



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**