



Advanced Agenda
Jefferson County Planning Commission
Tuesday, March 10, 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: 825 1024 9346
Meeting Link: <https://us02web.zoom.us/j/82510249346>

**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 13, 2026 meeting.
2. **Request for postponement**

The following items are open for public comment

3. **Public Hearing:** Waiver request from Section 21.102C of the Subdivision Regulations to allow more than 30 lots to have a single access point. The applicant is proposing to subdivide 32 lots from the 9 subject properties with a single access point. Property Owner: Sunnyside Investment LLC. Property Location: Vacant Lot on the corner of Wheatland Road and Kanawha Lane, Charles Town, WV Parcel IDs: 06001200120000; 12.2, 12.3, 12.4, 12.5, 12.8, 12.9, 12.10, and 12.11. Size: 53 acres; Zoning District: Residential-Light Industrial-Commercial (File #26-2-PCW)
4. **Public Hearing:** Waiver request from Section 20.201A and 20.201C of the Subdivision Regulations to allow for a 30' access easement to the property. Waiver request to also allow more than 5 lots to use an existing access easement to include the future subdivision of 1 lot. Property Owner: BDH Holding (Attn: Lawrence & Alana Flynn). Property Location: 4893 Charles Town Road, Kearneysville, WV. Parcel ID: 07000200090000; Size: 3.102 acres; Zoning District: Rural (File #26-3-PCW)
5. **Public Hearing:** Variance from Section 8.1b and Section 8.1c of the 1979 Subdivision Ordinance to allow for the elimination of a required culvert to process without a Redline Revision or Final Plat Amendment. Property Owner: Leslie and George Crabill, III. Property Location: 50 Mole Court, Shepherdstown, WV. Parcel ID: 09008C02570000. Size: 0.203 acres; Zoning: Residential-Light Industrial-Commercial (File #26-1-PCV).
6. **Public Hearing:** Waiver from Section 20.203.B.1 of the Subdivision Regulations to allow a proposed 2,400 sf carport/pavilion structure to utilize the No Site Plan or Stormwater Management Plan process as opposed to the Limited Site Plan process. Property Owner: River and Trail Outfitters, Inc. (Attn: John Gonano). Property Location: 90 Millville Road, Harpers Ferry, WV. Parcel ID: 04001100390000. Size: 2.41 acres; Zoning: Rural (File #26-4-PCW).
7. **Public Hearing:** Waiver from Section 8.1B of the Subdivision Regulations to waive the requirement of a site plan for a four-unit campground. Property Owners: Pamela Wagoner and Shannon Lepsic. Applicant: River and Trail Outfitters, Inc. (Attn: John Gonano). Property Location: 199 Bloomery Road, Charles Town, WV. Parcel ID: 02001900190000. Size: 1.92 acres; Zoning: Rural (File #26-5-PCW).

There is no public comment for the following items.

8. **Discussion and Possible Action:** Discussion and Possible Action Regarding Zoning Determination Notice
 9. **Reports from Legal Counsel**
 10. **Planner's Memo**
 - a. Update on Historic Resources, Rural Residential, Residential Commercial, and Office Commercial Text Amendments
 11. **President's Report**
 - a. Report from Commissioner Howell on Jefferson County Development Authority February Meeting
 12. **Actionable Correspondence**
 13. **Nonactionable Correspondence**
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