



Advanced Agenda
Jefferson County Planning Commission
Tuesday, April 14, 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

Live Broadcast Information*: YouTube Live Stream Link:
<https://www.youtube.com/@JeffCoWV>

**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:** March 10, 2026 meeting.
2. **Request for postponement**

The following items are open for public comment

3. **Public Hearing:** Variance from Section 8.2.a.23 of the 1979 Subdivision Ordinance to allow for a fence to be placed within the required vegetative buffer of Lot 8 in the Smith Mountain View Estates subdivision. Property Owner: McGaughey Trust (Joel, Shanna, Ryan, and Jacob). Property Location: 2138 Smith Road, Charles Town, WV. Parcel IDs: 06020A00080000. Size: 10 acres; Zoning District: Rural (File #26-2-PCV).
4. **Public Hearing:** Variance from Section 8.2.a.1 of the 1979 Subdivision Ordinance to allow for one additional point of access to be placed along the existing state road. Property Owner: McGaughey Trust (Joel, Shanna, Ryan, and Jacob). Property Location: 2138 Smith Road, Charles Town, WV. Parcel ID: 06020A00080000. Size: 10 acres; Zoning District: Rural (File #26-3-PCV).
5. **Public Hearing:** Waiver from Section 20.203 of the Subdivision Regulations to waive the requirement of a site plan for a proposed 3,000 square foot auto body shop and approximately 6,160 square feet of parking and drive aisle. Property Owner: Auto Depot of Charles Town, Attn: Jackson Kiley. Property Location: 107 Kerns Drive, Harpers Ferry, WV. Parcel ID: 04000900110000. Size: 2.25 acres; Zoning District: Industrial-Commercial (File #26-8-PCW).
6. **Public Hearing:** Waiver from Section 2.5 of Appendix B in the Subdivision Regulations to allow for Lot 17 in the Burr Industrial Park to construct a public parking lot with gravel opposed to bituminous asphalt or concrete paved materials. Property Owner: Kovalyov Family Trust, Attn: Andriy Kovalyov. Property Location: Vacant Lot on the corner of McGarry Boulevard and Steeley Way, Kearneysville, WV. Parcel ID: 02000101170000. Size: 6.7 acres; Zoning District: Industrial-Commercial (File #26-9-PCW).

There is no public comment for the following items.

- 7. Discussion and Action on the Shepherdstown Profit Center (Office/Commercial Mixed-Use) Zoning Map Amendment Request:** Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 2 acre Shepherdstown Profit Center, LLC property from Residential-Growth (RG) to Office/Commercial Mixed-Use (OC) is consistent with the *2045 Comprehensive Plan*. Property Owner: Shepherdstown Profit Center, LLC Attn: Tom Maiden. Property Location: 7866 Martinsburg Pike, Shepherdstown, WV. Parcel ID: 09000800100007. Size: 2 acres; Current Zoning District: Residential-Growth (File #26-1-Z)
 - 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 Possible Action:** Staff discussion regarding a proposed text amendment to Section 24.133, Section 24.122, and Division 26.200 of the Subdivision Regulations to further elaborate on establishing the necessary criteria regarding Historical Resource Protection.
 - 10. Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of the land use designations for Athletic Field Complex and Sportsplex.
 - 11. Discussion and Possible Action:** Discussion and Possible Action Regarding Zoning Determination Notice
 - 12. Discussion and Approval:** Planning & Zoning 3rd Quarterly Report for FY 2025-2026 for the County Commission. *(To be distributed at the meeting)*
 - 13. Reports from Legal Counsel**
 - 14. Planner's Memo**
 - a. Planning Commissioner Appointments
 - b. HEPMPO Long Range Plan Survey and Public Meeting
 - c. Update on Department Emails
 - 15. President's Report**
 - 16. Actionable Correspondence**
 - 17. Nonactionable Correspondence**
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