

Meeting Minutes
Jefferson County Planning Commission
October 1, 2024

The Jefferson County Planning Commission met on October 1, 2024 at 7:00 pm with the following Planning Commission members present in person: Mike Shepp, President; Aaron Howell, Vice President; Wade Louthan, Secretary; Steve Stolipher, County Commission Liaison; Jack Hefestay, Cara Keys, and Donnie Fisher.

Tim Smith and J Ware was absent without notice.

Staff members present included Jennifer Brockman, Chief County Planner & Acting Zoning Administrator, Luke Seigfried, County Planner; Jennilee Hartman, Zoning Clerk, and Colin Uhry, Planning & Zoning Clerk.

Mr. Shepp called the meeting to order at 7:00 pm and confirmed a quorum was present.

1. Discussion and Possible Action Related to the Comprehensive Plan Update: Review of full draft of 2045 Comprehensive Plan updates since 09-17-2024 meeting.

Mr. Seigfried explained public correspondence regarding including an updated Cell Mounted Assets map. Staff recommendation is changes are outside the scope of the Comprehensive Plan. Planning Commission asked staff to speak with the Office of GIS/Addressing about adding cellular asset information to the public research portal.

Staff provided Planning Commission with the following updates regarding edits that were made to the 2045 Comprehensive Plan based on the feedback received on the September 17, 2024 meeting.

- Goal 1 updated to include all land types, opposed to limiting to residential and non-residential (page 17).
- Language putting more emphasis on time frames being an estimate was included (page 7).
- Language regarding the differences between the Future Land use Guide and Zoning Map was expanded on for higher clarity and transparency on the Zoning Map Amendment process (page 12).
- Updates to cluster developments and discussions regarding solar properties were mentioned. Ms. Keys recommended discussing impervious surfaces in these locations. Mr. Shepp responded that those discussions happen in the site plan phase.
- Removal of “By Right” terminology, changed to “Principally Permitted” throughout the entire 2045 Comprehensive Plan. Staff noticed a mistake with the “Conditional Use” terminology and advised Planning Commission that they would be corrected for the next draft. More context regarding Subdivision & Land Development Regulations and the Zoning & Land Development Ordinance added into 2045 Comprehensive Plan (page 20).
- Removal of Objective 1.4, addition of “Principal Permitted” use added to new Objective 1.4, acknowledgement of County ordinances and regulations added to Objective 1.3.

- Removal of Hill Top House Hotel and privately owned operations from 2045 Comprehensive Plan.
- Added text of encouraging ongoing horse breeding and raising to Objective 3.2.
- Added text of documentation of Category 1 and 2 historic sites to Objective 4.1.
- Changed priorities from County Commission to Health Department in Objective 9.4 to better accommodate ongoing projects from the Health Department.
- Language to include all citizens of Jefferson County added to Objective 11.2.
- Language to the adoption of Master Plans in park lands to guide their growth added to Objective 11.3.
- Language added regarding the implementation of a state roadway connection between Route 9 and Flowing Springs Road to reduce the burden of undue through traffic.
- Emphasis on land use regulations added to Objective 8.1.
- Objective 13.3 added to 2045 Comprehensive Plan, encourages creating a unified economic development strategy.
- Objective 15.3 added to 2045 Comprehensive Plan, emphasis on supporting Health department services.
- Staff requested clarification on past vote regarding the Future Land Use Guide near the Route 340 South/ Rippon Preferred Growth Area. The Planning Commission clarified the vote to have the preferred growth area continue to the state line and directed staff to make the change.
- Mr. Seigfried opened discussions regarding the Rural Residential future land use designation of a property adjacent to Shepherdstown. The Planning Commission noted the adjacent parcel to the south also needed to be altered to reflect the change that was voted on. Mr. Shepp instructed staff to review the September 17, 2024 meeting to see the motion regarding what aspects of the property will change and what will remain the same zoning. Ms. Keys also made the stance on lack of transparency regarding expanding the Shepherdstown Preferred Growth Area, with Mr. Shepp also acknowledging her opposition vote for the September 17, 2024 meeting.

2. Decisions about Upcoming 2045 Comprehensive Plan Public Hearing:

Mr. Seigfried and Ms. Brockman explained the next steps and potential complications to the timeline for the 2045 Comprehensive Plan approval. Staff also mentioned that County Commission must hold a public hearing regarding the Comprehensive Plan prior to the County Commission vote for approval. Planning Commission members discussed how to present the Comprehensive Plan to County Commission and agreed to have the Commission President and a member of staff prepare a twenty minute presentation on the key points and to leave ample time for questions. Commissioner's Stolipher and Commissioner Hefestay provided their thoughts on what should be included in the presentation.

Mr. Seigfried noted that he would be making edits on the 2045 Comprehensive Plan for approval on the October 8, 2024 meeting.

Mr. Howell made a motion to adjourn the meeting at 7:58 pm. Mr. Louthan seconded the motion, which carried unanimously.

These minutes were prepared by Colin Uhry, Planning & Zoning Clerk.