEFFERSON COUNTY PLANNING COMMISSION

Unless otherwise posted, Planning Commission meetings are held in the County Commission Meeting Room located in the main level of the Jefferson County Government Complex (entrance on east side of the building) 393 N. Lawrence Street in Charles Town, West Virginia at 7:00 p.m.

Submission Deadlines

Waiver/Variance*

Concept Plan**

Regularly Scheduled Meeting^

Tuesday, December 23, 2025	Wednesday, November 26, 2025	Tuesday, January 13, 2026
Tuesday, January 20, 2026	Friday, December 26, 2025	Tuesday, February 10, 2026
Tuesday, February 17, 2026	Friday, January 23, 2026	Tuesday, March 10, 2026
Tuesday, March 24, 2026	Friday, February 27, 2026	Tuesday, April 14, 2026
Tuesday, April 22, 2026	Friday, March 27, 2026	Tuesday, May 5 or May 26, 2026
Tuesday, May 19, 2026	Friday, April 24, 2026	Tuesday, June 9, 2026
Tuesday, June 23, 2026	Friday, May 29, 2026	Tuesday, July 14, 2026
Tuesday, July 21, 2026	Friday, June 26, 2026	Tuesday, August 11, 2026
Tuesday, August 18, 2026	Friday, July 24, 2026	Tuesday, September 8, 2026
Tuesday, September 22, 2026	Friday, August 28, 2026	Tuesday, October 13, 2026
Tuesday, October 20, 2026	Friday, September 22, 2026	Tuesday, November 10, 2026
Tuesday, November 17, 2026	Friday, October 23, 2026	Tuesday, December 8, 2026

^Regularly scheduled Planning Commission Meetings are held on the second Tuesday of each month. The Planning Commission may choose to schedule a Tentative Meeting (as needed) on the fourth Tuesday of every month to conduct Commission business or to meet required deadlines that are in accordance with the Planning Commission's 4th Tuesday Meeting policy (approved 11/14/17). Please check with office Staff for a list of Tentative Meeting dates.

The required application, supporting documentation and applicable fees must be submitted to the office in accordance the Application Submission Deadline Policy, which establishes a 4:00 pm deadline for any application submitted on a Friday.

*The Waiver and Variance deadline is 21 calendar days prior to the meeting to allow for Staff review the applications, and to accommodate the 14-day notice requirements for the placard/sign and mailings to adjacent property owners.

**The Concept Plan deadline is 45 calendar days prior to the meeting to allow for Staff review of the Plan, and to accommodate the 21-day legal advertisement requirement, and the 14-day notice requirements for the placard/sign and mailings to adjacent property owners. All documents & fees must be submitted no later than 4:00 pm.

Changes in the time or location of the meeting shall be noticed on the County's website at www.jeffersoncountywv.org.

Note: if the President of the County Commission or the Planning Commission determines that weather conditions make travel unsafe for the public, County offices may close and/or the meeting may be cancelled. Please check the County's website for possible meeting updates during inclement weather.

Agenda items that have been deferred due to a meeting cancellation will be rescheduled. No additional public notice shall be given. All signs must remain posted on the respective properties until the rescheduled meeting date. Please call the office or check the County's website for the rescheduled meeting date.