

Meeting Minutes
Jefferson County Planning Commission
June 25, 2024

The Jefferson County Planning Commission met on June 25, 2024 at 6:00 pm with the following Planning Commission members present: Mike Shepp, President; Steve Stolipher, County Commission Liaison; Jack Hefestay; Donnie Fisher; and Cara Keys were present in person. Wade Louthan, Secretary; was present over conference call.

Aaron Howell, Vice President; was absent with notice.

J Ware and Tim Smith were absent without notice.

Staff members present included Jennifer Brockman, Chief County Planner; Luke Seigfried, County Planner; Alexandra Beaulieu, Deputy Director and Zoning Administrator; and Shenandoah Olsen, Planning Staff Intern.

Mr. Shepp called the meeting to order at 6:00 pm. and confirmed a quorum was present.

1. Discussion and Possible Action Related to the Comprehensive Plan Update: Review of Part 1 of 2 of the Draft 2045 Comprehensive Plan.

Mr. Seigfried introduced the Part 1 Draft 2045 Comprehensive Plan document and briefly explained the structure, formatting, and current state of the document.

Planning Commissioners and Staff reviewed the document together.

Formatting and grammar edits were identified by Planning Commission and staff was directed to remove or relocate several information graphics. Staff noted the edits and agreed to change them in Part 2 of the Draft 2045 Comprehensive Plan.

Ms. Keys referenced Pg. 32, Goal 5, Objective 1, Action Item 3 and asked if there were any online maps available for public view that had an interactive parcel layer to show conservation easements. Staff confirmed that they will check if such a feature and map is available to the public and update the Planning Commission at the next meeting.

Mr. Shepp asked clarifying questions about the Table for Occupied Residential Parcels in the Creating Livability Theme text. Mr. Seigfried and Ms. Olsen explained the nature and process of the data's analysis. Mr. Fisher commented that the Monthly Housing Payments Graph in the Goal 17 text was based on data from 2020 that was likely outdated. Planning Commission requested that Staff update the Graph with recent data and recommended a data source to utilize.

Mr. Shepp requested that Staff change the title of the Land Use Map Classifications to Land Use Guide Classifications, as discussed in prior meetings. Staff confirmed that all changes discussed during the meeting will be present in the review of Part 2 of the Draft 2045 Comprehensive Plan at the next meeting.

2. Discussion and Possible Action related to upcoming meeting dates.

Mr. Shepp called for the regular July 9th Planning Commission meeting to begin at 6:00 pm to provide time to review the second portion of the draft Comprehensive Plan update prior to the start of their regular meeting agenda items.

3. President's Report. None.

4. Actionable Correspondence RE: Comprehensive Plan Update.

Correspondence continued from the May 7, 2024 meeting

1. Noah Mehrkam, 2024-02-25
2. Karen Twigg Sagisi, 2024-03-01
3. Roberta N. Meade Curry, 2024-03-02
4. Jean C Zigler-Kotch, 2024-03-18
5. Mary Gee, 2024-04-02
6. Gillian Vickers, 2024-04-02
7. Dave Lutman, 2024-04-10
8. Kay Shultz, 2024-04-10

Correspondence received after May 7, 2024 (continued from June 11, 2024 meeting)

9. Potomac Valley Audubon Society (PVAS), 2024-05-13
10. Lizette Temple, 2024-05-13
11. Lori Simmons, 2024-05-13
12. Mark Muse, 2024-05-13
13. Philip Post, 2024-05-13
14. Rebecca Phipps, 2024-05-13
15. Susan Ford, 2024-05-13
16. Suzanne Patrick, 2024-05-13
17. Tracy Riordan, 2024-05-13
18. Jena Meredith, 2024-05-16
19. Marcy Bartlett, 2024-05-16
20. Martha Sullivan, 2024-05-16
21. Ralph Scorza, 2024-05-16
22. Cindy Powers, 2024-05-23
23. David Lutman, 2024-05-16
24. Jeff Hornbeck, 2024-05-16
25. Jim Surkamp, 2024-05-16
26. Michael Chalmers, 2024-05-16
27. Rose Marie, 2024-05-16
28. Petition from Russo-Shepherdstown, 2024-05-16
29. Doug Rockwell, 2024-05-17
30. James Cain, 2024-05-17
31. D.W. Gregory, 2024-05-18
32. David Duh, 2024-05-18
33. Judy York, 2024-05-18
34. Cynthia Feeser, 2024-05-19
35. Elizabeth McGowen, 2024-05-19
36. Lois Butcher, 2024-05-19
37. Bill Rule, 2024-05-20
38. Evelyn Getty, 2024-05-20
39. Jane Tabb, 2024-05-20
40. Mary Beth Kilmer, 2024-05-20
41. Nancy Craun, 2024-05-20
42. Paul Kradel, 2024-05-20

43. Randall Tremba, 2024-05-20
44. Carrie Singer, 2024-05-22
45. Bobbi Blok, 2024-05-24
46. Bob Aitcheson, 2024-05-26
47. Charlotte Fremaux, 2024-05-26
48. Deborah Rochefort, 2024-05-27
49. Philip Baker-Shenk, 2024-05-27
50. Billy McLaughlin, 2024-05-28
51. Charlotte Fremaux, 2024-05-28
52. Sharon & Michael Helman, 2024-05-28
53. Teresa Purcell-Diehl, 2024-05-29
54. Jacquelyn Milliron, 2024-05-31

Correspondence received between 06/01/24 – 06/11/24:

55. Greg Welter, 2024-06-02
56. Cristy Miller, 2024-06-03
57. Kathleen Loftin, 2024-06-03
58. Paul Singh, 2024-06-03
59. Sue Covello, 2024-06-03
60. Aaron Di Lima, 2024-06-10
61. Chris King, 2024-06-10
62. Mike Murray, 2024-06-10
63. Mike & Kathy Sholl, 2024-06-10
64. Tammy Miller, 2024-06-10
65. Bernard Simmons, 2024-06-10
66. Rachel Wilkinson, 2024-06-11
67. Dale Horensky, 2024-06-17

Mr. Shepp and the Planning Commission confirmed that they had nothing to address regarding the actionable correspondence received.

Mr. Hefestay made a motion to adjourn the meeting at 8:00 pm. Mr. Shepp seconded the motion, which carried unanimously.

These minutes were prepared by Shenandoah Olsen, Planning Staff Intern.