



Agenda
Jefferson County Planning Commission
Tuesday, April 8, 2025 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 lower level of the Charles Town Library (side entrance on Samuel Street)
200 East Washington Street, Charles Town, WV 25414

ZOOM Broadcast Information*: Meeting ID: 889 7600 5872
Meeting Link: <https://us02web.zoom.us/j/88976005872>

**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 11, 2025 and March 25, 2025 meetings.
2. **Request for postponement**

The following items are open for public comment

3. **Public Workshop for the 11065 Middleway Pike Concept Plan.** The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot. Property Owner: Mark Roper. Property Location: 11065 Middleway Pike & 600 Eagle Avenue, Charles Town, WV. Parcel ID: 02001100130000, 02001100130001, 02001100140000, and 02001100120001; Size: ~2.2 ac; Zoning District: Residential Growth (File #25-1-SP).
4. **Public Hearing:** Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development (Site Plan File #25-1-SP). Property Owner: Mark Roper. Property Location: 11065 Middleway Pike & 600 Eagle Avenue, Charles Town, WV. Parcel ID: 02001100130000, 02001100130001, 02001100140000, and 02001100120001; Size: ~2.2 ac; Zoning District: Residential Growth (File # 25-8-PCW).
5. **Public Workshop for the Global Environmental & Remediation Concept Plan.** The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage. Property Owner: Global Environmental & Remediation, LLC. Property Location: Parcel located north of the Middleway Pike and Shirley Road intersection (formerly addressed as 7367 Middleway Pike), Charles Town, WV. Parcel ID: 07002000090001; Size: ~6 acres; Zoning District: Rural (File #25-2-SP).
6. **Public Hearing:** Waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed two-lot nonresidential subdivision to utilize an existing access/drive aisle as opposed to a county grade road. Property Owner: S&N Properties, LLC. Property Location: 256 Halltown Road, Harpers Ferry, WV. Parcel ID: 04001100210002; Size: 12.56 acres; Zoning District: Residential-Light Industrial-Commercial (File #25-10-PCW).

7. **Public Hearing:** Waiver from Section 20.201A of the Subdivision Regulations to reduce the required access width from 50' to 20' for a proposed family transfer minor subdivision. Property Owner: Paige & Anthony Wenner. Property Location: 195 Vidon Farm Lane, Shepherdstown, WV 25443. Parcel ID: 09001200080006; Size: 10 acres; Zoning District: Rural (File #25-11-PCW).
8. **Public Hearing:** Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street. Applicant: DR Acquisitions, LLC/Matt Powell. Consultant: Integrity Federal Services, Inc/Brooke Perry. Property Location: Vacant Lots located on Somerset Blvd, Charles Town, WV. Parcel IDs: 02000900080000 & 02000900080011; Size: ~136.08 acres; Zoning District: Residential-Light Industrial-Commercial
9. **Public Hearing:** Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. The applicant is requesting to reduce the lot width from 80' to 65'. Applicant: DR Acquisitions, LLC/Matt Powell. Consultant: Integrity Federal Services, Inc/Brooke Perry. Property Location: Vacant Lots located on Somerset Blvd, Charles Town, WV. Parcel IDs: 02000900080000 & 02000900080011; Size: ~136.08 acres; Zoning District: Residential-Light Industrial-Commercial

There is no public comment for the following items.

10. Reports from Legal Counsel

- a. Report on legal issues related to Mountain Pure Water Bottling Facility and matters related thereto.

11. Planner's Memo

- a. Discussion on Committee

12. President's Report

13. Actionable Correspondence

14. Non-Actionable Correspondence

- a. Emails re: "Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:" received between 03/18/25 – 03/28/25 from the following citizens:
Brandon Belland, Virginia DeSeta, AnnaMary Walsh, Lori Bahamonde-DiGiambattista, Charlotte Fremaux, David Tabb, Jusuf Fuduli, Sarah Adams, Jane Butler, Susan Signorella Colvard, Laura Degenhardt, Lydia Dunn, Rosemary Grantham-Gardner, Heidi Hanrahan, Jeff Hertrick, Josephy Hough, Angela Hughes, George Miller, Jennifer Miller, Suellen Myers, Rebecca Phipps, Donna Printz, Pamela Ruediger, Molly Sutter, Glenn Taylor, William Telfair, Susan Topping, Krista Whalen, Karen Williams, Susan Wolcott, Carol Wood, Irene Yates, David Barrett, Windsong Bergman, Penny Curry, Linda Daly-Lucas, Eleanor Finn, Justin Heavner, Carolyn Rodis, Aline Schelling, Michael Simms, Valerie Smith, Margaret Tice, Richard Urban, Mary Ward, Kay Schultz
 - b. Diana Donley-Bello
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DRAFT Meeting Minutes
Jefferson County Planning Commission
March 11, 2025

The Jefferson County Planning Commission met on March 11, 2025, at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Aaron Howell, Vice President; Cara Keys; County Commission Liaison, Wade Louthan, Secretary; J Ware, Tim Smith, Donnie Fisher, Bruce Chrisman, and Daniel Hayes were present in person.

Staff members present included Luke Seigfried, County Planner; Jonathan Saunders, County Engineer; Nathan Cochran, Prosecuting Attorney; and Colin Uhry, Planning & Zoning Clerk.

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

1. Approval of Meeting Minutes: February 25, 2025 Meeting

Mr. Shepp stated the minutes stand approved as presented.

2. Request for postponement.

Mr. Seigfried noted to the Planning Commission that Agenda Items 3, 4, 5, 6, 7, and 8 requested postponement to the March 25, 2025 Planning Commission Meeting.

The following items are open for public comment.

3. Item Postponed to March 25, 2025: Public Workshop for the Harvest Meadows Concept Plan.

The proposal consists of a Major Residential Subdivision with 62 lots and associated infrastructure. Property Owner: Billy Kaye Moores, II. Developer: William Fulk Lane, LLC. Property Location: 235 William Fulk Lane, Kearneysville, WV. Parcel ID: 07000600150000; Size: ~211 acres; Zoning District: Rural (File #25-3-SD).

This item was postponed until March 25, 2025 under Agenda Item 2.

4. Item Postponed to March 25, 2025: Public Hearing: Waiver from Article 24, Section 24.113.B.10 of the Subdivision Regulations, to request to waive the Phase I Archaeological Survey requirement for Preliminary Plats. Property Owner: Billy Kaye Moores, II. Developer: William Fulk Lane, LLC. Property Location: 235 William Fulk Lane, Kearneysville, WV. Parcel ID: 07000600150000; Size: ~211 acres; Zoning District: Rural (File # 25-5-PCW).

This item was postponed until March 25, 2025 under Agenda Item 2.

5. Item Postponed to March 25, 2025: Public Workshop for the Hallmark Glen Concept Plan.

The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure. Property Owner: Harvest Homes, LLC. Property Location: 4001 Engle Molers Road, Harpers Ferry, WV. Parcel ID: 09001800250000; Size: 100 acres; Zoning District: Rural (File #25-4-SD).

This item was postponed until March 25, 2025 under Agenda Item 2.

6. Item Postponed to March 25, 2025: Public Workshop for the Media Farm Concept Plan. The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure. Property Owner: Harvest Homes, LLC. Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 02000400110001; Size: ~126 acres; Zoning District: Residential Growth (File #25-5-SD).

This item was postponed until March 25, 2025 under Agenda Item 2.

7. **Item Postponed to March 25, 2025: Public Hearing:** Waiver from Section 2.3.A.3 of Appendix B of the Subdivision Regulations to allow for the use and development of one entrance due to limited frontage of the property and the proposed 99 lot installation. Property Owner: Harvest Homes, LLC. Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 02000400110001; Size: ~126 acres; Zoning District: Residential Growth (File # 25-6-PCW).

This item was postponed until March 25, 2025 under Agenda Item 2.

8. **Item Postponed to March 25, 2025: Public Hearing:** Waiver from Section 2.2.G of Appendix B and Section 22.206.B.2 the Subdivision Regulations to allow a proposed 99 lot installation to utilize two primary, disconnected, cul-de-sacs that allows more than 24 lots to be served. Property Owner: Harvest Homes, LLC. Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 02000400110001; Size: ~126 acres; Zoning District: Residential Growth (File # 25-7-PCW).

This item was postponed until March 25, 2025 under Agenda Item 2.

9. **Public Workshop:** Mountain Pure Concept Plan for a Major Site Development. The proposal consists of the following: Phase 1: a 304,000 square foot bottling facility with associated parking on a proposed 30-acre parcel; and, Phase 2: a 696,000 square foot bottling facility with associated parking on a proposed 66-acre parcel. The proposal will include the required stormwater management facilities. Property Owners: Sidewinder Enterprises, LLC; 1 Grace St, Kearneysville, WV; Parcel ID: 07002200090000; Size: ~260 acres; Zoning District: Industrial Commercial; Parcel ID: 07002200320000; Size 13.22 acres; Zoning District: Rural (supply well). Property Owner: RLMHP LLC & Photoglou Living Trust; Easement Owner: Sidewinder Enterprises, LLC; Parcel ID: 07002200330009; Size: 8.31 acres; Zoning District: Rural (waterline easement) (File #24-6-SP).

Mr. Shepp provided an overview of the public workshop process.

Mr. Sean Masterson, representative of the property owner, Mr. Chad Fishback, representative of the property owner, Mr. Mark Dyck, engineer from Integrity Federal Services, Mr. Jason Gerhart, engineer from Integrity Federal Services, Mr. Nick Wolf, chairman from Triad Engineering, and Mr. Mike Funk, legal counsel from Steptoe Johnson for the property owner, were present in person. Mr. Masterson, Mr. Fishback, Mr. Gerhart, and Mr. Wolf explained the nature of the request.

Mr. Seigfried provided an overview of the staff report.

The following members of the public provided testimony:

Addison Reese, Jim Cummins, Nathan Hitt, Robert Reekart, Ryan Ambrose, Jason Adams, Stacy Chapman, Tina Michael, Nichole Chapman, Constance O’Hearn, Jessie Norris, Shawn Franklin, Boyd Dawson, James Grantham, Buck Buchanan, Anita Hatcher, Mary Gee, Rich Gee, David Orr, Walt Eifort, Hannah Nickerson, Linda Lewis, Beth Yates, Lisa Shirley-Fraley, Sam Yates, Jane Tabb,

Carolyn Bane, Amanda Stroud, Jordan Liskey, Kay Liskey, Lisa Hewitt, Bill Hewitt, Diane Blust, Becky Phipps, Barbara Smith, Amy Maestrey, Cary Livengood, Jan Hafer, Steve Stahley, Leah Rumpy, Karen Glennon, Bobby Shives, Danielle Noland Patterson, Mike Binder, Steve Bartlett, Joe Yates, Phyllis Grantham, Olivia Joy, Mary Lind, Mikayla Willingham, Kendra Clark, Judy Wiles, Faye Boyd, Melissa Cander, Dawn Robey, Tony Russo, Gerald Hutcher, Sara Everingham, Peggy Bowers, Maria Russo, Tamar Liskey, Paula Liskey, Kerry Grantham, Andrew Upwright, Natalie Grantham Friend, Maura Ross, David Liskey, Odessa Clelland, Elias Meehan, Suellen Myers, Rebecca Thompson, Giuliana Brogna, Molly Sutter, Jen Fisher, Lisa Payne, Susie Wimer, Alden Roth, Aaron Blessing, Henry Fesperman, Anghus McGowen, Kevin Snyder, Ian Harrison, Anne Allen, Olivia Grantham Mourey, Nell Friend, Stacey Gruber, Linda Newsome, Elissa Creamer, Bill White Grantham, Tim Smith, Bob Tabb, Sherry Shirley White, Victoria Brooks, David Orr, Emma Weaning, David Tabb, Daniel Lutz, Jr, Kelly Browne, Carrie Blessing, Martin Burr, Brian Hagberg, Kay Schultz, Michael Dick, April Weaning, Lindsay McLaughlin, Linda DeGraf, Charlotte Baker-Shenk, Phil Baker-Shenk, Troy Miller, Edward Chapman, Jacequelyn Milliron, Kerri Godfrey, Kirsten Lee, Marian Condon, Richard Urban, Gary Donley, Diane Brown, Arnold Dailey, Madison O'Brien, Minica Taylor, Colin Stine, Don Rebmann, Cheryl Middleton, Nathan Clark, Christine Wimer, Billie Garde, Carol Wood, Steve Stolipher, Jenny Groudy, Justin Heavner, Margaret Liskey

Mr. Hayes motioned to close the public workshop at 2:23 am, Mr. Louthan seconded, which passed unanimously.

Mr. Dyck provided the Planning Commissioners with a handout regarding concerns raised in the March 11, 2025 Agenda Packet's public comments. Mr. Ware expressed concern regarding the water level decrease found during well testing, Mr. Dyck and Mr. Wolf provided measurements and possible conditions of approval regarding water extraction. Mr. Dyck mentioned limitations that could be put in place during the site plan process. Mr. Ware expressed concerns regarding droughts in the area and how the water extraction will impact the community. Mr. Dyck reiterated ties the organization has to the community and explained the historical impact this project would have. Ms. Keys closed the rebuttal and made a motion.

Ms. Keys motioned to reject the Concept Plan as presented on account of directly conflicting with the Jefferson County Zoning and Land Development Ordinance Sections 1.1, Section 4.4C, Zoning Use Table, and the Jefferson County Subdivision and Land Development Regulations. Mr. Chrisman seconded the motion, which carried unanimously.

There is no public comment for the following items.

10. Reports from Legal Counsel

No reports given.

11. Planner's Memo

No memo given.

12. President's Report

No report given.

13. Actionable Correspondence

None.

14. Non-Actionable Correspondence

None.

Mr. Fisher motioned to adjourn the meeting at 3:06 am. Mr. Smith seconded the motion, which carried unanimously.

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

Draft Meeting Minutes

Jefferson County Planning Commission

March 25, 2025

The Jefferson County Planning Commission met on March 25, 2025, at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Aaron Howell, Vice President; Wade Louthan, Secretary; Cara Keys, County Commission Liaison; Tim Smith; Bruce Chrisman; and Daniel Hayes were present in person. J Ware was present via ZOOM.

Donnie Fisher was absent without notice.

Staff members present included Luke Seigfried, County Planner; Johnathan Saunders, County Engineer; Nathan Cochran, County Attorney; and Colin Uhry, Planning & Zoning Clerk.

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

1. Request for postponement

Mr. Seigfried noted to the Planning Commission that there were no items requesting postponement.

The following items are open for public comment.

- 2. Public Workshop for the Harvest Meadows Concept Plan.** The proposal consists of a Major Residential Subdivision with 62 lots and associated infrastructure. Property Owner: Billy Kaye Moores, II. Developer: William Fulk Lane, LLC. Property Location: 235 William Fulk Lane, Kearneysville, WV. Parcel ID: 07000600150000; Size: ~211 acres; Zoning District: Rural (File #25-3-SD).
- 3. Public Hearing:** Waiver from Article 24, Section 24.113.B.10 of the Subdivision Regulations, to request to waive the Phase I Archaeological Survey requirement for Preliminary Plats. Property Owner: Billy Kaye Moores, II. Developer: William Fulk Lane, LLC. Property Location: 235 William Fulk Lane, Kearneysville, WV. Parcel ID: 07000600150000; Size: ~211 acres; Zoning District: Rural (File # 25-5-PCW).

Mr. Seigfried provided an overview of the staff report for both 25-3-SD and 25-5-PCW.

Mr. Chris Waddell, engineer from Civil & Environmental Consulting, Inc. was present in person. Mr. Waddell explained the nature of the request.

Mr. Shepp opened the floor for public comment. The following members of the public provided comments: Cassie Johnson, Dave Wampler, Kathleen Taylor, James Galliera, Debroah Belote, Colin Stine, Rebecca Thompson, Brad Wright, Mary Anne Wright, Rendell Anderson.

Mr. Shepp closed the floor for public comment.

Addressing the public's concerns regarding historical structures and the archaeological study waiver, Mr. Waddell made mention that through internal conversations with the Department of Highways (DOH), they have the organizations support for the location of the proposed subdivision and noted there was no traffic study required at this time. Mr. Waddell also noted that the farm field of the property would not give any historical information, as the constant of tilling of the dirt would bury specific artifacts. As a proffer, Mr. Waddell stated the applicant was willing to conduct a Phase 1A archaeological survey within the limits of disturbance and hydrological studies.

Ms. Keys questioned whether the applicant was willing to proffer donating a portion of the greenspace land to the Jefferson County Parks and Recreation department as a mixed-use recreational field. Mr.

Waddell noted the applicant was open to this proffer but would need to discuss with staff. Mr. Shepp noted that the applicant would need to request a new waiver to develop the proposed greenspace.

Mr. Smith questioned the process of an archaeological survey in relation to the Concept Plan and Preliminary Plat stages of a site development. Mr. Waddell provided Mr. Smith with the archaeological survey waiver in relation to the site development process, noting that the applicant would return at the Preliminary Plat stage, allowing for further public comment.

Mr. Hayes noted the applicant should conduct a percolation test on the site to discover soil type and availability and questioned if the Planning Commission could require a traffic study be conducted. Mr. Cochran noted that only the Department of Highways can require a traffic study, leading Mr. Hayes to requesting a conversation between the applicant and the DOH.

Ms. Keys reiterated the proffer of donating the land to the Jefferson County Parks and Recreation department provided that the recreation use is allowed in this zoning district and parcel. Mr. Shepp noted that proffering this would be hinging on a Zoning Administrator's determination, requiring further conversations with staff.

Mr. Hayes motioned to waive the requirement of the archaeological survey outside the identified limits of disturbance. Mr. Howell seconded the motion, which carried unanimously.

Regarding the Concept Plan, Mr. Waddell noted the applicant was open to conducting traffic studies on the surrounding intersections of the proposed subdivision and willing to perform a hydrological study.

Mr. Hayes moved to authorize the applicant to proceed with the Preliminary Plat, conditioned on the proffers of conducting a traffic study at the intersections of Strider Road and Leetown Road, Leetown Road and Border Road, and Leetown Road at the new proposed entrance, conducting a hydrological study, and following the conditions set in Planning Commission Waiver 25-5-PCW for the proposed area. Mr. Louthan seconded the motion, which carried unanimously.

4. **Public Workshop for the Hallmark Glen Concept Plan.** The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure. Property Owner: Harvest Homes, LLC. Property Location: 4001 Engle Molers Road, Harpers Ferry, WV. Parcel ID: 09001800250000; Size: 100 acres; Zoning District: Rural (File #25-4-SD).
5. **Public Hearing:** Waiver from Section 2.3A.3 of the Subdivision Regulations to reduce the required road width surface from 24' to 20' for a proposed 20-lot residential subdivision (Hallmark Glen File #25-4-SD). Property Owner: Harvest Homes, LLC. Property Location: 4001 Engle Molers Rd, Harpers Ferry, WV. Parcel ID: 09001800250000; Size: 100 acres; Zoning District: Rural (File # 25-9-PCW).

Mr. Seigfried provided an overview of the staff report for both 25-4-SD and 25-9-PCW.

Mr. Paul Raco, the consultant of the project, Mr. Dave Lutman, the property owner, and Mr. Connor Hill, engineer from Integrity Federal Services, Inc., were present in person. Mr. Raco and Mr. Lutman explained the nature of the request.

Mr. Howell questioned the need for a 50' access easement located on the western side of the parcel, Mr. Lutman explained the easement was established as a proffer to an adjoining property owner, noting that this space shall not be developed in any way.

Mr. Smith expressed his concern regarding density and the location of the proposed homes in relation to Engle Molers Road.

Mr. Hayes expressed his concern regarding the established stormwater easement and questioned the impact it will have on preexisting properties around the proposed subdivision. Mr. Hill noted the Department of Highways will upgrade the area and bring the stormwater easement up to county standards.

Mr. Shepp opened the floor for public comment. The following members of the public provided comments: Sherry Duncan, Diane Blust, Kevin Carter, Kaila Welsh-Lamp, Linda Layne, Gary Donley, Nick Kercheval, Nick Perkins, Colin Stine, Jennifer Duncan, John Barton, Christy Miller, Eric Lewis, Chris Bocchetti, and Diana Donley-Bello.

Mr. Shepp closed the floor for public comment.

Addressing the public's concerns regarding the subdivision location and traffic impact along Engle Molers Road, Mr. Raco stated that the proposed subdivision follows both the 2035 and 2045 Comprehensive Plans, follows the density regulations set by the Zoning Ordinance, and the applicant is currently having discussion with the Department of Highways regarding the culvert on the property.

Mr. Hayes clarified to audience members the Stormwater Management Plan will be included at the Preliminary Plat stage, as is the case with all Concept Plans.

Mr. Hill explained that the proposed plan allows for 25 years of stormwater management runoff, with talk to the Department of Highways to utilize 8 inch culverts to allow stormwater to runoff through.. Mr. Smith clarified to the Commission the applicant will not add to the flow of water to surrounding properties with this plan, Mr. Hayes noted the applicant would be more restrictive in the proposed plan to accommodate residents. Mr. Saunders noted the applicant is required to control 10 years of who knows and the applicant is offering 25 years.

Mr. Raco noted the frontage along Engle Molers Road follows the Zoning Administrator's interpretation regarding road frontages and buffers.

Mr. Saunders clarified his recommendations regarding 25-9-PCW. As a potential proffer, Mr. Saunders requested the applicant provided 20' of asphalt and 5' gravel shoulders for the road development, allowing for emergency vehicles to gain access to the subdivision. Mr. Chrisman noted that most emergency vehicles would not be able to access off of a 30' road width and recommended a 40' width at a minimum. Mr. Chrisman questioned the ability of installation of dry hydrants in the subdivision, Mr. Lutman stated he was open to discussion with local firehouses for this proffer.

Mr. Raco proffered to the Planning Commission to establish the road width as 24' until the first road split, completely asphalt, with a 3' shoulder on both sides of the road, and then decreasing the road width to 20' for the remainder of the development.

Mr. Smith motioned to reduce the required road width surface from 24' to 20' with the proffer that the applicant have the road be constructed to have 24' of asphalt pavement with a 3' shoulder up until the first intersection within the development. Mr. Louthan seconded the motion, which carried unanimously.

Mr. Hayes moved to authorize the applicant to proceed with the Preliminary Plat, conditioned on the proffers of conducting a Stormwater Management Plan with a 25 year plan and establishment of 10

inch culverts throughout the subdivision, and following the conditions set in Planning Commission Waiver 25-9-PCW for the proposed area. Mr. Louthan seconded the motion, which carried unanimously.

6. **Public Workshop for the Media Farm Concept Plan.** The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure. Property Owner: Harvest Homes, LLC. Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 02000400110001; Size: ~126 acres; Zoning District: Residential Growth (File #25-5-SD).
7. **Public Hearing:** Waiver from Section 2.3.A.3 of Appendix B of the Subdivision Regulations to allow for the use and development of one entrance due to limited frontage of the property and the proposed 99 lot installation. Property Owner: Harvest Homes, LLC. Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 02000400110001; Size: ~126 acres; Zoning District: Residential Growth (File # 25-6-PCW).
8. **Public Hearing:** Waiver from Section 2.2.G of Appendix B and Section 22.206.B.2 the Subdivision Regulations to allow a proposed 99 lot installation to utilize two primary, disconnected, cul-de-sacs that allows more than 24 lots to be served. Property Owner: Harvest Homes, LLC. Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 02000400110001; Size: ~126 acres; Zoning District: Residential Growth (File # 25-7-PCW).

Mr. Seigfried provided an overview of the staff report for 25-5-SD, 25-6-PCW, and 25-7-PCW.

Mr. Paul Raco, the consultant of the project, Mr. Dave Lutman, the property owner, and Mr. Connor Hill, engineer from Integrity Federal Services, Inc., were present in person. Mr. Raco and Mr. Lutman explained the nature of the request.

Mr. Shepp questioned how well and septic systems will serve the amount of proposed lots, Mr. Raco clarified that the western portion of the subdivision will run on septic only and the eastern portion of the subdivision will utilize sewer systems.

Mr. Shepp questioned the location of the proposed single entrance, Mr. Raco noted it was not located near an already established entrance.

Mr. Shepp the floor for public comment. The following members of the public provided comments: Colin Stine, Christine Wimer.

Mr. Shepp closed the floor for public comment.

Mr. Raco, Mr. Lutman, and Mr. Hill provided no additional comments.

Mr. Hayes motioned to allow for the proposed subdivision to access from one entrance due to the limited frontage of the property, Ms. Keys seconded the motion, which carried unanimously.

Ms. Keys motioned to allow for the proposed subdivision to utilize two primary, disconnected, cul-de-sacs to allow more than 24 lots to be served, Mr. Chrisman seconded the motion, which carried unanimously.

Mr. Hayes moved to authorize the applicant to proceed with the Preliminary Plat, following the conditions set in Planning Commission Waivers 25-6-PCW and 25-7-PCW for the proposed area. Mr. Louthan seconded the motion, which carried unanimously.

There is no public comment for the following items.

9. Discussion and Possible Action Related to the Comprehensive Plan Update: Related to contracting part time help to draft a Solar Text Amendment.

Mr. Seigfried provided an overview of the request to contract part time help to drafting a Solar Text Amendment.

Mr. Hayes noted the quantity of actionable correspondence regarding this agenda item and agreed a committee of existing Planning Commissioners assisting the drafting of a solar text amendment seemed reasonable. Mr. Shepp noted that time is of the essence for a major project such as this. Ms. Keys requested a variety of roles.

Mr. Howell motioned to approve the request as presented and authorize Mr. Seigfried to present the request to the Jefferson County Commission. Mr. Smith seconded the motion, which carried 5 in favor and 2 against (Ms. Keys and Mr. Hayes).

Mr. Chrisman motioned to approve the appointment of a committee of Planning Commissioners to assist the contracted part time help in drafting a solar text amendment. Ms. Keys seconded the motion, which carried 4 in favor (Mr. Howell, Ms. Keys, Mr. Chrisman, and Mr. Hayes) and 3 against (Mr. Shepp, Mr. Smith, and Mr. Louthan).

10. Reports from Legal Counsel

No reports given.

11. Planner's Memo

No memo given

12. President's Report

None.

13. Actionable Correspondence

1. Emails re: "Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:" received between 03/16/25 – 03/18/25 from the following citizens:

Joanne Bario, Kathryn Bellacosa, Barbara Benson, Kraig Benson, Stephen Berzinskas, David Billmyer, Lorna Bryan, Amy Cunningham, Katie Dillow, David Fraser, John Fuller, Dennis Hatcher, Ruth Hatcher, Holland Hook, Jennifer Jones, Tamar Kavaldjian-Liskey, Nancy Knight, Christina Lally, Kathy Lloyd, Lewis Lloyd, Leah Lloyd, Shyrlan Migliaccio, Lily Miller, Barbara Milleson, Diana Mullis, Gordon Myers, Leah Rampy, Linda Roberts, Kristopher Ruffner, Aida Smith, Susan Snyder, Yolanda St. Clair, Dawn Welsh, Sarah Welsh, Elizabeth Wheeler, Sherry White, Geoffrey Wilson, Robert Allotta, Katherine Austin, Toby Degenhardt,

Jared Engelbrecht, Robert Everton, Jennifer Fisher, Amy Hartman, Mike Hunt, Linda Layne, Joann Plaa, Jeffrey Spickler, Edmond Uzan, Nigel Casserley, Margaret Liskey, Donald Rebmann, Carol Roby, Rebecca Thompson, Elizabeth Vesper, Christine Wiegman

14. Non-Actionable Correspondence

- a. Scot DeGraf
- b. Linda DeGraf
- c. Linda Lewis
- d. Lindsay McLaughlin
- e. Susan Lewis

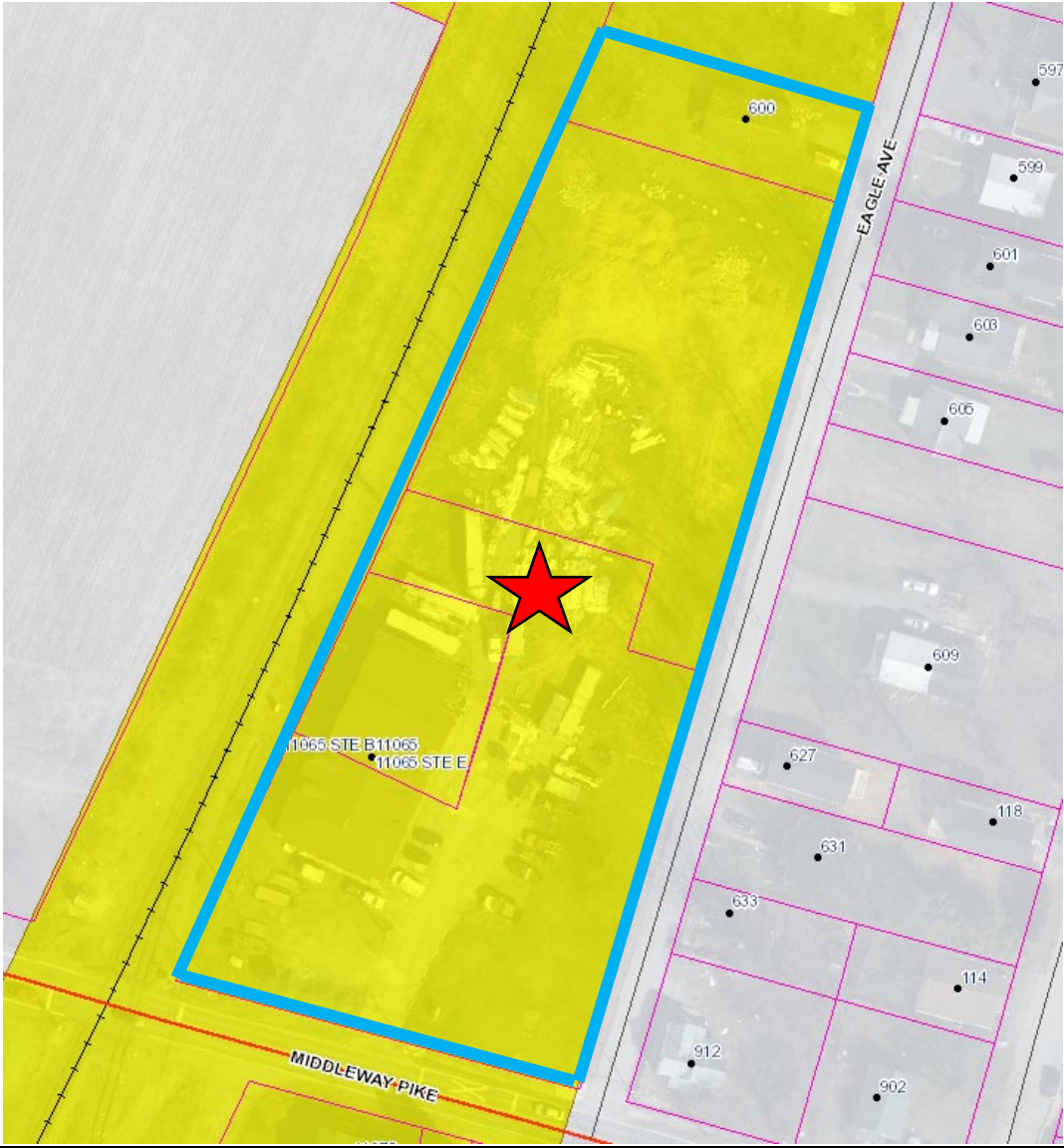
Mr. Louthan motioned to adjourn the meeting at 10:26 pm. Mr. Howell seconded the motion, which carried unanimously.

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

Staff Report
 Jefferson County Planning Commission
 April 8, 2025

25-1-SP Roper (11065 Middleway Pike) Concept Plan

Item #3: Concept Plan Public Workshop: The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot.

Owner/Applicant:	Mark Roper
Consultant:	Seth Rivard
Property Location & Legal Description	<p style="text-align: center;">11065 Middleway Pike & 600 Eagle Avenue Charles Town, WV Parcel ID: 02001100130000, 02001100130001, 02001100140000, and 02001100120001; Size: ~2.2 ac; Zoning District: Residential Growth</p> 
Adjacent Zoning:	North, South: Residential Growth; West, East: City of Charles Town

Staff Report
 Jefferson County Planning Commission
 April 8, 2025

25-1-SP Roper (11065 Middleway Pike) Concept Plan

Proposed Activity:	Mixed-use development with construction of new buildings and expansion of parking.
Concept Plan Status:	Submitted: 02/03/2025 Sufficiency Letter, with minor comments: 02/07/2025 Resubmitted: 02/13/2025
History:	12-12-24: Conditional Use Permit for Retail Mixed-Use Development 12-12-24: BZA Approval to Reduce Distance & Setbacks of Property (24-40-ZV) 12-12-24: BZA Approval to Reduce Buffer Requirements of Property (24-40-ZV) 04-08-25: PC Approval to Reduce Parking Stall Depth <i>PENDING</i>

Introduction and Summary of Request

Following approval by the Board of Zoning Appeals on December 12, 2024, the applicant is maintaining the existing office building and existing indoor storage that is used by the applicant for the applicant’s rental and construction business. On the second level, two rental units are planned, each consisting of three bedrooms and two bathrooms. The proposed new land use categories are as follows: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. Property will have access from Martin Luther King JR. Ave. (MLK)/Route 51 and Eagle Avenue.

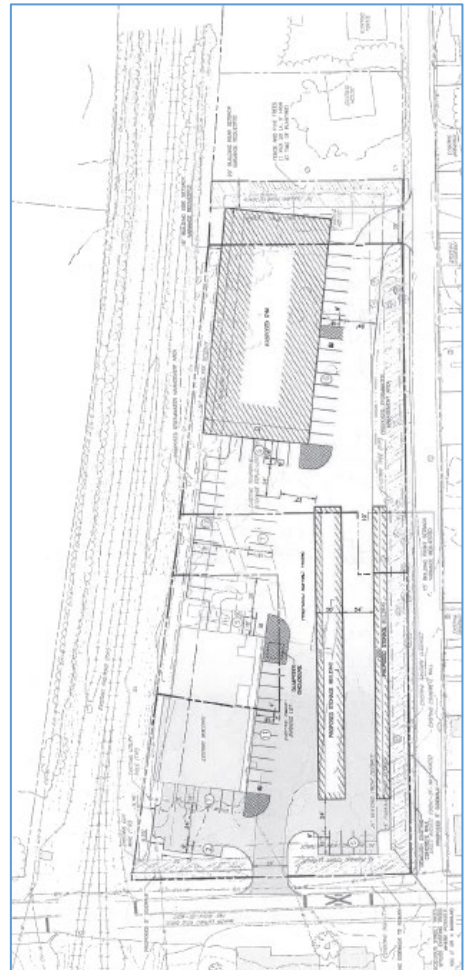
The Concept Plan for Mark Roper Construction consists of the following:

- Two apartments on the second floor
- Office; 2,800 sq ft
- Self-storage (mini-warehousing); 9,000 sq ft
- Gym; 13,600 sq ft
- Small Shopping Center; 3,500 sq ft
- 71 parking spaces to be provided
- Stormwater management facilities

**File 25-8-PCW is also on the 04-08-25 agenda requesting a waiver to reduce the required depth of parking spaces.*

Site Plan Category

Section 20.203A.2 of the Subdivision Regulations requires any development consisting of “building(s), both new and additions to existing, where all new structures or new additions to structures located on the parcel total more than 5,000 and less than 250,000 square feet gross floor area (GFA) on any site shall



Staff Report
 Jefferson County Planning Commission
 April 8, 2025
25-1-SP Roper (11065 Middleway Pike) Concept Plan

process a Concept Plan with a Public Workshop and all remaining site plan review processes shall be administratively approved.”

Therefore, a Minor Site Plan, with a Concept Plan, will need to be processed that includes engineered stormwater improvements and proposed public water and wastewater facilities. The first step in processing this Site Plan is this Concept Plan and the required Public Workshop. The graphic above depicts the proposed commercial development.

Staff Determination of Application Sufficiency and Concept Plan Completeness Review

In accordance with the current Subdivision Regulations, the Minor Site Plan Concept Plan process incorporates a sufficiency and completeness review in a single step. Upon submission and review of the applicant’s Concept Plan, Staff found the submitted plan “sufficient” (i.e. meeting all requirements of Section 24.106 of the Jefferson County Subdivision and Land Use Regulations). These requirements, as well as the current review status for each requirement for the proposed BCL Properties Brew Pub application, are provided below:

	Description	Status
1. General Location	A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.	Provided
2. Concept Plan	In accordance with the content and formatting guidelines provided in Appendix A, <i>Plan & Plat Standards</i> .	Provided
3. Zoning Information	a) Zoning District in which the proposed development is located. b) Density calculations. c) Site resource map d) Use designation for all adjoin and confronting parcels	Provided
4. Proposal Description	A written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is residential.	Provided on the Concept Plan
5. Traffic Impact Data	a) Average Daily Trip (ADT) figures for the adjoining or accessible State road. b) Trip generation figures c) Nearest key intersection that will serve the proposed project as classified by the current Comprehensive Plan. d) “Highway Problem Areas” according to the current Comprehensive Plan that falls within a one-mile radius of the project.	<u>ADT</u> is 7,748 for Middleway Pike (WV51); <u>Trip Generation:</u> Peak Hour Trips est. to be; 492 Average Daily trips: 701.56; <u>Key intersection:</u> Summit Point Rd & WV51; Problem Area w/in one mile: Summit Point Rd & WV51

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6. Traffic Study	A traffic study may be required only at the request and direction of the West Virginia Division of Highways. Any required traffic study or a letter from the West Virginia Division of Highways outlining the proposed improvements shall be received with the first submission of the Site Plan.	Jefferson County defers to the WV DOH regarding whether a Traffic Impact Study (TIS) is required
7. Agency Reviews	The applicant shall distribute the concept plan to all reviewing agencies found in Section 23.203 and 23.204 no later than 7 days after the review.	Both the HLC and Parks and Recreation mentioned letters had not been received. Applicant has distributed the letters required to reviewing agencies. No responses have been received.
D. Department	The Department review shall include the following: 1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the Concept Plan submission and any zoning issues the developer shall address in a Site Plan submittal. 2. Staff opinion as to whether the plan meets the Site Plan criteria of these Regulations. The Department shall review the Concept Plan for modifications that would improve the plan.	Staff determined that the proposed Concept Plan meets the requirements of the Zoning Ordinance and the Subdivision Regulations as a Minor Site Development with a Concept Plan.
E./F. WVDOH	WVDOH shall submit a letter to the Office of Planning and Zoning indicating issues and data requirements or notice that there are no issues or data requirements. If WVDOH determines that a Traffic Impact Study (TIS) is needed, parameters shall be provided. The review shall indicate whether a TIS will be required based on analysis required in Section 24.106.B.5.	No response has been received from WV DOH at this time.
G. Public Service	The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County's needs in that area of the County.	This project is proposed to be served by water and sewer from a local utility provider. Final design will occur with the Site Plan.
H. Recommended Conditions	All reviews shall contain recommended conditions for moving forward to a site plan or reasons why the plan should be denied.	See below

Concept Plan Review

1. External Agency Reviews

No comments were received from the external agencies.

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2. Staff Recommendation related to Concept Plan

County staff recommends that the Planning Commission direct the applicant to provide details on where 71 parking spaces will be provided and prepare the site plan following the layout provided in the Concept Plan.

The Subdivision Regulations state that unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors that make the development impossible, Planning staff is required to accept or deny the Concept Plan as complete. Upon accepting the application as complete, Planning staff is required to place it on the next possible Planning Commission agenda as a public workshop, which is advertised at least fourteen (14) days in advance of the meeting and posted on the property.

The Office of Planning and Zoning Staff finds the Concept Plan for the proposed Mark Roper Construction, located at 11065 Middleway Pike, to be “complete” based on the information provided related to the criteria above; however, the following standards will need to be addressed prior to approval of the Site Plan:

- a. WV DOH approval for the proposed entrance, and any Traffic Impact Study recommendations, if required, will be required in conjunction with the Site Plan.
- b. Relevant permits for sewer and water service will be required in conjunction with the Site Plan.

3. Planning Commission Direction

The Concept Plan Public Workshop allows for the Planning Commission and the general public to comment on the proposed plan before complete engineering design and cost are incurred. The Subdivision and Land Development Regulations outline the procedure:

1. The applicant makes a short presentation.
2. Staff explains outside agency comments and whether the plan can meet the standards of the Zoning Ordinance.
3. Public comment is solicited.

Following the applicant’s presentation, staff’s explanation, and the solicitation of public comment, the Planning Commission shall provide direction to the applicant as required under Concept Plan Direction outlined in the Subdivision Regulations. The Planning Commission has the option of providing this direction at the same meeting during which the Concept Plan public workshop takes place, or at a subsequent meeting that occurs within 14 days of the meeting at which the Concept Plan public workshop is closed.

Section 24.108 of the Subdivision and Land Development Regulations outlines the direction to be provided to the applicant during a Minor Site Plan Concept Plan review:

“The Planning Commission shall direct the preparation of a Site Plan subject to conditions to be addressed in the site plan application. The purpose of this review is to guide the developer so that when the site plan application is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.”

Staff Report

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25-1-SP Roper (11065 Middleway Pike) Concept Plan

It should be noted that the direction provided to the applicant in the Minor Site Plan Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to the Subdivision and Land Development Regulations or the Zoning and Land Development Ordinance in the second year shall be applicable.



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 Charles Town, West Virginia 25414

File #: 25-1-SP
 Fees Paid: \$300
 Staff Int.: CAV
 Date Received: 1-24-25

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Subdivision or Site Development Application

Application Type Concept Plan Final Plat (major/minor) Redline Revision
 Preliminary Plat Site Plan

Project Name: 11065 Middleway Pike
 Description: Office, Self-Storage, Private Training Gym, and Retail Use - as approved by the Board of Zoning Appeals on December 12, 2024.
 Primary Contact Phone Number (must be a direct line number) 304-671-5262

Property Owner Information

Owner Name: Mark Roper *[Signature]*
 Business Name: _____
 Mailing Address: 418 S. Samuel St, Charles Town, WV 251414
 Phone Number: 304-671-5262 Email: mrconstructionwv@gmail.com

Applicant Information

Same as Owner:

Applicant Name: Lucas Gardner
 Business Name: Civil & Environmental Consultants, Inc.
 Mailing Address: 120 Genesis Blvd. Bridgeport, WV 26330
 Phone Number: 304.222.9623 Email: lgardner@cecinc.com

Registered WV Engineer or Surveyor or Consultant Information

Contact Name: Seth Rivard
 Business Name: _____
 Mailing Address: PO BOX 92, Harpers Ferry, WV 25425
 Phone Number: 615-735-7097 Email: seaari@yahoo.com

Physical Property Details

Vacant Lot:

Physical Address: 11065 Middleway Pike Charles Town, WV, 25414
 Tax District: 2 Map No: 11 Parcel No: 13, 13.1, 14, 12.1
 Parcel Size: 2.142 Deed Book: 1278;1161;948 Page No: 698;267;640
 Zoning District: Residential Growth

Additional Parcels (if any)

Physical Property Details

Vacant Lot:

Physical Address: _____
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____
 Zoning District: _____

Physical Property Details

Vacant Lot:

Physical Address: _____
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____
 Zoning District: _____

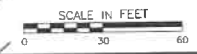
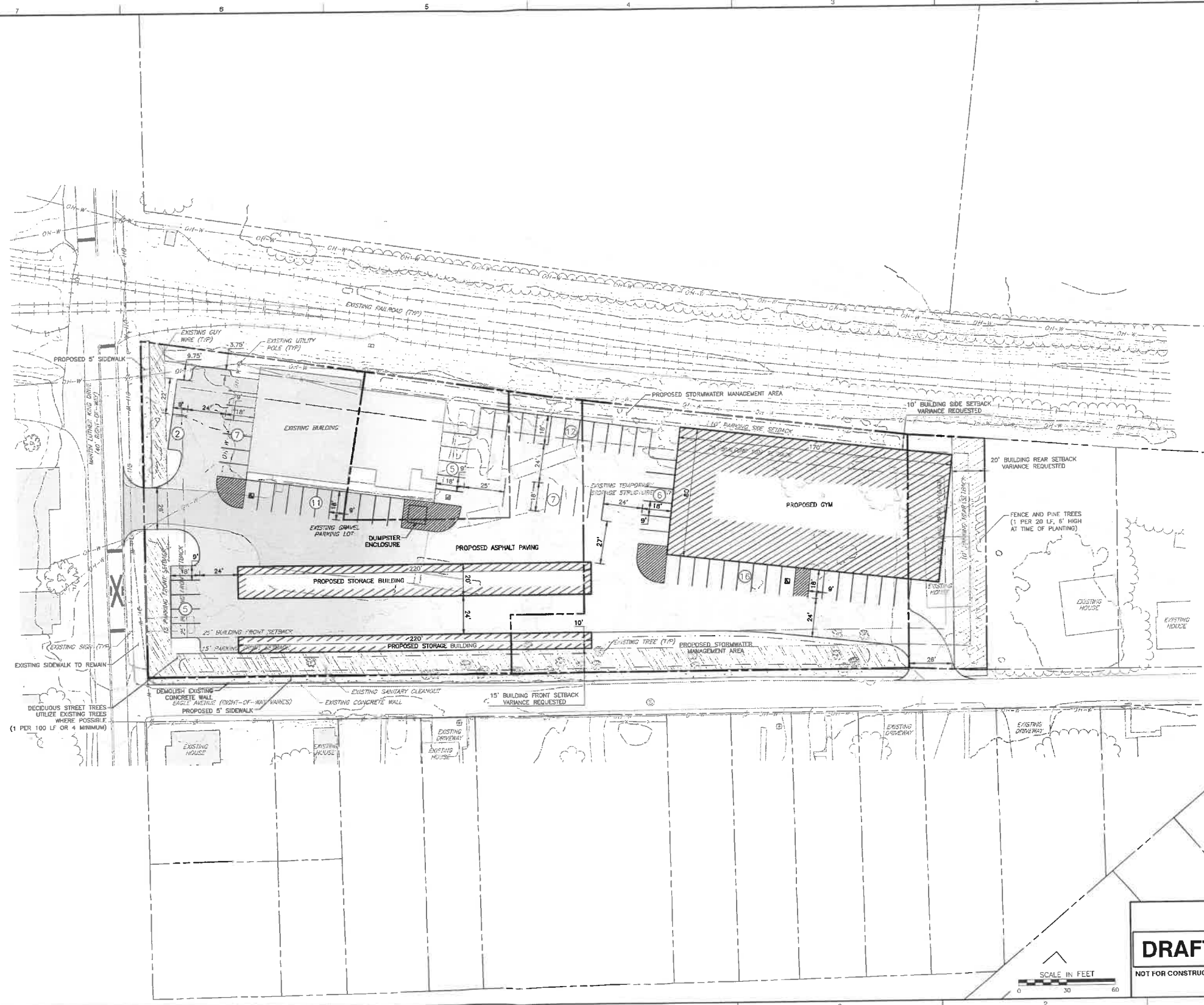


LEGEND

	SUBJECT PROPERTY LINE
	ADJOINING PROPERTY LINE
	EXISTING SETBACK
	EXISTING CONTOUR (MAJOR)
	EXISTING CONTOUR (MINOR)
	EXISTING ROAD (PAVED)
	EXISTING CONCRETE
	EXISTING STRUCTURE
	EXISTING VEGETATION
	EXISTING FENCE LINE
	EXISTING RAILROAD TRACKS
	EXISTING OVERHEAD WIRES
	EXISTING UTILITY POLE
	EXISTING SANITARY MANHOLE
	EXISTING VALVE
	EXISTING CATCH BASIN
	EXISTING SIGN
	EXISTING METER
	EXISTING TREE

REFERENCE

- HORIZONTAL SURVEY DATUM = NSRS 2011 WV STATE PLANE COORDINATES (NORTH ZONE). VERTICAL SURVEY DATUM = NAVD 88 (GEOID16).
- EXISTING TOPOGRAPHIC AND PLANIMETRIC INFORMATION SHOWN IS BASED UPON SURVEY PERFORMED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. IN JULY 2024.
- THE SUBJECT PROPERTY BOUNDARIES SHOWN ARE BASED ON PLAT INFORMATION DATE 11/20/2018 AND PROPERTY CORNERS LOCATED IN JULY 2024. ADJACENT PROPERTIES ARE APPROXIMATE BASED ON TAX DATA. CEC HAS NOT PERFORMED A BOUNDARY SURVEY OF THE SUBJECT OR ADJACENT PARCELS.



DRAFT
NOT FOR CONSTRUCTION

SUBMITTAL RECORD

NO.	DATE	DESCRIPTION

120 Genesis Boulevard
Bridgeport, WV 26330
Ph: 304.933.3119
www.cecinc.com

Civil & Environmental Consultants, Inc.

MARK ROPER CONSTRUCTION, LLC
SELF STORAGE AND RECREATIONAL FACILITY
JEFFERSON COUNTY WEST VIRGINIA

CONCEPTUAL SITE LAYOUT PLAN

DATE:	JANUARY 2025	DRAWN BY:	LAG
DATE SCALE:	AS SHOWN	CHECKED BY:	342420
PROJECT NO.:	342420	APPROVED BY:	DRAFT
DRAWING NO.:	C200		

Yellow is changes from 1st submission

Sec. 24.106 Minor Site Plan Concept Plan – Submission

A. Submission. The applicant is responsible for submitting an application and all supporting documents to the Office of Planning and Zoning. It shall be accompanied by the fee for concept plan review.

B. Submission Contents. The submission shall contain the following elements in the number of copies indicated by staff.

1. General location. A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document. See below.

2. Concept Plan. A Concept Plan shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, Plan & Plat Standards. Show or note if all features are addressed.

- Contour lines - shown
- Woods – shown
- Watercourses – not applicable
- Hillsides – N/A - see contour lines
- Prominent rock outcroppings – not applicable
- Sinkholes – not applicable
- Quarries – not applicable
- See also USGS Map below

3. Zoning Information. This shall include:

a. Determination of the zoning district in which the proposed site plan project is situated. (See application)

b. Density calculations. (Not applicable – not residential)

c. Site resource map. (See definition)

- Not a hillside development
- Slopes of less than 10%
- No riparian buffer requirements
- Property is not in a floodplain
- See also USGS Map below

d. Use designations for all adjoining and confronting parcels.

- All properties to the north, east, and south are all residential. The property to the west is farmland.

4. Proposal Description. This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is multifamily residential.

- As approved by the Board of Zoning Appeals on December 12, 2024, the applicant is maintaining the existing office building and existing indoor storage that is used by the applicant for his rental and construction business. On the second level there are two rental units that are roughed out for construction that will be completed in the future. These two rentals will both have three bedrooms and two bathrooms. The proposed new land use categories: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. Property will have access from Martin Luther King JR. Ave. (MLK)/Route 51 and Eagle Avenue.

5. Traffic Impact Data. This shall include:

- ADT figures for the adjoining or accessible State road. AADT is 7,748
- Trip generation figures based on the following table

USE	PEAK HOUR	AVERAGE DAILY
Townhouse	0.6	7.0 per d.u.
Mobile Home	0.6	5.0 per d.u.
Light Industrial	1.2	5.5 per 1000 s.f.
Industrial Park	0.99	7.0 per 1000 s.f.
Warehousing	1.63	4.9 per 1000 s.f.
Mini-warehousing	0.29	2.8 per 1000 s.f.
Office	2.82	17.7 per 1000 s.f.
Small Shopping Center	15.51	118.0 per 1000 s.f.
Convenience Market	54.80	625/1000 leasable s.f.

Use	Square Footage	Aver. Daily Traffic Count
2 Apartments	N/A	14
Office	2,800	49.56
Self-storage (mini-warehousing)	9,000	25.2
Gym	13,600	199.8 *
Small Shopping Center	3,500	413
Total		701.56

* Land Use: 492 Health/Fitness Club was used for the trip generation from the ITE manual. An ADT of 14.8 per 1,000 sq. ft. As described in detail in the application submitted to the Board of Zoning Appeals for the December 12, 2024, meeting, this use is for a private training gym for a youth basketball camp and is not open to memberships like a health or fitness club. The square footage is large because there is a full-size regulation basketball court inside, which is not reflective of the low intensity of the use. No typical land designation and by extension, ITE trip generation adequately captures the fact that this is a low use facility. In a given day, not more than 30 students are at the facility in a given day.

c. Nearest key intersection that will serve the proposed project. A “key intersection” is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan.

- Intersection of Summit Point Road at WV 51 (Washington St)

d. “Highway Problem Areas” according to the current Comprehensive Plan that falls within a one-mile radius of the project.

- Intersection of Summit Point Road at WV 51 (Washington St)

e. If a use is not listed in the table above, the most current edition of the Institute of Transportation Engineers Trip Generation Manual or Handbook shall be referenced to determine appropriate trip generation figures.

6. In the event trip generation in the peak hour exceeds 100 or the limitation designated in the most current DOH Traffic Engineering Directive, a traffic study will be required which includes generators, etc. or unless the West Virginia Division of Highways has created an agreement with the applicant to provide site access improvements that are typically required by a traffic study, the traffic study shall not be required. This type of study should be performed by a traffic engineering consultant. The effect of phasing the subdivision shall be cumulative. The traffic study or a letter from the West Virginia Division of Highways outlining the proposed improvements shall be received with the first submission of the site plan.

7. Agency Reviews. The reviewing agencies shall conduct reviews of the proposed concept plan. Agency comments shall be received by the Department fourteen (14) days prior to the scheduled public workshop. The applicant shall distribute the concept plan to all reviewing agencies no later than 7 days after the review. Reviewing agencies are found in Sections 23.203 and 23.204. Applicant shall provide copy of letter sent to outside agencies to the Office of Planning and Zoning within seven (7) days of submission of Concept Plan. If any review agency failed to respond, they shall be deemed by these Regulations to have approved the plan.

- Will send notices within 7 days of submission of Concept Plan.

8. Other Data. Any other data or information the applicant believes will assist in the review.

Required Parking Spaces as Approved by the Board of Zoning Appeals

24-8-CUP

Use and Square Footage	Parking Ratio	Total Number of Spaces Required
Office – 2,800 sq. ft.	1 space per 300 sq. ft.	9 spaces
Office – 3,500 sq. ft.	1 space per 300 sq. ft.	11 spaces*
Private Gym – 13,600 sq. ft.	3 spaces per 1,200 sq. ft	34
Retail – 3,500 sq. ft.	1 space per 277 sq. ft.	12 spaces*
Self-Storage – 9,000 sq. ft	3 at the office plus 1 per employee	4 spaces
Apartment	1.5 spaces per unit	4 spaces
Total Spaces Required for All Uses		63 spaces
Total Spaces Provided		71 spaces

*These uses occupy the same area of the building. Only one of the uses can occur at a time. Adding both numbers into the total spaces required would amount to double counting.

Distance Requirements as Approved by the Board of Zoning Appeals

24-40-ZV

Distance Requirement		
<i>Direction</i>	<i>Required Distance (ft)</i>	<i>Provided Distance (ft)</i>
South (MLK/Route 51)	75	112
East (Eagle Avenue)	75	49
North (Abandoned house)	75	40
West (Railroad tracks)	75	76

Setback Requirements as Approved by the Board of Zoning Appeals

24-40-ZV

Setback Requirement		
<i>Direction</i>	<i>Required Distance (ft)</i>	<i>Provided Distance (ft)</i>
South (MLK/Route 51)	25	25
East (Eagle Avenue)	25	15
North (Abandoned house)	25	20
West (Railroad tracks)	25	10

Buffer Requirements as Approved by the Board of Zoning Appeals
23-41-ZV

Buffer Requirement		
<i>Direction</i>	<i>Required Buffer</i>	<i>Provided Buffer</i>
North (Abandoned house)	20-40 buffer consisting of: <ul style="list-style-type: none"> • 1 row of evergreens planted every 10 feet with a minimum height of 6 feet • Solid fence with a height of 6 feet • 1 row of evergreen trees planted every 20 feet with a minimum height of 6 feet 	20-foot buffer consisting of: <ul style="list-style-type: none"> • Solid fence with a height of 6 feet • One row of pine trees every 20 feet
West (Railroad tracks)	10-foot-wide screened buffer of: <ul style="list-style-type: none"> • 1 pine or deciduous tree planted every 50 feet with a minimum height of 6 feet • 1 ornamental tree planted every 50 with a minimum height of 4 feet • 3 shrubs per every 25 feet. 	None provided along railroad tracks.

9. Other Reviews. Any other staff or agency reviews of the plans. **N/A**

10. Adjoining Property. The applicant must provide an accurate list of all properties and owners' addresses adjoining the subject property. The adjoiners and Homeowner's Associations shall be notified by staff of the date of the workshop.

- **See below.**

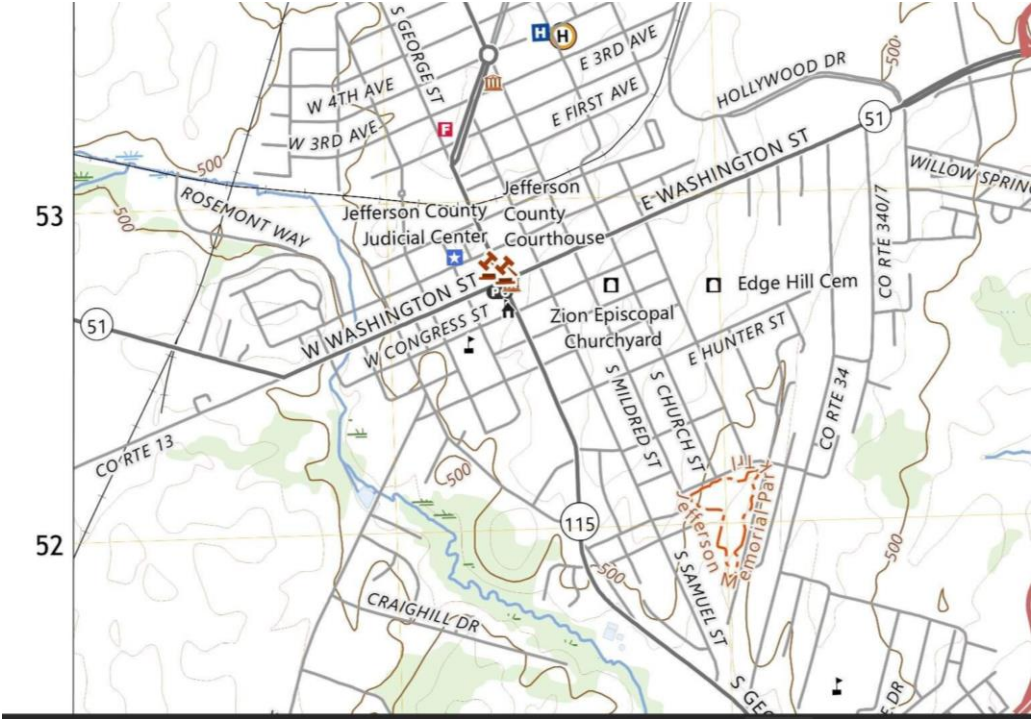
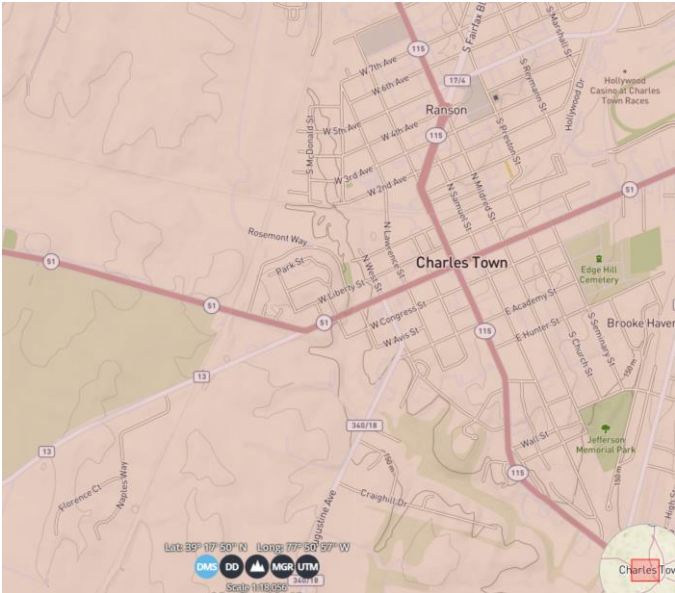
Zoning Designation

Residential Growth



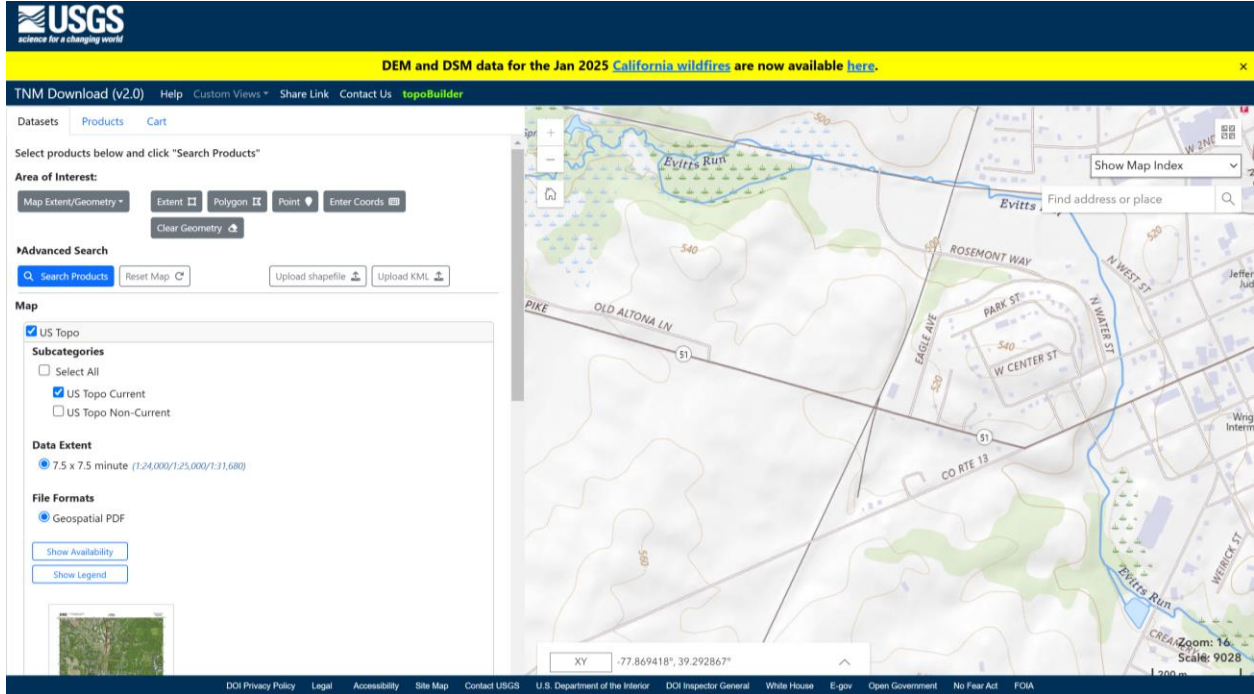
Residential Growth

USGS Maps



Site Resources

20 Foot Contours



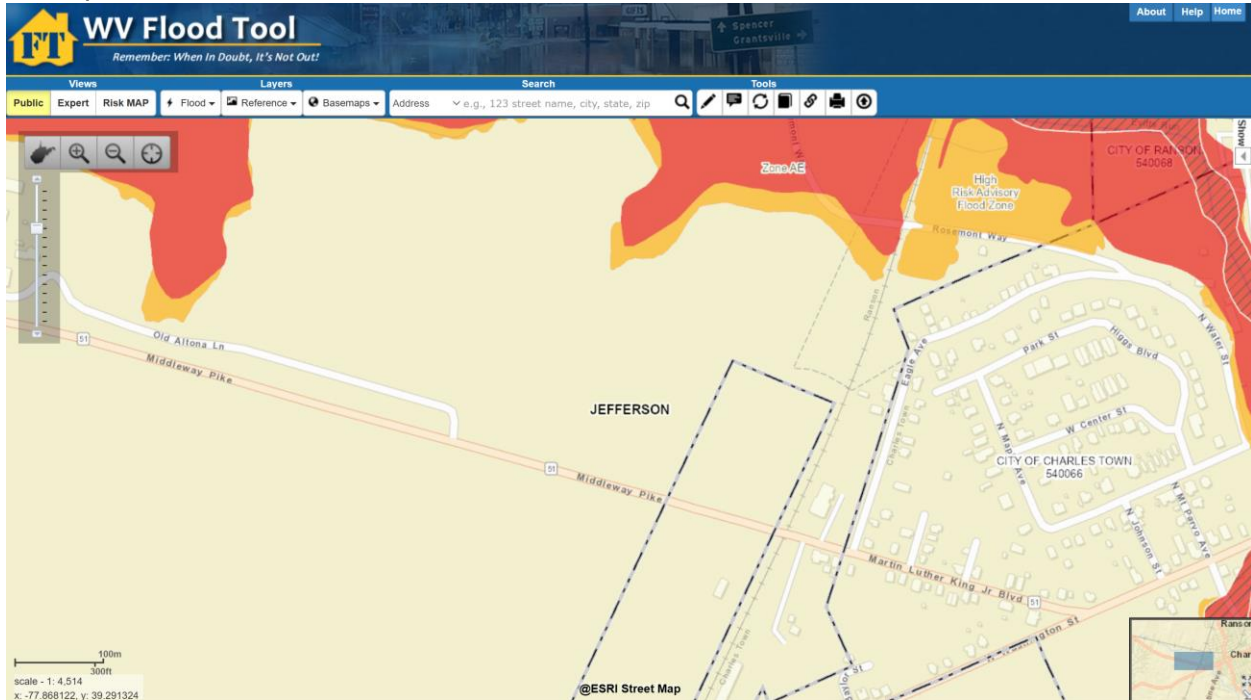
2 Foot Contours



Existing Conditions



Floodplain

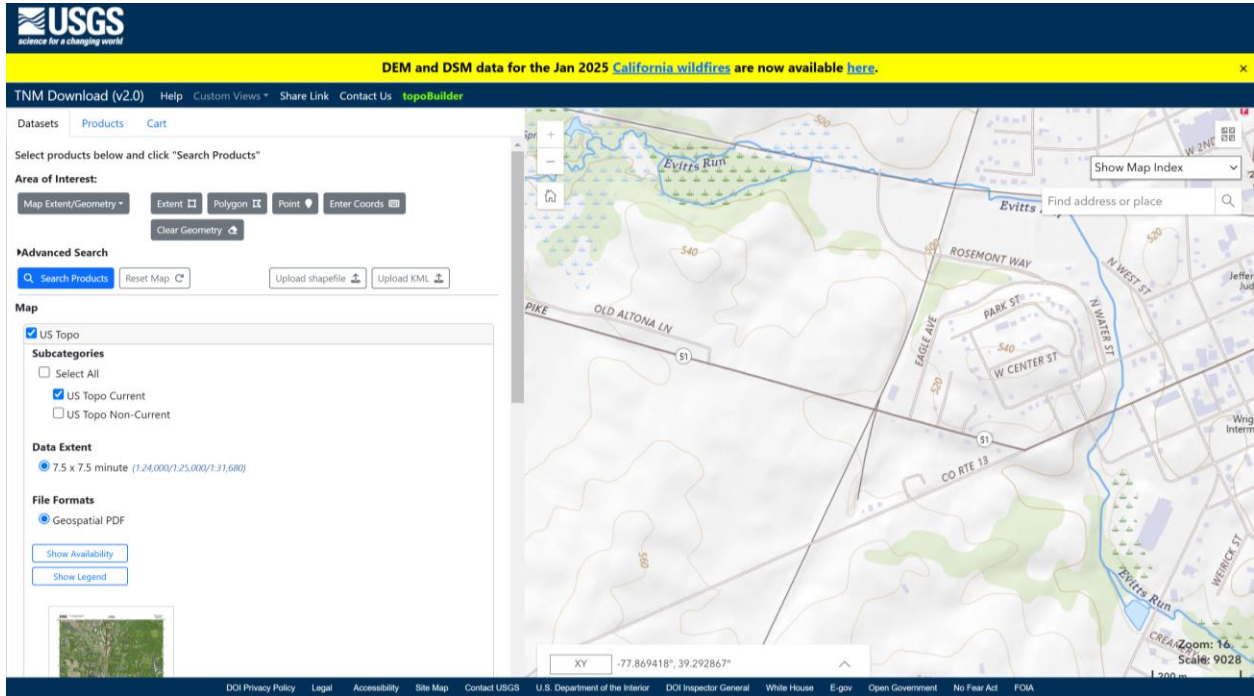


Site resource map. (See definition)

- Does not meet requirements of Section 22.504, Protection of Resources
- Not a hillside development - slopes are less than 10%
- No riparian buffer requirements
- Property is not in a floodplain – see map above
- See also USGS Map – see map above
- Existing conditions – see map above
- Contour lines – see map above
- Woods – None - see existing conditions map above
- Watercourses – not applicable – see floodplain map above
- Hillside – N/A - see contour lines map above
- Prominent rock outcroppings – not applicable
- Sinkholes – not applicable
- Quarries – not applicable

USGS TOPO

20 Foot Contours



2 Foot Contours



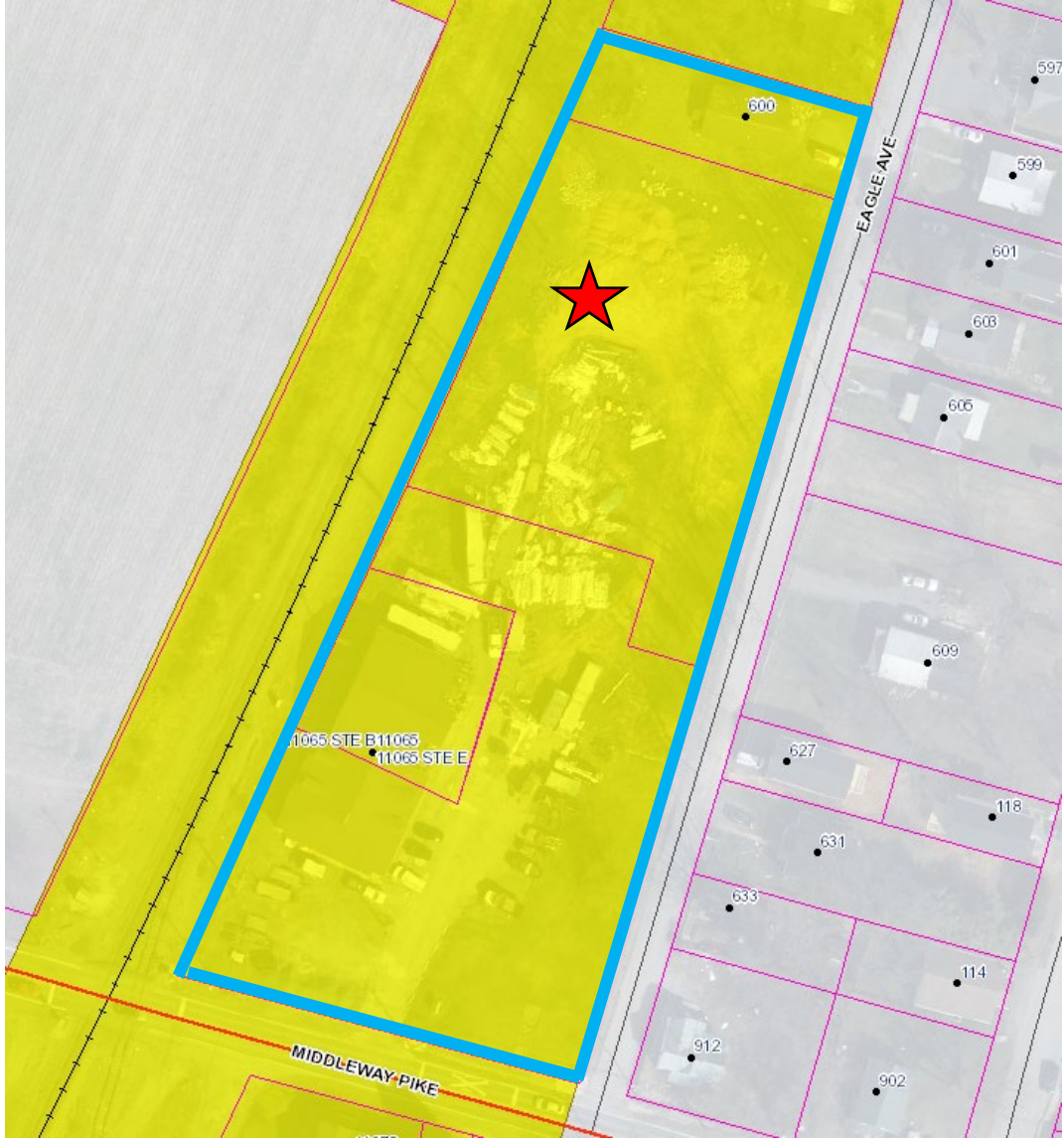
Adjoiners

Owner	# and Street	City, State, Zip
JOHNSON CURTIS	1009 ARCHER RD	KEARNEYSVILLE, WV 25430
BALLARD LINDA D ET AL	72 LOUISA BEALL LN	CHARLES TOWN, WV 25414
MAO JOHN	1207S GEORGE ST UNIT B	CHARLES TOWN, WV 25414
DOWNING JULIA M	605 EAGLE AVE	CHARLES TOWN, WV 25414
PEREZ CARLOS J J	609 EAGLE AVE	CHARLES TOWN, WV 25414
R & D INVESTMENTS LLC	605 BALTIMORE ST	MARTINSBURG, WV 25401
MAO SHUK FAN	1207S GEORGE ST UNIT B	CHARLES TOWN, WV 25414
SMITH HENRY	338S ORANGE AVE	BREA, CA 92821
BERRY JOHN E IV	213W 7TH AVE	RANSON, WV 25438
CORDING ROBERT G & MEAGAN L SUDICKY	11078 MIDDLEWAY PIKE	CHARLES TOWN, WV 25414
DAVENPORT HENRY B III	PO BOX 27	CHARLES TOWN, WV 25414

Staff Report
 Jefferson County Planning Commission Meeting
 April 8, 2025

11065 Middleway Pike Parking Space Depth Waiver (25-8-PCW)

Item # 4: **Public Hearing:** Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development (Site Plan File #25-1-SP). Property Owner: Mark Roper. Property Location: 11065 Middleway Pike & 600 Eagle Avenue, Charles Town, WV. Parcel ID: 02001100130000, 02001100130001, 02001100140000, and 02001100120001; Size: ~2.2 ac; Zoning District: Residential Growth (File # 25-8-PCW).

Owner	Mark Roper
Consultant	Seth Rivard
Property Location & Information	<p>11065 Middleway Pike & 600 Eagle Avenue, Charles Town, WV; Size: ~2.2 acres; Parcel IDs: Parcel ID: 02001100130000, 02001100130001, 02001100140000, and 02001100120001; Zoning District: Residential Growth</p> 

Staff Report
 Jefferson County Planning Commission Meeting
 April 8, 2025

11065 Middleway Pike Parking Space Depth Waiver (25-8-PCW)

Adjacent Zoning	North, South: Residential Growth; West, East: City of Charles Town
Proposed Activity	Mixed-use development with construction of new buildings and expansion of parking. This waiver application pertains to the depth of the parking spaces for this development.
History	12-12-24: Conditional Use Permit for Retail Mixed-Use Development 12-12-24: BZA Approval to Reduce Distance & Setbacks of Property (24-40-ZV) 12-12-24: BZA Approval to Reduce Buffer Requirements of Property (24-40-ZV) 04-08-25: PC Approval to Reduce Parking Stall Depth <i>PENDING</i>

Site Background:

This site plan is for an existing office building and existing indoor storage that is used by the applicant for the applicant’s rental and construction business. On the second level, two rental units are planned, each consisting of three bedrooms and two bathrooms. Property will have access from Martin Luther King JR. Ave. (MLK)/Route 51 and Eagle Avenue.

Summary of the Request:

The applicant is requesting a waiver from Sec. 2.5 Off-Street Parking Standards, N. Parking area dimensions shall be no less than those listed in Table 2.5-1, stall depth of 20’ for perpendicular parking. The request is to reduce the 20 foot stall length to 18 feet.

Waiver Requirements:

The applicant provided a response to the requirements found in “Division 24.300 Waivers” of the Subdivision Regulations in the waiver application. Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- 1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- 2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- 3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- 4) That the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.

Staff Report
Jefferson County Planning Commission Meeting
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11065 Middleway Pike Parking Space Depth Waiver (25-8-PCW)

Staff Recommendation:

20' stall depth is to accommodate for full size pickups and SUV. 18' stall depth is commonly used for average-sized vehicles like sedans, crossovers, and minivans. The full size vehicle can utilize an 18 foot stall length if there is space for the front overhang to accommodate for it. It is not for vehicle facing one another. In other words, two parking spaces shaped in an H. The concept plan does not propose any H shaped parking.

Therefore, engineering would recommend approval of the waiver for only parking spaces with adequate vehicle overhang space and not for the two cars front to front H shaped parking spaces.



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

File #: 25-8-PCW
 Mtg Date: 4-8-25
 Date Rec'd: 1-24-25
 Fees Paid: 4150
 Staff Int: CAV
 List of Adjoiners:

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Planning Commission Waiver Request

Waivers must comply with Division 24.300 of the 2008 Subdivision Regulations, as amended.

Property Owner Information

Owner Name: Mark Roper
 Business Name: _____
 Mailing Address: 418 S. Samuel St, Charles Town, WV 251414
 Phone Number: 304-671-5262 Email: mrconstructionwv@gmail.com

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

Name: Seth Rivard
 Business Name: _____
 Mailing Address: PO Box 92 Charles Town, WV 25414
 Phone Number: 615-735-7097 Email: seaari@yahoo.com

Physical Property Details

Physical Address: 11065 Middleway Pike Charles Town, WV, 25414 Vacant Lot:
 Tax District: 2 Map No: 11 Parcel No: 13, 13.1, 14, 12.1
 Parcel Size: 2.142 Deed Book: 1278;1161;948 Page No: 698;267;640
 Zoning District: Residential Growth

On a separate sheet of paper sketch the shape and location of the lot. Show the location of the intended construction or land use and indicate building setbacks, size, and height. Identify existing easements, roads, buildings, structures, or land uses on the property. Sign and date the sketch.

Included Not applicable (include a vicinity map if a sketch is not applicable)

What Section of the Subdivision Regulations and year of the Regulations are you requesting to Waive?

Sec. 2.5 Off-Street Parking Standards, Subsection N, Parking (Table 2.5-1) of the July 11, 2024 Subdivision Regs.
See attached plan.

Briefly Describe the Nature of Your Waiver Request:

Requesting a reduction of the parking stall depth from 20 feet to 18 feet. The 9 foot width to be maintained. Past, current, and future uses. Site once had a school on it that burned. Property has long been used as office, storage (inside and out), and second level are two rental units that are roughed out for construction. The proposed new uses to the site are self-storage units, a private training gym, and in the front of the building is the option of one of the following uses: climate-controlled storage, an office, or retail use. Property will have access from Martin Luther King JR. Ave.(MLK)/Route 51 and Eagle Avenue.

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

The reduction of the proposed parking stall depth will have no impact and is neutral on county maintenance costs, open, or parkland.

The cumulative effect of reducing the parking stall depth will result in much less impervious area in the development and allow for greater greenspace on the property.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

The requested reduction of the parking stall depth by 2 feet will not affect the public health, safety, or welfare or the rights of adjacent property owners or residents. In fact, the reduction will result in less impervious area and a reduction of heat island affect with less pavement, which is all a benefit to adjacent property owners.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

The intent and purpose is to provide adequate and usable parking areas. Many jurisdiction allow for an 18 foot deep parking stall with no impact to being able to adequately park a full size vehicle (these parking spaces at this size are NOT considered compact parking spaces). As such the intent and purposed of the Ordinance is maintained. The County standards are more strict than necessary with no significant benefit.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

The reduced parking stall depth will result in a better quality and character of the project. It will reduce the amount of pavement and allow for more area to be pervious on the site. It will reduce the amount of area that needs to be dedicated to stormwater management area and more to green area.

By signing this application, I give permission to the Planning and Zoning Staff to conduct a site visit for the purpose of taking photos for the Planning Commission staff report. The information given is correct to the best of my knowledge.

 1-24-25

Property Owner Signature

Date

Property Owner Signature

Date

Notification Requirements

The subject parcel shall be posted with a minimum of one 28" x 22" placard at least 14 days prior to the public hearing. The placard(s) will be prepared by the Staff and posted by the applicant. Adjacent property owner name and address information shall be provided by the applicant so that notification letters can be mailed by Staff least 14 days prior to the public hearing.

04/08/25

Public Hearing Date

03/25/25

Date Placard Posted

03/25/25

Date Adjoiners Mailed

Planning Commission Determination

Approved

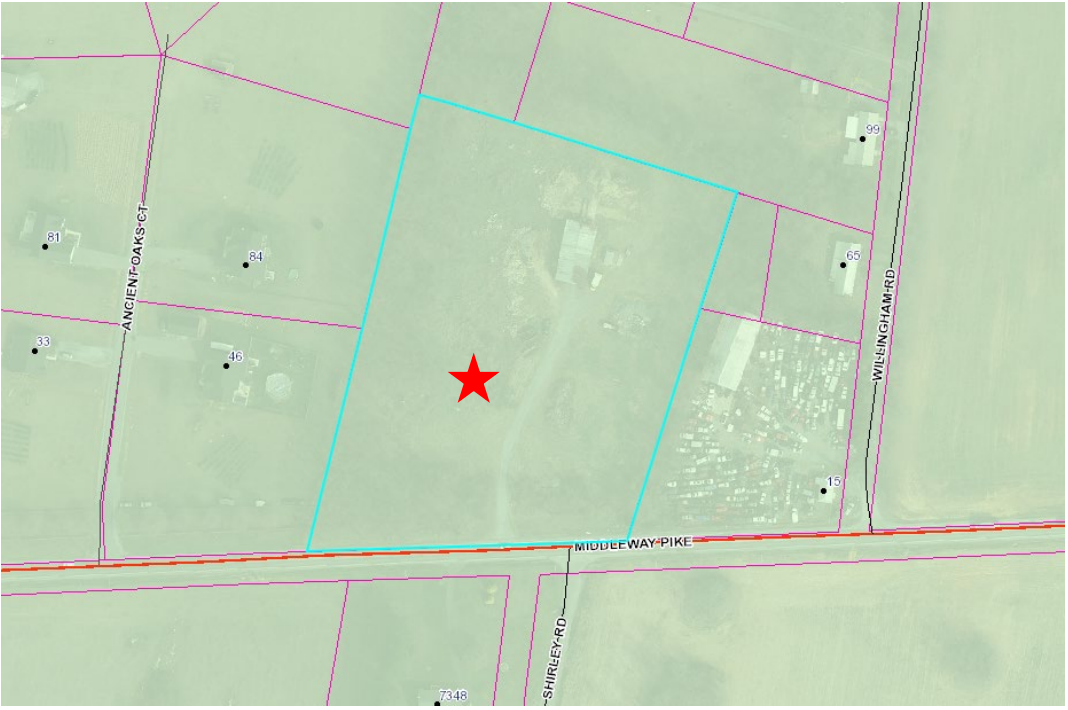
Denied

Date: ___ / ___ / ___

Staff Report
 Jefferson County Planning Commission
 April 8, 2025

Global Environmental Concept Plan Public Workshop (PC File: 25-2-SP)

Item #5: Concept Plan Public Workshop: The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage.

Owners:	Global Environmental & Remediation, LLC	
Applicant:	Global Environmental & Remediation, LLC	
Consultant:	Chuck Branch & Kim Coomler	
Property Location & Legal Description	<p style="text-align: center;">Parcel located north of the Middleway Pike and Shirley Road intersection (formerly addressed as 7367 Middleway Pike), Charles Town, WV, Parcel ID: 07002000090001; Size: ~6 ac; Zoning District: Rural</p> 	
Adjacent Zoning:	<i>North, South, East, & West: Rural</i>	
Proposed Activity:	100' x 100' construction company with employee parking and outdoor storage	
Concept Plan Status:	Submitted:	02/05/2025
	Insufficiency Letter, with comments:	02/13/2025
	Resubmitted:	02/19/2025
	Sufficiency Letter, with minor comments:	03/07/2025
Previous Approvals:	09/10/24: Conditional Use Permit Issued 07/25/24: BZA Approval of a Conditional Use Permit (24-5-CUP)	
Waivers/Variances:	05-17-22: BZA approved a variance to utilize existing vegetation in lieu of a planted buffer along all property lines (24-24-ZV)	

Staff Report
 Jefferson County Planning Commission
 April 8, 2025

Global Environmental Concept Plan Public Workshop (PC File: 25-2-SP)

Introduction and Summary of Request

The Concept Plan for Global Environmental consists of the following:

- A new 10,000 square foot structure to house the construction company
- Demolish the existing building
- Outdoor equipment parking area
- Employee parking
- Stormwater management facilities

Site Plan Category

Section 20.203A.2 of the Subdivision Regulations requires any development consisting of “building(s), both new and additions to existing, where all new structures or new additions to structures located on the parcel total more than 5,000 and less than 250,000 square feet gross floor area (GFA) on any site shall process a Concept Plan with a Public Workshop and all remaining site plan review processes shall be administratively approved.”

Therefore, a Minor Site Plan, with a Concept Plan, will need to be processed that includes engineered stormwater improvements and proposed public water and wastewater facilities. The first step in processing this Site Plan is this Concept Plan and the required Public Workshop. The graphic above depicts the proposed brew pub facility.



Staff Determination of Application Sufficiency and Concept Plan Completeness Review

In accordance with the current Subdivision Regulations, the Minor Site Plan Concept Plan process incorporates a sufficiency and completeness review in a single step. Upon submission and review of the applicant’s Concept Plan, Staff found the submitted plan “sufficient” (i.e. meeting all requirements of Section 24.106 of the Jefferson County Subdivision and Land Use Regulations). These requirements, as well as the current review status for each requirement for the proposed Global Environmental application, are provided below:

	Description	Status
1. General Location	A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.	Provided
2. Concept Plan	In accordance with the content and formatting guidelines provided in Appendix A, <i>Plan & Plat Standards</i> .	Provided

Staff Report
 Jefferson County Planning Commission
 April 8, 2025

Global Environmental Concept Plan Public Workshop (PC File: 25-2-SP)

<p>3. Zoning Information</p>	<p>a) Zoning District in which the proposed development is located. b) Density calculations. c) Site resource map d) Use designation for all adjoin and confronting parcels</p>	<p style="text-align: center;">Provided</p>
<p>4. Proposal Description</p>	<p>A written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is residential.</p>	<p style="text-align: center;">Provided on the Concept Plan</p>
<p>5. Traffic Impact Data</p>	<p>a) Average Daily Trip (ADT) figures for the adjoining or accessible State road. b) Trip generation figures c) Nearest key intersection that will serve the proposed project as classified by the current Comprehensive Plan. d) “Highway Problem Areas” according to the current Comprehensive Plan that falls within a one-mile radius of the project.</p>	<p><u>ADT</u> is approx., 4,999-50,000 for Middleway Pike (WV51); <u>Trip Generation</u>: Peak Hour Trips est. to be 10; Average Daily trips: 15; <u>Key intersection</u>: WV51 & WV13; Problem Area w/in one mile: Route 51 Intersection With Earl Rd. & Darke Lane Route 51 Intersection With Childs Road</p>
<p>6. Traffic Study</p>	<p>A traffic study may be required only at the request and direction of the West Virginia Division of Highways. Any required traffic study or a letter from the West Virginia Division of Highways outlining the proposed improvements shall be received with the first submission of the Site Plan.</p>	<p>Jefferson County defers to the WV DOH regarding whether a Traffic Impact Study (TIS) is required</p>
<p>7. Agency Reviews</p>	<p>The applicant shall distribute the concept plan to all reviewing agencies found in Section 23.203 and 23.204 no later than 7 days after the review.</p>	<p>Letters to required agencies provided. The only response received was from the Middleway Volunteer Fire Company who raised no concerns.</p>
<p>D. Department</p>	<p>The Department review shall include the following: 1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the Concept Plan submission and any zoning issues the developer shall address in a Site Plan submittal. 2. Staff opinion as to whether the plan meets the Site Plan criteria of these Regulations. The Department shall review the Concept Plan for modifications that would improve the plan.</p>	<p>Staff determined that the proposed Concept Plan meets the requirements of the Zoning Ordinance and the Subdivision Regulations as a Minor Site Development with a Concept Plan.</p>

Staff Report
 Jefferson County Planning Commission
 April 8, 2025

Global Environmental Concept Plan Public Workshop (PC File: 25-2-SP)

E./F. WVDOH	WVDOH shall submit a letter to the Office of Planning and Zoning indicating issues and data requirements or notice that there are no issues or data requirements. If WVDOH determines that a Traffic Impact Study (TIS) is needed, parameters shall be provided. The review shall indicate whether a TIS will be required based on analysis required in Section 24.106.B.5.	No response has been received from WV DOH at this time.
G. Public Service	The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County’s needs in that area of the County.	This project is proposed to be served water by an on-site well; and be served by a septic system. Final design will occur with the Site Plan.
H. Recommended Conditions	All reviews shall contain recommended conditions for moving forward to a site plan or reasons why the plan should be denied.	See below

Concept Plan Review

1. External Agency Reviews

Middleway Volunteer Fire Company commented that the project raised no concerns.

2. Staff Recommendation related to Concept Plan

The Subdivision Regulations state that unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors that make the development impossible, Planning staff is required to accept or deny the Concept Plan as complete. Upon accepting the application as complete, Planning staff is required to place it on the next possible Planning Commission agenda as a public workshop, which is advertised at least fourteen (14) days in advance of the meeting and posted on the property.

The Office of Planning and Zoning Staff finds the Concept Plan for the proposed Global Environmental, located at 7367 Middleway Pike, to be “complete” based on the information provided related to the criteria above; however, the following standards will need to be addressed prior to approval of the Site Plan:

- a. WV DOH approval for the proposed entrance, and any Traffic Impact Study recommendations, if required, will be required in conjunction with the Site Plan.
- b. Jefferson County Health Department approval must be provided for the operation of the on-site well and septic in conjunction with the Site Plan.

3. Planning Commission Direction

The Concept Plan Public Workshop allows for the Planning Commission and the general public to comment on the proposed plan before complete engineering design and cost are incurred. The Subdivision and Land Development Regulations outline the procedure:

- 1. The applicant makes a short presentation.
- 2. Staff explains outside agency comments and whether the plan can meet the standards of the Zoning Ordinance.

Staff Report
Jefferson County Planning Commission
April 8, 2025

Global Environmental Concept Plan Public Workshop (PC File: 25-2-SP)

3. Public comment is solicited.

Following the applicant's presentation, staff's explanation, and the solicitation of public comment, the Planning Commission shall provide direction to the applicant as required under Concept Plan Direction outlined in the Subdivision Regulations. The Planning Commission has the option of providing this direction at the same meeting during which the Concept Plan public workshop takes place, or at a subsequent meeting that occurs within 14 days of the meeting at which the Concept Plan public workshop is closed.

Section 24.108 of the Subdivision and Land Development Regulations outlines the direction to be provided to the applicant during a Minor Site Plan Concept Plan review:

“The Planning Commission shall direct the preparation of a Site Plan subject to conditions to be addressed in the site plan application. The purpose of this review is to guide the developer so that when the site plan application is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.”

It should be noted that the direction provided to the applicant in the Minor Site Plan Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to the Subdivision and Land Development Regulations or the Zoning and Land Development Ordinance in the second year shall be applicable.



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 Charles Town, West Virginia 25414

File #: 25-2-SP
 Fees Paid: \$300
 Staff Int.: jth
 Date Received: 02/05/25

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Subdivision or Site Development Application

Application Type Concept Plan Final Plat (major/minor) Redline Revision
 Preliminary Plat Site Plan

Project Name: _____
 Description: _____

Primary Contact Phone Number (must be a direct line number) _____

Property Owner Information

Owner Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Applicant Information

Same as Owner:

Applicant Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Registered WV Engineer or Surveyor or Consultant Information

Contact Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Vacant Lot:

Physical Address: _____
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____
 Zoning District: _____

Additional Parcels (if any)

Physical Property Details

Vacant Lot:

Physical Address: _____
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____
 Zoning District: _____

Physical Property Details

Vacant Lot:

Physical Address: _____
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____
 Zoning District: _____

REVISIONS

No.	ITEM	DATE

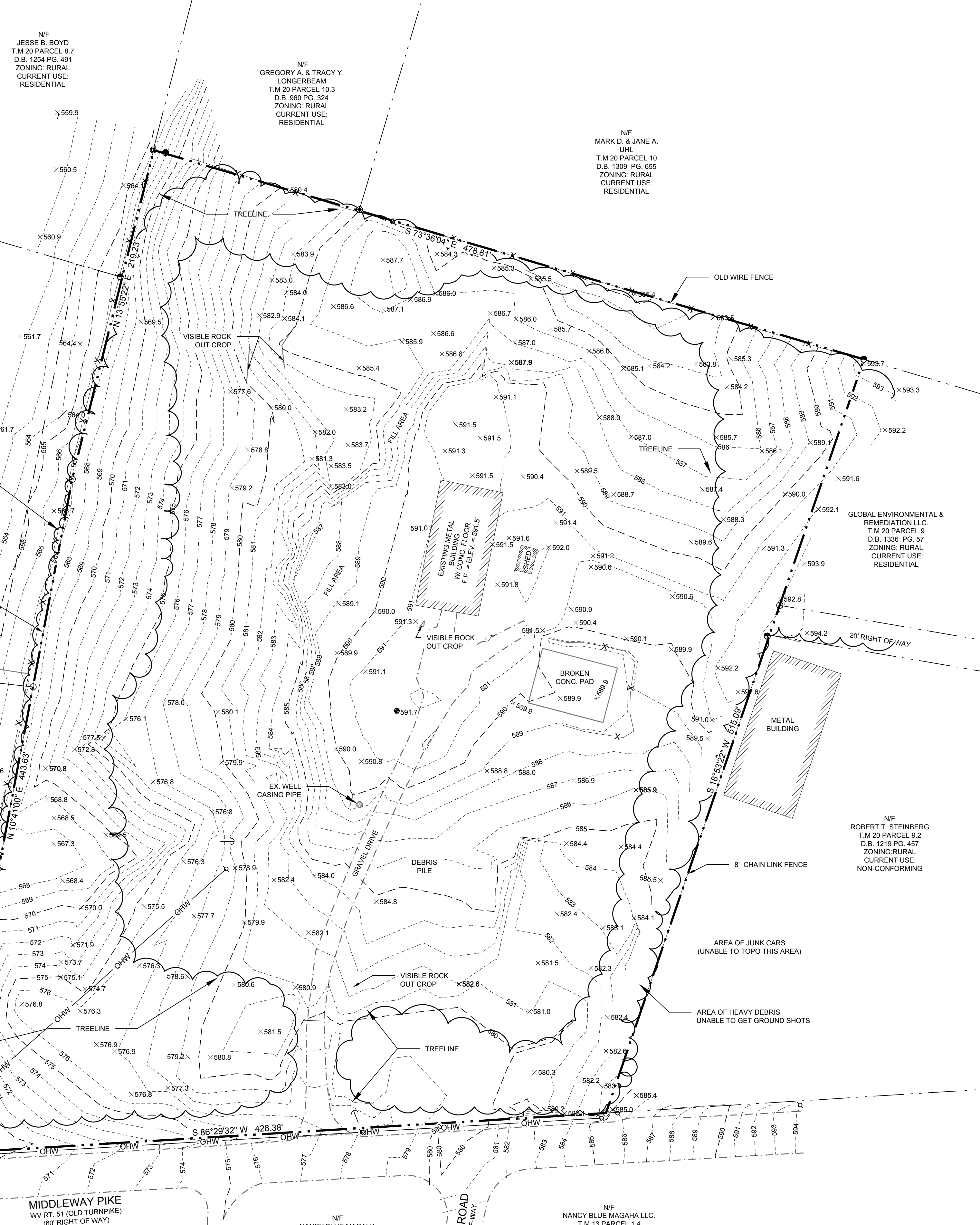
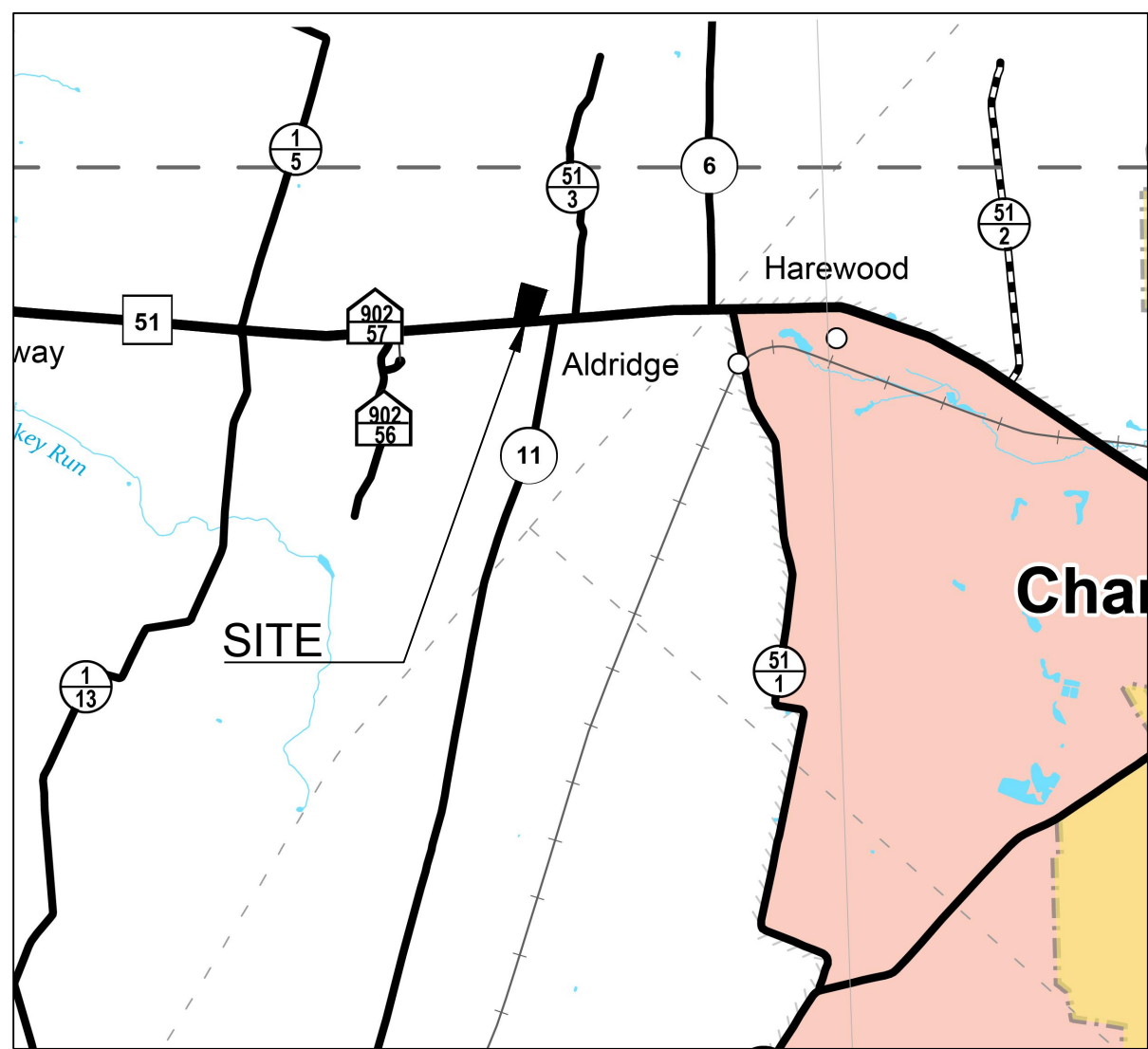
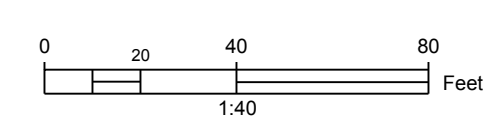
PROJ. NO.: 2410093.00
DATE: 02/18/2025
SHEET NO.:

C100

SITE PLAN
FOR
GLOBAL ENVIRONMENTAL & REMEDIATION LLC.
MIDDLEWAY DISTRICT
T.M. 20 PARCEL 9.1 D.B. 1256 PG. 678
JEFFERSON COUNTY, WEST VIRGINIA

EXISTING CONDITIONS

- LEGEND**
- T.M. TAX MAP NUMBER
 - PAR. PARCEL NUMBER
 - D.B. DEED BOOK
 - PG. PAGE NUMBER
 - NF NOW OR FORMERLY
 - 5/8"X30" REBAR WITH CAP FOUND
 - 5/8"X30" REBAR WITH ORANGE CAP SET
 - REBAR FOUND
 - IRON PIPE FOUND
 - METAL FENCE POST
 - WOODEN FENCE POST
 - POINT
 - UTILITY POLE
 - GUY POLE/WIRE
 - PROPERTY LINE
 - ADJOINER LINE
 - BUILDING OUTLINE
 - EDGE OF GRAVEL
 - 5' CONTOUR INTERVAL
 - 1' CONTOUR INTERVAL
 - WIRE FENCE
 - CHAIN-LINK FENCE
 - WOOD FENCE

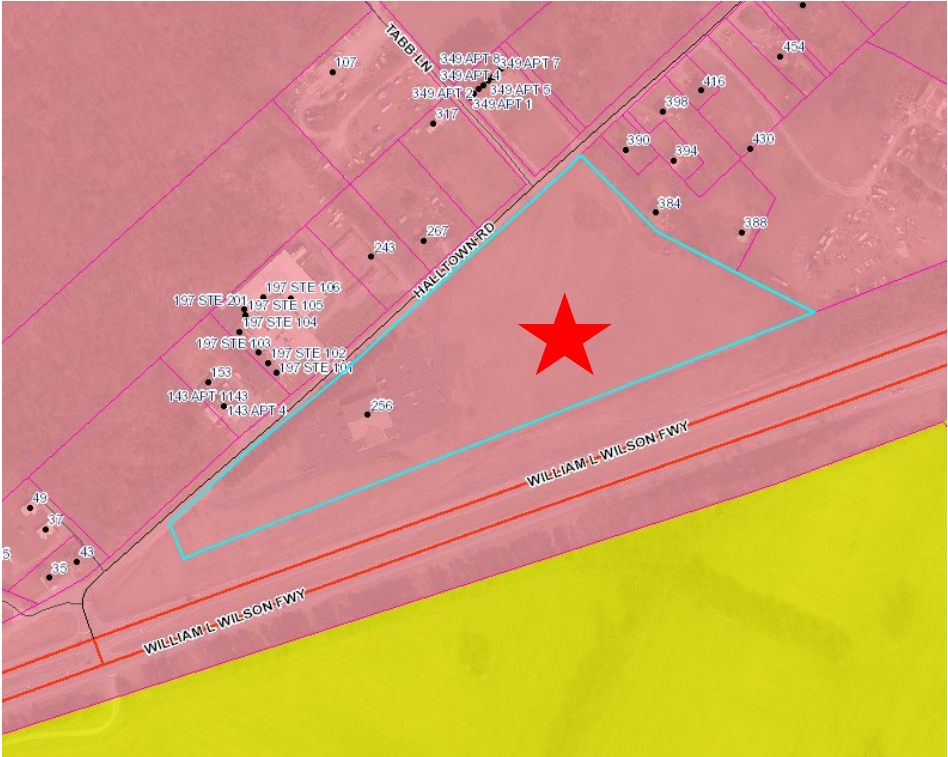


- NOTES:**
- THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY BE SUBJECT TO RECORDED OR UNRECORDED RIGHT-OF-WAYS, EASEMENTS, RESTRICTIONS OR EXEMPTIONS NOT SHOWN HEREON.
 - THIS PARCEL IS LOCATED FEMA MAP # 54037C0120E, EFFECTIVE DATED 12-18-2009, AND IS IN DESIGNATED IN ZONE "X", AN AREA DETERMINED TO BE OUTSIDE THE 0.2% CHANCE FLOODPLAIN.
 - THIS PROPERTY HAS AREAS OF FILL, DIRT AND DEBRIS. THERE ARE ALSO AREAS OF VISIBLE LIMESTONE ROCK ON THIS PROPERTY.
 - THERE ARE NO SPRINGS OR STREAMS ON THIS PROPERTY.
 - THERE ARE NO WETLANDS ON THIS PROPERTY.
 - THERE IS NO EVIDENCE OF SINKHOLES ON THIS PROPERTY.
 - THIS PROJECT DOES NOT MEET THE DEFINITION OF "HILLSIDE DEVELOPMENT" IN 22.504

Staff Report
 Jefferson County Planning Commission Meeting
 April 8, 2025

Eackles-Spencer & Norton (Road Grading & Width) Waiver (25-10-PCW)

Item #6: Waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed two-lot nonresidential subdivision to utilize an existing access/drive aisle as opposed to a county grade road.

Applicant/Owner:	Samuel J Donley Jr
Property Location & Information:	<p style="text-align: center;">256 Halltown Road, Harpers Ferry, WV 25425 Parcel ID: 04001100210002; Size: 12.56 acres; Zoning District: Residential-Light Industrial Commercial</p> 
Surrounding Zoning:	<p style="text-align: center;"><i>North, East, and West: Residential-Light Industrial-Commercial</i> <i>South: Residential-Growth</i></p>
Proposed Activity:	Minor Subdivision
History:	<p>04/16/04: DB987/Pg713 Lotus Youngblood Last Will and Testament, recorded in Will Book K, Page 327, grants property ownership to Maurice R. Cooper and Ora W. Cooper</p> <p>4/20/2004: Permit #04-916 establishes Eackles-Spencer & Norton Funeral Home</p>

Summary of the Request:

The applicant is requesting a waiver from the following section.

Sec. 20.201 Minor Subdivisions, C. Non-Residential

2. Access. All lots shall front on an existing internal subdivision road built to county grade road standards and having a minimum right-of-way width of 50 feet. Lots having direct access to a state road are not permitted to process as a minor, except for those proposals utilizing the non-residential permitted uses in the Rural District.

Staff Report
Jefferson County Planning Commission Meeting
April 8, 2025

Eackles-Spencer & Norton (Road Grading & Width) Waiver (25-10-PCW)

The applicant is requesting to access the state road utilizing the Site Development Access standards for both lots and not having to utilize an existing internal subdivision road.

In the same section above, Sec. 20.201 Minor Subdivisions, B. Site Development Access to Public Roads allows for a single site development to access the state highway system.

Waiver Requirements:

The applicant provided a response to the requirements found in “Division 24.300 Waivers” of the Subdivision Regulations in the waiver application. Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- 1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- 2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- 3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- 4) That the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.

Staff Discussion and Recommendation:

Access management to a state road is designed to minimize the conflict point of any vehicles entering the state highway system and to layout the entrance in a manor to accommodate the type of vehicle to utilize the entrance.

The reason for an internal subdivision road for non-residential use is to build to a standard that will accommodate most of the intended uses. If a use exceed the road standard originally built for, the proposed use will need to upgrade the internal subdivision road access to the state highway system.

If the Planning Commission is inclined to grant the waiver, Engineering recommends approval of the waiver with the condition of approval to upgrade the entrance if the proposed uses exceed the design standards.



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

150.⁰⁰
 File #: 25-10-PCW
 Mtg Date: 4-8-25
 Date Rec'd: 3-14-25
 Fees Paid: \$150
 Staff Int: CAU
 List of Adjoiners:

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Planning Commission Waiver Request

Waivers must comply with Division 24.300 of the 2008 Subdivision Regulations, as amended.

Property Owner Information

Owner Name: S & N PROPERTIES LLC
 Business Name: EACKLES-SPENCER & NORTON FUNERAL HOME
 Mailing Address: DRAWER C, HARPERS FERRY, WV 25425
 Phone Number: (304) 724-6500 Email: _____

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

Name: EA JOHNSON
 Business Name: EA JOHNSON & ASSOCIATES, INC
 Mailing Address: 674 ACORN CIRCLE HARPERS FERRY WV. 25425
 Phone Number: (304) 279-9924 Email: edjohn54@frontiernet.net

Physical Property Details

Physical Address: 256 HALLTOWN ROAD, HARPERS FERRY, WV 25425 Vacant Lot:
 Tax District: HARPERS FERRY Map No: 11 Parcel No: 21.2
 Parcel Size: 12.56 ACRES Deed Book: 987 Page No: 713
 Zoning District: RESIDENTIAL / LIGHT INDUSTRIAL / COMMERCIAL

On a separate sheet of paper sketch the shape and location of the lot. Show the location of the intended construction or land use and indicate building setbacks, size, and height. Identify existing easements, roads, buildings, structures, or land uses on the property. Sign and date the sketch.

Included Not applicable (include a vicinity map if a sketch is not applicable)

What Section of the Subdivision Regulations and year of the Regulations are you requesting to Waive?

WAIVER FROM SECTION 20.201C.2 'ACCESS. ALL LOTS SHALL FRONT ON AN EXISTING INTERNAL SUBDIVISION ROAD BUILT TO COUNTY GRADE ROAD STANDARDS AND HAVING A MINIMUM RIGHT-OF-WAY WIDTH OF 50 FEET'

Briefly Describe the Nature of Your Waiver Request:

THE PAVEMENT WIDTH AT THE ENTRANCE IS 35' BUT IT IS ONLY 20' WIDE WHERE WE PLANNED TO ACCESS LOT 2. THE PLAN WAS TO SHARE ACCESS TO LOT 2 ON THE EASTERLY ENTRANCE. WE ARE REQUESTING A WAIVER TO ALLOW THE APPLICANT TO USE THE EXISTING LANE IN LEU OF CONSTRUCTING A COUNTY GRADE ROAD FOR A COMMERCIAL LOT.

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

IT WOULD NOT PROVIDE ANY BENEFIT TO PARKS OR OPEN SPACE AND IT IS A PRIVATE ACCESS WHICH WILL NOT REQUIRE ANY COUNTY OR STATE ROAD MAINTENANCE.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

THE EXISTING ENTRANCE HAS GOOD SITE DISTANCE AND IS LOCATED IN THE MIDDLE OF THE EXISTING PARCEL AND WILL NOT HAVE ANY IMPACT AT ALL ON THE ADJOINING PARCELS

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

OTHER THAN THE ROAD WIDTH BEING DEFICIENT, THE ROAD LOOKS TO BE IN VERY GOOD SHAPE. IT SHOWS NO SIGNS OF CRACKS AND IS NOT BREAKING UP ALONG THE EDGES OF THE PAVEMENT WHICH, IN MY OPINION, WOULD INDICATE A GOOD SUBBASE

Explain how the waiver, if granted, will result in a project of better quality and/or character.

IT WOULD ELIMINATE THE NEED FOR ANY ADDITIONAL CONSTRUCTION AT THIS TIME. IF ~~NEE~~ NECESSARY, IT CAN BE NOTED THAT THE ACCESS ROAD BE ~~BASE~~ BASE WIDENED TO 24' AS PART OF THE SITE PLAN PROCESS FOR LOT 2, IT WOULD MEAN THAT THERE WOULD BE LESS NOISE AND CONSTRUCTION WHICH COULD ADVERSELY AFFECT THE ADJOINING PROPERTY OWNERS.

By signing this application, I give permission to the Planning and Zoning Staff to conduct a site visit for the purpose of taking photos for the Planning Commission staff report. The information given is correct to the best of my knowledge.

Al H. York

Property Owner Signature

3/7/25

Date

Doreen Roney

Property Owner Signature

3-7-25

Date

Notification Requirements

The subject parcel shall be posted with a minimum of one 28" x 22" placard at least 14 days prior to the public hearing. The placard(s) will be prepared by the Staff and posted by the applicant. Adjacent property owner name and address information shall be provided by the applicant so that notification letters can be mailed by Staff least 14 days prior to the public hearing.

Public Hearing Date

Date Placard Posted

Date Adjoiners Mailed

Planning Commission Determination

Approved

Denied

Date: ___/___/___

JEFFERSON COUNTY ZONING BOARD OF APPEALS VARIANCE (TABLE 1.2-2)		
SECTION OF ORDINANCE	DESCRIPTION OF WAIVER	DATE GRANTED
	NONE	

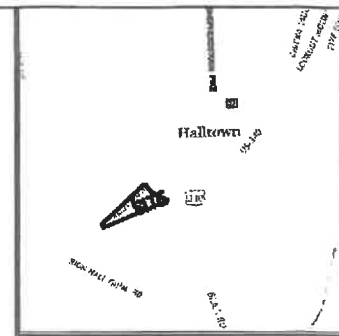
- LEGEND:
 ● FOUND PLANTED STONE
 ● FOUND 3/4" IRON PIPE
 ○ FOUND CAPPED REBAR
 ● SET 5/8" REBAR & CAP
 ● PERCOLATION TEST HOLE
 ● OBSERVATION HOLE
 ▲ UNMARKED

DESCRIPTIVE LINES EXISTING
 CENTERLINE OF ROAD
 TRACT BOUNDARY
 PROPERTY LINES OF ADJACENT TRACTS
 RIGHT-OF-WAYS
 RESTRICTION LINES
 EASEMENTS AND OTHER RESERVED AREAS
 FENCE LINE
 DESCRIPTIVE LINES PROPOSED:
 LOT BOUNDARIES
 RIGHT-OF-WAYS
 RESTRICTION LINES
 EASEMENTS AND OTHER RESERVED AREAS

LINE	BEARING	DISTANCE
L1	S 42°58'12" E	116.70
L2	S 04°48'52" E	157.38
L3	N 85°10'08" E	104.95
L4	S 85°10'08" W	180.05
L5	N 04°48'52" W	117.38
L6	N 42°58'12" W	118.70



AREA TABULATION:
 LOT 1 5.5137 Acres
 LOT 2-RESIDUE 7.0487 Acres
 TOTAL 12.5624 Acres



VICINITY MAP
 SCALE: 1" = 2000'

TOWNSHIP WAIVERS, WHAT DO I NEED TO DO?



- NOTES:
- PROPOSED EASEMENTS OR RIGHTS-OF-WAYS: VARIABLE WIDTH ACCESS EASEMENT AND SHARED ENTRANCE, STORM EASEMENTS
 - THERE ARE NO FUTURE EASEMENTS OR RIGHTS-OF-WAYS PROPOSED.
 - THERE ARE NO LANDS RESERVED FOR PUBLIC OR SEMI-PUBLIC USE.
 - THE PROPERTY DOES NOT LIE IN A 100-YEAR FLOOD PLAIN AND LIES IN ZONE X OF FIRM COMMUNITY PANEL NUMBER 54037C0145E EFFECTIVE DECEMBER 18, 2009.
 - THE SELLER OF ANY LOT WITHIN THIS SUBDIVISION SHALL PROVIDE THE BUYER WITH A REASONABLE OPPORTUNITY, BEFORE SETTLEMENT, TO DETERMINE THAT THE LOT IS SUITABLE FOR THE CONSTRUCTION OF A SEPTIC DISPOSAL SYSTEM. IF, BEFORE SETTLEMENT, THE BUYER IS DENIED A SEPTIC CONSTRUCTION PERMIT BY THE JEFFERSON COUNTY HEALTH DEPARTMENT, THE BUYER MAY REFUSE TO PURCHASE THE LOT WITHOUT PENALTY.
 - THERE ARE NO RESTRICTIVE COVENANTS FOR THESE LOTS.
 - THERE ARE NO WAIVERS SEE TABLE.
 - THERE ARE DRAINAGE EASEMENTS SEE PLAT
 - NO STRUCTURES, FENCES OR LANDSCAPING SHALL BE LOCATED IN THE EASEMENTS.
 - THE ROAD AND ACCESS EASEMENT IS PRIVATELY HELD AND THE COST AND EXPENSES OF MAINTAINING THE PRIVATE ROAD AND EASEMENT, INCLUDING SNOW REMOVAL, SHALL BE SHARED BETWEEN THE LOT OWNERS AND IS NOT A PUBLIC RESPONSIBILITY NOR THE RESPONSIBILITY OF JEFFERSON COUNTY, WV.

- ALL LOTS SHALL HAVE A DRIVEWAY CULVERT WITH A MINIMUM 15" CMP OR EQUIVALENT.
- JEFFERSON COUNTY HEALTH DEPARTMENT APPROVAL FOR WELLS AND SEPTIC RESERVES PERMIT # 509-19-25-
- BUILDING SETBACKS ARE: 25' - FRONT, 15' - SIDES, 50' - REAR
- EXISTING EASEMENTS - PORTIONS OF STATE ROADS.
- VERIFICATION FROM A WELL DRILLER THAT A PRESSURE GROUTED WELL IS DRILLED AND IS PRODUCING WATER AT A QUANTITY APPROVED BY THE JEFFERSON COUNTY HEALTH DEPARTMENT AND/OR THE WEST VIRGINIA BUREAU OF HEALTH SHALL BE SUBMITTED TO THE PLANNING COMMISSION PRIOR TO THE ISSUANCE OF AN IMPROVEMENT LOCATION PERMIT. CERTIFICATION THAT THE WATER IS POTABLE MUST BE SUBMITTED TO THE PLANNING COMMISSION OFFICE WITHIN 6 MONTHS OF THE ISSUANCE OF AN IMPROVEMENT LOCATION PERMIT.
- THE PUBLIC SERVICE DISTRICT MAY REQUIRE IN THE FUTURE EACH PROPERTY OWNER TO ABANDON EXISTING WELL AND SEPTIC SYSTEMS AND TO CONNECT TO A CENTRALIZED SYSTEM WHEN AND IF IT BECOMES AVAILABLE.
- ALL RESIDENTIAL AND NON-RESIDENTIAL BUILDING LOTS SHALL HAVE A STABILIZED CONSTRUCTION ENTRANCE INSTALLED PRIOR TO BEGINNING CONSTRUCTION ON A LOT.
- THE U.S. FISH AND WILDLIFE SERVICE NATIONAL WETLANDS INVENTORY MAP INDICATES THAT THERE ARE NO WETLANDS.
- A BLANKET EASEMENT IS GRANTED TO THE APPROPRIATE PUBLIC SERVICE DISTRICT IN ALL ROAD RIGHT-OF-WAYS FOR CONSTRUCTION AND MAINTENANCE OF WATER AND SANITARY SEWER LINES.
- THE JEFFERSON COUNTY ES11 ADDRESSING ORDINANCE STATES THAT ANY EASEMENT OR RIGHT-OF-WAY LEGALLY ACCESSED BY 3 OR MORE ADDRESSABLE STRUCTURES SHALL BE NAMED. THE GIS/ADDRESSING OFFICE SHALL COORDINATE AND OVERSEE THE NAMING OF THE COMMON EASEMENT OR RIGHT-OF-WAY UPON CONSTRUCTION OF THE THIRD ADDRESSABLE STRUCTURE THAT ACCESSES THE PREVIOUSLY UNNAMED EASEMENT OR RIGHT-OF-WAY.

OWNER'S CERTIFICATE:
 THE DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS AND SPECIFICATIONS PROVIDED HEREON.

NAME _____ NAME _____

SURVEYOR'S CERTIFICATE:
 I, EDWARD L. JOHNSON JR., DO HEREBY CERTIFY THAT THE PROPERTY DELINEATED BY THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THAT IT REPRESENTS A SURVEY MADE IN THE FIELD WITH A RELATIVE ERROR OF CLOSURE EXCEEDING 1:7,500 AND THAT #5 REBAR WILL BE SET AS SHOWN.

EDWARD L. JOHNSON JR.
 PROFESSIONAL SURVEYOR #856

OFFICE OF PLANNING & ZONING

APPLICABLE ZONING AND SUBDIVISION ORDINANCE
 ZONING ORDINANCE: ADOPTED JULY 7, 1998
 AMENDMENTS: JUNE 16, 2022
 SUBDIVISION ORDINANCE: ADOPTED OCTOBER 9, 2008
 EFFECTIVE AMENDMENT: 7/1/24

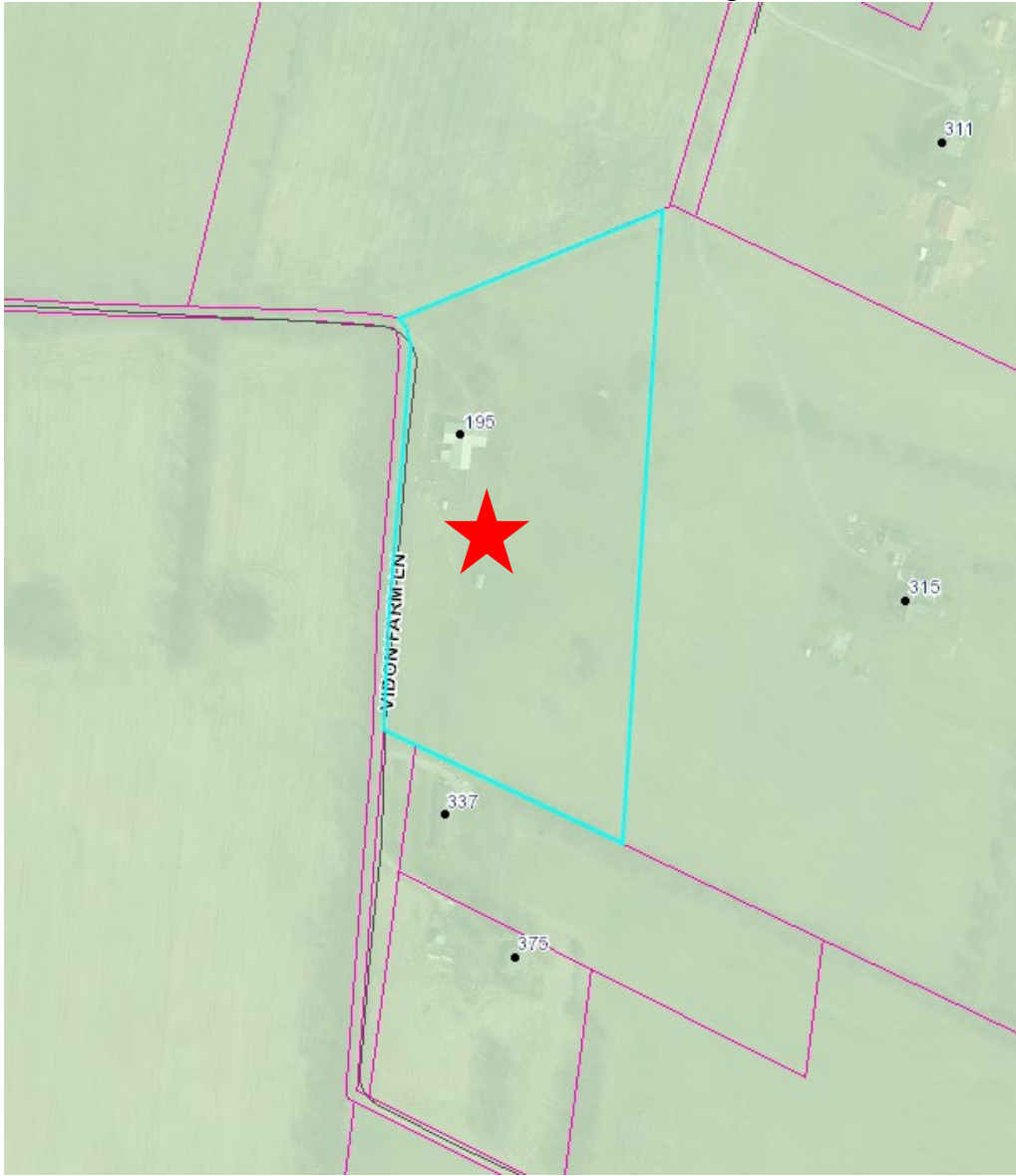
FINAL PLAT MINOR SUBDIVISION
 A RESUBDIVISION OF S & N PROPERTIES, LLC RECORDED IN
 PLAT BOOK 20 PAGE 84
LOTS 1 & LOT 2-RESIDUE
S & N PROPERTIES, LLC
DEED BOOK 987 PAGE 713 TAX MAP 11 PARCEL 21.2
 HARPERS FERRY DISTRICT
 JEFFERSON COUNTY, WEST VIRGINIA
 SCALE: 1" = 100' FEBRUARY 19, 2025

OWNERS/DEVELOPERS S & N PROPERTIES, LLC
 256 HALLTOWN ROAD
 HARPERS FERRY, WV 25425
 (304)

REVISIONS: ED JOHNSON AND ASSOCIATES, INC.
 LAND SURVEYORS
 674 ACORN CIRCLE
 HARPERS FERRY, WEST VIRGINIA 25425
 (304)725-6060

Staff Report
 Jefferson County Planning Commission Meeting
 April 8, 2025
Wenner Waiver Request (File: 25-11-PCW)

Item #7: Waiver from Section 20.201B of the Subdivision Regulations to reduce the required access width from 50' to 20' for a proposed family transfer minor subdivision.

Property Owner:	Paige & Anthony Wenner
Parcel Information & Zoning District:	<p style="text-align: center;">195 Vidon Farm Lane, Shepherdstown, WV 25443 Parcel ID: 09001200080006; Size: 10 acres; Zoning District: Rural</p> 
Surrounding Zoning:	<i>North, South, East, & West:</i> Rural
Proposed Activity	Family Transfer Minor Subdivision
History:	2/23/06: Lot created via Minor Subdivision (05-47) 10/18/94: Orndorff Minor Subdivision created Residue Lot

Staff Report
Jefferson County Planning Commission Meeting
April 8, 2025
Wenner Waiver Request (File: 25-11-PCW)

Summary of the Request:

The applicant is requesting a waiver from Section 20.201B of the Subdivision Regulations to reduce the required access easement width of Vidon Farm Lane from 50' to 20' for a proposed one lot minor subdivision.

The subject parcel has the right to process a Minor Subdivision using the Family Transfer provisions, provided it meets all Subdivision Regulation requirements or receives the requested waivers.

The request is to divide off approximately 2 acres from the 10 acre subject parcel through the Family Transfer Minor Subdivision process. All parcels would utilize the existing 20' access easement instead of the required 50' access easement. The property in question accesses through Vidon Farm Lane, which currently appears to serve four lots including the subject lot.

Staff Recommendation:

Staff believes it is reasonable to reduce the required access easement width of Vidon Farm Ln from 50' to 20' to allow the creation of one additional lot on the existing 20' access easement. If the Planning Commission is inclined to grant the waiver request, staff recommends placing, as a condition of approval that no additional lots past the one additional currently proposed may utilize this access easement without further consideration by staff and/or the Planning Commission.

Waiver Requirements:

The applicant provided a response to the requirements found in "Division 24.300 Waivers" of the Subdivision Regulations in the waiver application. Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- 1) That the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- 2) That the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- 3) That the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- 4) That the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.





Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

File #: 25-11-PCW
 Mtg Date: 4-8-25
 Date Rec'd: 3-17-25
 Fees Paid: \$150
 Staff Int: CAU
 List of Adjoiners:

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Planning Commission Waiver Request

Waivers must comply with Division 24.300 of the 2008 Subdivision Regulations, as amended.

Property Owner Information

Owner Name: Paige Wenner & Anthony Wenner
 Business Name: _____
 Mailing Address: 130 McMurrin Farm Lane, Shepherdstown, WV 25443
 Phone Number: 304-620-8363 Email: pwenner@conradluttrell.com

Applicant Contact Information

Applicant Name: Anthony Wenner, Paige Wenner, Marc Wenner, and Dipa Wenner Same as owner:
 Business Name: _____
 Mailing Address: 27 Orleans Lane, Shepherdstown, WV 25443
 Phone Number: 304-270-7041 Email: patricia.wenner@qiagen.com

Consultant Information

Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: 195 Vidon Farm Lane, Shepherdstown, WV 25443 Vacant Lot:
 Tax District: Shepherdstown Map No: 12 Parcel No: 8.6
 Parcel Size: 10 acres Deed Book: 1339 Page No: 284
 Zoning District: Rural

On a separate sheet of paper sketch the shape and location of the lot. Show the location of the intended construction or land use and indicate building setbacks, size, and height. Identify existing easements, roads, buildings, structures, or land uses on the property. Sign and date the sketch.

Included Not applicable (include a vicinity map if a sketch is not applicable)

What Section of the Subdivision Regulations and year of the Regulations are you requesting to Waive?

We are requesting to waive the access easement width requirement from 50' to 20' for the purpose of processing a family transfer minor subdivision (per Section 20.201B.3).

Briefly Describe the Nature of Your Waiver Request:

We would like to subdivide about 2 acres of our property and transfer it to Anthony's parents for the purpose of building a home. Although this will add another structure to the property, it is not increasing the use of the road, since they were planning on living with us on the property, anyways.

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

This project will benefit us in allowing our parents to live comfortably with us. This is a huge benefit to us in terms of child care, and also in caring for Marc and Dipa once they reach older age.

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

This will have no effect on public health, safety, welfare, or on rights of adjacent property owners. We are responsible for maintenance of the road and will continue to maintain it. This would only mean the addition of two cars per day on the lane. This lane is already used by two other residences and is traversed daily by an adjacent farmer, so this is not a material addition to the use of the lane.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

We are not seeking to change the intent or purpose of any Ordinance. Although there will be another structure, this does not constitute a change of the original purpose of the easement. We will continue to care for the road and do not believe the addition of two cars will have an adverse effect.

Explain how the waiver, if granted, will result in a project of better quality and/or character.

Marc and Dipa are planning on building a small single family home that will be well-maintained and not change the nature/character of the area. This will increase our quality of life and our parents'.

By signing this application, I give permission to the Planning and Zoning Staff to conduct a site visit for the purpose of taking photos for the Planning Commission staff report. The information given is correct to the best of my knowledge.

Paige Wenner 3/17/25
Property Owner Signature Date

Anthony Wenner 3/17/25
Property Owner Signature Date

Notification Requirements

The subject parcel shall be posted with a minimum of one 28" x 22" placard at least 14 days prior to the public hearing. The placard(s) will be prepared by the Staff and posted by the applicant. Adjacent property owner name and address information shall be provided by the applicant so that notification letters can be mailed by Staff least 14 days prior to the public hearing.

Public Hearing Date

Date Placard Posted

Date Adjoiners Mailed

Planning Commission Determination

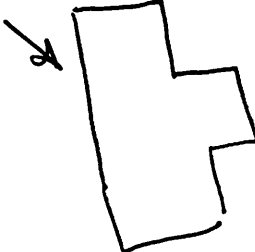
Approved

Denied

Date: ___ / ___ / ___

↓ 10 acres total

paige and anton's house



new proposed lot - about 2-3 acres

marc and dipa's house



2 story home about 2500 square feet

ease ment - vidon farm lane

From: [Planning Department](#)
To: "Chazz"
Subject: RE: Wenner Waiver Request Re: Access (25-11-PCW)
Date: Tuesday, April 1, 2025 2:58:00 PM

Good afternoon,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

From: Chazz <chazdog47@aol.com>
Sent: Tuesday, April 1, 2025 2:52 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>
Subject: Wenner Waiver Request Re: Access (25-11-PCW)

Planning Department-

I write to provide comment regarding the above waiver request. I am the managing member of Aspen Pool Farm LLC which is the owner of Vidon Farm Lane from Trough Road to the Wenner's property and the fenced farmland bordering Vidon Lane and abutting the Wenner property on the Wenner's northern boundary. Access to and from Trough Road by the Wenner's and other property owners bordering Vidon Lane is by prescriptive easement. The dirt and gravel based road, essentially a farm lane, is in good to fair condition.

Though the Wenner's did not ask for my opinion or support of their application for a waiver, I support the waiver. The Aspen Pool Farm farmland is protected by a battlefield and conservation easement granted to the Jefferson County Farmland Protection Board by deed dated January 24, 2024, and recorded in Deed Book 1316, page 642. I do not know whether the Farmland Protection Board had notice of this waiver application. In any event, if the Planning Commission denies the requested waiver, enlarging the road easement to 50 feet would involve a significant expense. Moreover, the Farmland Protection Board's easement would be impaired, and widening of this farm lane would require removal and replacement of a line of wire fence from Trough Road to the Wenner's property and the permanent loss of that strip of protected farmland. For that potential disturbance and impairment of the protected land, the waiver should be granted.

However, if the Planning Commission agrees that the waiver should be denied (and I

understand the reason for the requirement and the need to avoid piecemeal erosion of that standard), the Wenner's are not without options. The location map shows that Peaceful Breeze Lane deadends at the Wenner's property, and it should not be difficult to access that well maintained road and secure permission to use it from the neighboring owners along that way. Perhaps that offers the best solution.

Thank you in advance for considering my input. I may not be able to appear at next week's Planning Commission meeting because a prior commitment takes me out of town.

Chazz Printz
1378 Trough Road
Shepherdstown 25443
304-671-0309

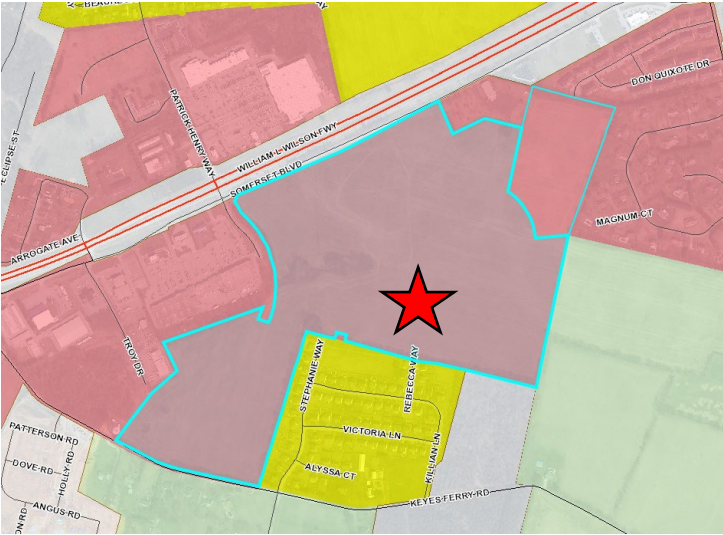
Staff Report
 Jefferson County Planning Commission Meeting
 April 8, 2025

US Route 340 Waiver Requests (File: 25-12-PCW and File: 25-13-PCW)

Items #8 and #9:

Request # 1: Request for a Waiver from Article 21, Section 21.101A, which requires that blocks shall not, in most instances, exceed six lots in length on one side of the street.
 (File: 24-12-PCW).

Request # 2: Request for a Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. (File: 24-13-PCW).

Owner/Applicant	DR Acquisitions, LLC / Attn: Matt Powell
Consultant	Integrity Federal Services, Inc. / Attn: Brooke Perry
Property Location & Information	<p style="text-align: center;">Vacant Lots located on Somerset Blvd, Charles Town, WV; Size: ~136.08 acres; Parcel IDs: 02000900080000 & 02000900080011; Zoning District: Residential-Light Industrial-Commercial</p> 
Adjacent Zoning	<p style="text-align: center;"><i>North: Residential-Light Industrial-Commercial/Residential Growth</i> <i>South: Residential-Light Industrial-Commercial/Residential Growth/Incorporated Town</i> <i>East: Rural/Residential-Light Industrial Commercial</i> <i>West: Incorporated Town/Residential-Light Industrial Commercial</i></p>
Proposed Activity	<p>The US Route 340 Mixed-Use Concept Plan pending submission proposed to consist of 597 dwelling units & 8 commercial lots. Previous File: 18-11 Dwelling Unit Breakdown: Single-Family: 99 small lots & 110 large lots (as revised); Townhouse Units: 128; Multi-Family Units: 260 (26 buildings with 10 units/buildings)</p>
History	<p>10/09/18: Original Concept Plan provided to PC, Approved (18-11). 10/09/18: Original Road Frontage Waiver provided to PC, Approved (PCW18-12). 10/09/18: Original Road Access Waiver provided to PC, Denied (PCW18-13). 10/09/20: Concept Plan expires, voids previously approved PC Waiver. 03/18/25: Submittal of 25-12-PCW & 25-13-PCW</p>

Staff Report
Jefferson County Planning Commission Meeting
April 8, 2025

US Route 340 Waiver Requests (File: 25-12-PCW and File: 25-13-PCW)

Summary of the Request:

Applicant is pursuing two waivers that will impact the design of a future Concept Plan submission for a Mixed Use Subdivision. The property is located east of Charles Town and Ranson along Route 340. A Concept Plan was originally approved in 2018 but the approval has since expired.

Request # 1: (File: 25-12-PCW) Request for a Waiver from Article 21, Section 21.101A, which requires that blocks shall not, in most instances, exceed six lots in length on one side of the street.

Request # 2: (File: 24-13-PCW) Request for a Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less.

NOTE: *These are two separate waivers that will require separate action by the Planning Commission but are included in the same staff report.*

24-14-PCW Waiver Request #1 for Section 21.101A (Block Length)

Summary of the Request:

The applicant is requesting a waiver of this section to allow block lengths of greater than 6 lots on one side of the street. Section 21.101A of the Jefferson County Subdivision and Land Development Regulations states that blocks “shall not, in most instances, exceed six lots in length on one side of the street” (emphasis added). It further states that the length, width, and shape of blocks shall be determined with due regard to the provision of adequate sites for buildings of the type proposed, zoning requirements, fire access, emergency service, and police protection. There is some provision for longer blocks in rural subdivisions if there are topographic constraints, but only if there are no more than nine total lots in the subdivision and the lots are over ¾ acre in land area each. This proposed development is zoned Residential-Light Industrial-Commercial and these criteria do not apply.

Waiver Requirements:

The applicant provides a response to the requirements found in “Division 24.300 Waivers” of the Subdivision Regulations, which is attached to the application. Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- (1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- (2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- (3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- (4) that the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.

Staff Comments:

US Route 340 Waiver Requests (File: 25-12-PCW and File: 25-13-PCW)

Generally blocks are defined as areas of land bounded by streets, other transportation features and/or public open spaces. The length of blocks influence the interconnectivity of neighborhoods and the walkability of communities. The standard width of the lots found within the blocks can also impact the length of the blocks. Waiver #2 (24-13-PCW) below also requests narrower lot widths than required by the ordinance, which would result in a greater number of lots within a standard block. Blocks found in more urban environments with a rectilinear grid street pattern lend themselves to a smaller number of lots in a given block to allow for greater interconnectivity. In areas where the blocks contain more numerous lots along the open space area, it is recommended that additional pedestrian connectivity be utilized to break up the length of the blocks and allow access to open space and common areas.

Staff Recommendation:

Planning and Zoning staff recommends that the waiver be granted to allow block lengths up of more than six (6) lots on one side of the street, with the condition that pedestrian connectivity be provided to common open space areas as much as possible. The request could result in a more flexible subdivision design that integrates open space and parkland into the development while providing adequate interconnectivity to adjoining lots.

24-13-PCW Waiver Request #2 for Section 21.104A (Lot Frontage)

Summary of the Request:

The applicant is requesting a waiver of this Section to allow the detached single family lots to have a minimum lot frontage of 65'. Section 21.104A of the Jefferson County Subdivision and Land Development Regulations, "Lot Width and Frontage", states that "the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less." As the subject parcel is zoned Residential-Light Industrial-Commercial, the 80' would apply for this development. Lot widths are measured at the setback lines and lot frontage is measured along the street property line. The application states that the proposed layout is not to reduce lot size but change the dimensions for deeper lots.

Waiver Requirements:

The applicant provides a response to the requirements found in "Division 24.300 Waivers" of the Subdivision Regulations, which is attached to the application. Waivers from the minimum standards in these Regulations may be granted by the Planning Commission only when the Planning Commission finds that granting a waiver will be consistent with all of the following criteria:

- (1) that the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County parks plan, or benefits of a similar nature;
- (2) that the waiver, if granted, will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- (3) that the waiver, if granted, will be in keeping with the intent and purpose of these Regulations; and
- (4) that the waiver if granted will result in a project of better quality and/or character. Process and procedural waivers shall be reviewed and found consistent with the above criteria prior to approval.

Staff Report
Jefferson County Planning Commission Meeting
April 8, 2025

US Route 340 Waiver Requests (File: 25-12-PCW and File: 25-13-PCW)

Staff Comments:

The intent of the lot frontage guidelines is to establish uniform land subdivisions in Jefferson County. The 80' lot frontage requirement is intended to provide for a suburban or relatively large lot development. The smaller lot widths are not proposed to result in smaller lot sizes, but are proposed to have narrower deeper lots and is anticipated to allow for the creation of additional open space/parkland for the subdivision.

Staff Recommendation:

Planning and Zoning staff recommends that the waiver be granted in the lot frontage requirements for this subdivision. The overall plan will be required to meet the open space requirements of the Subdivision Regulations.



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

25-12-PCW
 File #: 25-13-PCW
 Mtg Date: 4-8-25
 Date Rec'd: 3-17-25
 Fees Paid: \$150
 Staff Int: CAU
 List of Adjoiners:

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
 Fax: (304) 728-8126

Planning Commission Waiver Request

Waivers must comply with Division 24.300 of the 2008 Subdivision Regulations, as amended.

Property Owner Information

Owner Name: DR Acquisitions, LLC
 Business Name:
 Mailing Address: 7945 Wormans Mill Road, Frederick, MD 21701
 Phone Number: Email:

Applicant Contact Information

Applicant Name: Attn: Matt Powell Same as owner:
 Business Name: DR Acquisitions, LLC
 Mailing Address: 10212 Governor Lane Boulevard, Suite 1006, Williamsport, MD 21795
 Phone Number: 301-302-6231 Email: mpowell@danryanbuilders.com

Consultant Information

Name: Brooke Perry
 Business Name: Integrity Federal Services, Inc
 Mailing Address: 148 S. Queen Street, Suite 201, Martinsburg, WV 25401
 Phone Number: 304-725-8456 Email: bperry@ifs-ae.com

Physical Property Details

Physical Address: Located on Somerset Blvd Vacant Lot:
 Tax District: Charles Town District 2 Map No: 9 Parcel No: 8 & 8.11
 Parcel Size: 121.07 & 15.01 Acres Deed Book: 1085 & 1297 Page No: 409 & 9
 Zoning District: Residential/Light Industrial/Commercial (R-LI-C)

On a separate sheet of paper sketch the shape and location of the lot. Show the location of the intended construction or land use and indicate building setbacks, size, and height. Identify existing easements, roads, buildings, structures, or land uses on the property. Sign and date the sketch.

Included Not applicable (include a vicinity map if a sketch is not applicable)

What Section of the Subdivision Regulations and year of the Regulations are you requesting to Waive?

Section 21.101.A. (Block Length): Allow block lengths longer than 6 lots.

Section 21.104.A. (Lot Frontage): Allow a 65 foot minimum lot frontage/width

Briefly Describe the Nature of Your Waiver Request:

Section 21.101.A. (Block Length): Allow block lengths longer than 6 lots.

Section 21.104.A. (Lot Frontage): Allow a 65 foot minimum lot frontage/width

Explain how the design of the project will provide public benefit in the form of reduction in County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of a similar nature.

See attached

Explain how the waiver, if granted, will not adversely affect the public health, safety, or welfare or the rights of adjacent property owners or residents.

See attached

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

See attached

Explain how the waiver, if granted, will result in a project of better quality and/or character.

See attached

By signing this application, I give permission to the Planning and Zoning Staff to conduct a site visit for the purpose of taking photos for the Planning Commission staff report. The information given is correct to the best of my knowledge.

 3/17/25
Property Owner Signature Date

Property Owner Signature Date

Notification Requirements

The subject parcel shall be posted with a minimum of one 28" x 22" placard at least 14 days prior to the public hearing. The placard(s) will be prepared by the Staff and posted by the applicant. Adjacent property owner name and address information shall be provided by the applicant so that notification letters can be mailed by Staff least 14 days prior to the public hearing.

Public Hearing Date

Date Placard Posted

Date Adjoiners Mailed

Planning Commission Determination

Approved

Denied

Date: ___ / ___ / ___

Route 340 Mixed Use Subdivision
Waiver Request Addendum (Lot Frontage)
March 17, 2025

What Section of the Subdivision Regulations are you requesting to waive.

Section 21.104.A. Frontage. The minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. Flag lots and lots on cul-de-sacs may be permitted to have a minimum frontage of 24 feet based on design and engineering approval.

Briefly describe the narrative of your waiver request:

It is requested that the 80' minimum lot frontage for single-family detached units be reduced by 15' to a 65' minimum lot frontage. We are not proposing any change to the minimum or average lot area requirements.

Appendix A of the Jefferson County Zoning and Land Development Ordinance does not have a minimum lot width for a single family detached dwelling, and there is also a provision for "small lot single-family detached dwellings" which allow a minimum lot width of 35'. The requested 65' minimum lot width is greater than both of these requirements.

Explain how the design of the project will provide public benefit in the form of County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of similar narrative.

The Subdivision will cater to the housing trend that provides narrower lots in exchange for greater backyards and open space. We are not proposing to reduce the lot size, but simply to adjust the dimensions to better fit today's housing product and consumer demands. Historically, residential developments have been proposed with 80 to 100' lot depths, but in the proposed subdivision the lots are proposed to be a minimum of 110' deep, with many lots in excess of that. This offset of increased lot depth and subsequent backyards provides a benefit by reducing overall HOA and community maintenance costs, and allows more land to be set aside for community open space and parks. The required minimum lot width of 80' could be achieved through reducing the amount of parkland / open space proposed.

Explain how the waiver, if granted, will not adversely affect public health, safety, or welfare or the rights of adjacent property owners or residents.

The reduction of permitted lot width by 15' will not impact the public's health, safety or welfare nor will it impact adjacent property owners and/or residents rights.

There are provisions within the Zoning and Land Development Ordinance (referenced by the Subdivision Ordinance) which allow for a 35' detached single-family residence and townhouse lot widths of 18-20' (could be less based on minimum lot area). The Zoning and Land Development Ordinance would not

provide provisions for a lot which is 35' wide if the reduced lot frontage was a detriment to the health, safety or welfare of Jefferson County citizens. The request is in excess of this 35' minimum requirement.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

As discussed in response to the public health & safety section of this document, the Zoning and Land Development Ordinance provides provisions for a minimum lot width of 35'. The requested waiver will provide a minimum lot width which is almost double that which the Ordinance determines acceptable.

Through its regulations, the Ordinance encourages density where public water and sanitary sewer is available. The proposed development will be served by public water/sanitary sewer and is similar in design to that of adjacent neighborhoods. Density is achieved through reduced lot widths, increased open space areas and additional housing options.

Explain how the waiver, if granted, will result in a project of better quality or character.

Today's housing market includes a demand for smaller homes on narrower lots which have access to larger backyards and common open space areas. Granting this waiver request will allow this market sector to continue to be recognized in Jefferson County and will blend the proposed development with adjacent neighborhoods.

This community will provide larger community open spaces for its residents to enjoy. The proposed open space and density is in part due to the reduced lot width/area. Increased density requires a higher percentage of Open Space to be reserved, per Table 21.105 of the Subdivision Ordinance, below.

Table 21.105 Parkland Requirements for R-LI-C & RG Districts and Development in the Rural District with an approved CUP	
Density in Units per Acre of Residential Land Area	% of Land to be Reserved for Open Space
Less than 2 units per acre	No land required
2-4	4%
4-6	7%
6 to 10	10%
10+	15%

The Route 340 Mixed Use Subdivision's vision includes narrow lots with less maintenance and more usable backyard area, within the highly amenitized mixed use neighborhood focused around central open spaces.

Route 340 Mixed Use Subdivision
Waiver Request Addendum (Block Length)
 March 17, 2025

What Section of the Subdivision Regulations are you requesting to waive.

Section 21.101.A. Block Length. The blocks shall not, in most instances, exceed six lots in length on one side of the street. For attached units, that shall not exceed 12 lots. The length, width, and shape of blocks shall be determined with due regard to the provision of adequate sites for buildings of the type proposed, zoning requirements, fire access, emergency service, and police protection. Blocks may be longer in rural subdivisions due to topographic constraints and/or the total number of lots in the subdivision does not exceed 9 and the lots are over ¾ acre in land area each.

Briefly describe the narrative of your waiver request:

It is requested that blocks may include a mixture of lot numbers on one (1) side of the street for single-family detached units. Block length requirements are not applicable to lots located along the perimeter of the property or lots abutting open space. Block lengths shall only apply to blocks interior to the community. Blocks are defined as “An area of land surrounded on all sides by streets or other transportation right-of-ways or by physical barriers such as water bodies or public open spaces. Blocks are normally divided into lots”.

Explain how the design of the project will provide public benefit in the form of County maintenance costs, greater open space, parkland consistent with the County Parks Plan or benefits of similar narrative.

Parkland requirements are based upon the density of a proposed subdivision. A density of 4 to 6 units per acre requires that 7% of the community shall be reserved for open space. A density of 6 to 10 units per acre requires 10% open space. The proposed reduced lot width in conjunction with the increased block length, creates an increased density which increases parkland requirements and reduces imperviousness and road right-of-way that doesn’t serve any additional benefit.

The increased block length allows for flexibility in the design of the proposed community. This flexibility allows the integration of parkland into the developments design and into the existing terrain. A rigid block structure based on the number of lots as opposed to actual distances can create an excessive amount of roads when lots of reduced width are utilized. This excessive street structure limits the ability to integrate contiguous parkland into the community.

Table 21.105 Parkland Requirements for R-LI-C & RG Districts and Development in the Rural District with an approved CUP	
Density in Units per Acre of Residential Land Area	% of Land to be Reserved for Open Space
Less than 2 units per acre	No land required
2-4	4%
4-6	7%
6 to 10	10%
10+	15%

Explain how the waiver, if granted, will not adversely affect public health, safety, or welfare or the rights of adjacent property owners or residents.

The number of lots proposed in a block will not impact the public's health, safety or welfare nor will it impact adjacent property owners and/or residents rights.

Public health, safety or welfare is not impacted by the number of lots provided within a single block. The Subdivision Ordinance states that *the length of a block shall be determined with due regard to the provision of adequate sites for buildings, fire access, emergency service, and polices protection.* Blocks located within a grid system provide interconnections within a community for these emergency responders and these interconnections are maintained in the design of the proposed subdivision. The lots will provide adequate sites for the proposed unit types and no modifications to required building setbacks are being requested.

Adjacent uses to the Route 340 Mixed Use Subdivision include single-family residential, US Route 340, Keyes Ferry Road, Sommerset Village commercial, and vacant land. The proposed mixed use subdivision is compatible with the adjacent residential properties and provides a block structure similar to that of other recent subdivisions such as Stonecrest, Magnolia Springs, Kings Crossing and Crosswinds. Commercial areas are provided near similar uses, and aid in buffering residential areas from Route 340.

Explain how the waiver, if granted, will be in keeping with the intent and purpose of this Ordinance.

The intent of the Ordinance is to control block length and provide more connectivity. The metric used by the Ordinance to control block length is number of lots. The variable in this method of measurement is that lot widths will vary and there are no maximum width requirements. So, a block of six-200 foot wide lots is the exact same length as a block of 18-65 foot lots. This allows the possibility for a block of six (6) lots could have greater length than a block of 20 lots.

As discussed in response to the public health & safety section of this document, proposed blocks will provide adequate building sites, fire access, emergency service, and police protection. The actual length of the block does not necessarily change, just the number of units allowed within that block.

Explain how the waiver, if granted, will result in a project of better quality or character.

The proposed block structure and length allows for the protection of existing natural resources, reduces excessive streets/impervious areas and will create a community in harmony with surrounding neighborhoods.

Today's housing market includes a demand for smaller homes on narrower lots, with less maintenance and access to larger common open space areas. Granting this waiver request will allow this market sector to continue to be recognized in Jefferson County, and blend the proposed development with adjacent neighborhoods.



Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: planningdepartment@jeffersoncountywv.org

Phone: (304) 728-3228

Email: zoning@jeffersoncountywv.org

Fax: (304) 728-8126

Planner's Memorandum Planning Commission Meeting April 8, 2025

1) Department of Engineering, Planning and Zoning County Offices Contact Information

BUILDING PERMITS & INSPECTIONS 304-725-2998 permits@jeffersoncountywv.org

IMPACT FEES 304-728-3331 - mmason@jeffersoncountywv.org

ENGINEERING 304-728-3257 - engineering@jeffersoncountywv.org

PLANNING & ZONING 304-728-3228 - planningdepartment@jeffersoncountywv.org, zoning@jeffersoncountywv.org

GIS & ADDRESSING 304-724-6759 - gis@jeffersoncountywv.org

2) Upcoming PC meetings

❖ Next Regular meeting date: **May 13, 2025**

○ 7:00 pm Planning Commission Meeting

3) Discussion on Committee

BYLAWS OF THE JEFFERSON COUNTY PLANNING COMMISSION

Section 2.4 – Committees

The Planning Commission may establish one or more committees to which, pursuant to W.Va. Code § 8A-2-11 (15), it may delegate limited powers. Committees shall consist of no less than three (3) members nor more than four (4) members of the Planning Commission, and shall not consist of a quorum of the Planning Commission. Appointments to committees shall be made by a majority vote of the Planning Commission. The purpose of the Committees is to act as a fact finding body for the use of the Planning Commission and no action is to be taken by the Committees.

Notice for all Committee meetings shall be in writing, will include the date, time, and place of the Committee meeting as well as the purpose of the meeting. The notice shall be sent to all Committee members and publicly posted at least three days before the Committee meeting. A Committee meeting may be postponed or cancelled for appropriate reasons, and in such case prior notice of said postponement or cancellation shall be provided if possible.

On occasion, the Planning Commission President may call a Committee meeting to be a video conference only meeting, in which case Planning Commission members, staff, and members of the public can attend via video conference.

The Committee meetings are open to the public. Such Committee meetings shall be recorded, and such recordings and minutes shall be maintained and made available, upon request and in accordance with the procedures of the Planning Commission and/or its staff, to the public.

Solar Text Amendment Non Actionable Correspondence Public Comment Index

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- 2) Solar Text Amendment Actionable Correspondence_2025_03_18 - DeSeta
- 3) Solar Text Amendment Actionable Correspondence_2025_03_18 - Walsh
- 4) Solar Text Amendment Actionable Correspondence_2025_03_20 - Bahamonde-DiGiambattista
- 5) Solar Text Amendment Actionable Correspondence_2025_03_20 - Fremaux
- 6) Solar Text Amendment Actionable Correspondence_2025_03_20 - Tabb
- 7) Solar Text Amendment Actionable Correspondence_2025_03_21 - Fuduli
- 8) Solar Text Amendment Actionable Correspondence_2025_03_22 - Adams
- 9) Solar Text Amendment Actionable Correspondence_2025_03_23 - Butler
- 10) Solar Text Amendment Actionable Correspondence_2025_03_23 - Colvard
- 11) Solar Text Amendment Actionable Correspondence_2025_03_23 - Degenhardt
- 12) Solar Text Amendment Actionable Correspondence_2025_03_23 - Dunn
- 13) Solar Text Amendment Actionable Correspondence_2025_03_23 - Grantham-Gardner
- 14) Solar Text Amendment Actionable Correspondence_2025_03_23 - Hanrahan
- 15) Solar Text Amendment Actionable Correspondence_2025_03_23 - Hertrick
- 16) Solar Text Amendment Actionable Correspondence_2025_03_23 - Hough
- 17) Solar Text Amendment Actionable Correspondence_2025_03_23 - Hughes
- 18) Solar Text Amendment Actionable Correspondence_2025_03_23 - Miller, G
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- 24) Solar Text Amendment Actionable Correspondence_2025_03_23 - Sutter
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- 26) Solar Text Amendment Actionable Correspondence_2025_03_23 - Telfair
- 27) Solar Text Amendment Actionable Correspondence_2025_03_23 - Topping
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- 29) Solar Text Amendment Actionable Correspondence_2025_03_23 - Wolcott
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- 31) Solar Text Amendment Actionable Correspondence_2025_03_23 - Yates
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- 36) Solar Text Amendment Actionable Correspondence_2025_03_24 - Finn
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- 38) Solar Text Amendment Actionable Correspondence_2025_03_24 - Rodis
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- 42) Solar Text Amendment Actionable Correspondence_2025_03_24 - Tice
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- 44) Solar Text Amendment Actionable Correspondence_2025_03_24 - Ward
- 45) Solar Text Amendment Actionable Correspondence_2025_03_25 - Schultz

From: [Planning Department](#)
To: ["Brandon Belland"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:28:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Brandon Belland <belland.brandon@gmail.com>
Sent: Tuesday, March 18, 2025 8:12 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Brandon Belland
belland.brandon@gmail.com

From: [Planning Department](#)
To: ["Virginia DeSeta"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:27:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Virginia DeSeta <Vdeseta@me.com>
Sent: Tuesday, March 18, 2025 6:17 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,
Virginia DeSeta

--
Virginia DeSeta
Vdeseta@me.com

From: [Planning Department](#)
To: ["AnnaMary Walsh"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:29:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: AnnaMary Walsh <amwalsh222@yahoo.com>
Sent: Sunday, March 16, 2025 5:11 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

AnnaMary Walsh
amwalsh222@yahoo.com

From: [Planning Department](#)
To: ["Lori Bahamonde-DiGiambattista"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:31:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Lori Bahamonde-DiGiambattista <loribahadigi@hotmail.com>
Sent: Thursday, March 20, 2025 6:52 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item. As an additional comment I would suggest that Jefferson County WV might model the amendment to be similar to how solar power is done in Loudoun County VA.

Sincerely,

--

Lori Bahamonde-DiGiambattista
loribahadigi@hotmail.com

From: [Planning Department](#)
To: "[Charlotte Fremaux](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:30:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Charlotte Fremaux <cmfremaux@gmail.com>
Sent: Thursday, March 20, 2025 11:48 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

When outsiders are consulted who do not understand our communities or concerns, they can often offer unhelpful advice. There are many qualified residents and people currently serving in county government who are better equipped to draft legislation. Please listen to the people who live here.

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--
Charlotte Fremaux
cmfremaux@gmail.com

David Tabb
107 Tabb Lane
Harpers Ferry, WV 25425
SSSI27@Yahoo.com
304-676-5976

The Office of Planning and Zoning
116 East Washington St, Ste 200
P.O. Box 716
Charles Town, WV 25414

March 19, 2025

To Whom it May Concern,

I, David Tabb, am concerned that the JCC is requesting Planning and Zoning to eliminate the historical and archaeological regulation and requirements. I would encourage Planning and Zoning to leave the historical and archaeological regulations within their original requirements.

With your request to hire an outside firm to write the provisions for the solar text amendment should be abandoned. The solar provision should have never be allowed without being presented to the public for a vote.

How did any solar facilities get approved if the current solar text provisions are not proper or legal?

The residents of Jefferson County are accustomed to a certain way of life that needs to be preserved.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'David Tabb', written in a cursive style.

David Tabb

From: [Planning Department](#)
To: "Jusuf Fuduli"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:32:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Jusuf Fuduli <fuduli@hotmail.com>
Sent: Friday, March 21, 2025 10:45 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Jusuf Fuduli
fuduli@hotmail.com

From: [Planning Department](#)
To: "Sarah adams"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:33:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Sarah adams <sarahadams85@gmail.com>
Sent: Saturday, March 22, 2025 10:56 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government. Outside part-time contractors have no connection or responsibility to the community!

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Sarah adams
sarahadams85@gmail.com

From: [Planning Department](#)
To: "Jane Butler"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:48:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Jane Butler <butlertwins97@aol.com>
Sent: Sunday, March 23, 2025 5:54 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Jane Butler
butlertwins97@aol.com

From: [Planning Department](#)
To: ["Susan Signorella Colvard"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:39:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Susan Signorella Colvard <sigster9999@yahoo.com>
Sent: Sunday, March 23, 2025 4:57 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Susan Signorella Colvard
sigster9999@yahoo.com

From: [Planning Department](#)
To: "[Laura Degenhardt](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:49:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Laura Degenhardt <lmeadva@yahoo.com>
Sent: Sunday, March 23, 2025 6:30 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Laura Degenhardt
lmeadva@yahoo.com

From: [Planning Department](#)
To: "[Lydia Dunn](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:38:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Lydia Dunn <lydia20176@aol.com>
Sent: Sunday, March 23, 2025 4:37 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,
Lydia Dunn
2059 Keyes Ferry Road
Charles Town,
WV 15413

--
Lydia Dunn
lydia20176@aol.com

From: [Planning Department](#)
To: ["Rosemary Graham-Gardner"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:16:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Rosemary Graham-Gardner <liaisonsus@aol.com>
Sent: Sunday, March 23, 2025 4:41 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

I strongly urge you not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Rosemary Graham-Gardner
liaisonsus@aol.com

From: [Planning Department](#)
To: "Heidi Hanrahan"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:54:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Heidi Hanrahan <hhanrahan@comcast.net>
Sent: Sunday, March 23, 2025 9:47 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,
Heidi Hanrahan

--
Heidi Hanrahan
hhanrahan@comcast.net

From: [Planning Department](#)
To: "Jeff Hertrick"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:53:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Jeff Hertrick <jeffhert@gmail.com>
Sent: Sunday, March 23, 2025 8:52 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Jeff Hertrick
jeffhert@gmail.com

From: [Planning Department](#)
To: "[Joseph Hough](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:13:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Joseph Hough <Hough.j.c@gmail.com>
Sent: Sunday, March 23, 2025 4:31 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Joseph Hough
Hough.j.c@gmail.com

From: [Planning Department](#)
To: ["Angela Hughes"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:46:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Angela Hughes <scampyhughes@aol.com>
Sent: Sunday, March 23, 2025 5:28 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Angela Hughes
scampyhughes@aol.com

From: [Planning Department](#)
To: ["George Miller"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:18:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: George Miller <jenpikemiller@gmail.com>
Sent: Sunday, March 23, 2025 4:48 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

George Miller
jenpikemiller@gmail.com

From: [Planning Department](#)
To: "Jennifer Miller"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:18:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Jennifer Miller <pikemiller@msn.com>
Sent: Sunday, March 23, 2025 4:48 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Jennifer Miller
pikemiller@msn.com

From: [Planning Department](#)
To: "Suellen Myers"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:54:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Suellen Myers <Willowsp@earthlink.net>
Sent: Sunday, March 23, 2025 10:36 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Suellen Myers
Willowsp@earthlink.net

From: [Planning Department](#)
To: ["Rebecca Phipps"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:53:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Rebecca Phipps <beckyphipps502@gmail.com>
Sent: Sunday, March 23, 2025 8:21 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

No need to hire outside help to write the solar text amendment, this is the sort of thing you were elected to do yourselves. Or, enlist the aid of well-versed citizens of the county to submit input and make certain the details are accurately addressed.

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--
Rebecca Phipps
beckyphipps502@gmail.com

From: [Planning Department](#)
To: ["Donna Printz"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:55:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Donna Printz <Wvbiker98@aol.com>
Sent: Sunday, March 23, 2025 9:23 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Donna Printz
Wvbiker98@aol.com

From: [Planning Department](#)
To: "Pamela Ruediger"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:50:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Pamela Ruediger <pjrueidiger52@gmail.com>
Sent: Sunday, March 23, 2025 6:31 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Why on earth would you think part-time help should be involved to draft a Solar Text Amendment from outside the county government?!!

The only consultants needed to write the text amendment, are a committee of citizens and commissioners to draft the Solar Text Amendment!!

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with EXPERIENCE in drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry!

Thank you for considering these comments for this agenda item.

Sincerely,

--

Pamela Ruediger
pjrueidiger52@gmail.com

From: [Planning Department](#)
To: "[Molly Sutter](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:46:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Molly Sutter <mollyasutter@gmail.com>
Sent: Sunday, March 23, 2025 5:32 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Regarding the Solar Text Amendment: please do not contract help outside of the county government to draft this important amendment.

I understand that the time and resources of our county government officials is limited, but writing amendments to the zoning code is the responsibility of our local government. If you need outside help to write the text amendment, please create a committee of citizens and commissioners to draft the Solar Text Amendment. As I'm sure you're aware, this is high engagement and desire for involvement from our community at this point in time!

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--
Molly Sutter
mollyasutter@gmail.com

From: [Planning Department](#)
To: ["Glenn Taylor"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:52:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Glenn Taylor <glenntaylor1947@yahoo.com>
Sent: Sunday, March 23, 2025 7:36 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Glenn Taylor
glenntaylor1947@yahoo.com

From: [Planning Department](#)
To: ["William Telfair"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:38:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: William Telfair <Wbchtelfair@sbcglobal.net>
Sent: Sunday, March 23, 2025 4:02 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

William Telfair
Wbchtelfair@sbcglobal.net

From: [Planning Department](#)
To: ["Susan W Topping"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:51:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Susan W Topping <suesilver194@gmail.com>
Sent: Sunday, March 23, 2025 7:13 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely, Susan W Topping CRNA Retired

--

Susan W Topping
suesilver194@gmail.com

From: [Planning Department](#)
To: "Krista Whalen"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:39:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Krista Whalen <kmw213@me.com>
Sent: Sunday, March 23, 2025 5:08 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Krista Whalen
kmw213@me.com

From: [Planning Department](#)
To: ["Karen Williams"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:16:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Karen Williams <williams4wv@frontier.com>
Sent: Sunday, March 23, 2025 8:59 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Karen Williams
williams4wv@frontier.com

From: [Planning Department](#)
To: "[Susan Wolcott](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:48:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Susan Wolcott <spwknits@gmail.com>
Sent: Sunday, March 23, 2025 5:48 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--
Susan Wolcott
spwknits@gmail.com

From: [Planning Department](#)
To: "[Carol Wood](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:51:00 AM

Good morning,

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Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Carol Wood <cwood453@aol.com>
Sent: Sunday, March 23, 2025 6:53 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--
Carol Wood
cwood453@aol.com

From: [Planning Department](#)
To: "Irene Yates"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:49:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Irene Yates <yatesfamily1987@gmail.com>
Sent: Sunday, March 23, 2025 6:03 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Irene Yates
yatesfamily1987@gmail.com

From: [Planning Department](#)
To: "[David Barrett](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:08:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: David Barrett <barrett20099@comcast.net>
Sent: Monday, March 24, 2025 2:32 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely, David Barrett

--

David Barrett
barrett20099@comcast.net

From: [Planning Department](#)
To: ["Windsong Bergman"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:14:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Windsong Bergman <bergmanwindsong@yahoo.com>
Sent: Sunday, March 23, 2025 4:21 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

We need quality work to relay our local concerns and protect our local interests.

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Windsong Bergman
bergmanwindsong@yahoo.com

From: [Planning Department](#)
To: "[Penny Curry](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:56:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Penny Curry <Penny.curry@hotmail.com>
Sent: Monday, March 24, 2025 5:03 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Penny Curry
Penny.curry@hotmail.com

From: [Planning Department](#)
To: "[Linda Daly-Lucas](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:56:00 AM

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Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Linda Daly-Lucas <Linda.dalylucas@gmail.com>
Sent: Monday, March 24, 2025 5:22 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Linda Daly-Lucas
Linda.dalylucas@gmail.com

From: [Planning Department](#)
To: "[Eleanor Finn](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:57:00 AM

Good morning,

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Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Eleanor Finn <eleanor_finn@yahoo.com>
Sent: Monday, March 24, 2025 9:20 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Eleanor Finn
eleanor_finn@yahoo.com

From: [Planning Department](#)
To: "[Justin Heavner](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:15:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Justin Heavner <Justin.heavner@gmail.com>
Sent: Monday, March 24, 2025 10:29 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Justin Heavner
Justin.heavner@gmail.com

From: [Planning Department](#)
To: "[Carolyn Rodis](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:02:00 AM

Good morning,

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Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Carolyn Rodis <cjrodis@yahoo.com>
Sent: Monday, March 24, 2025 10:29 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Carolyn Rodis
cjrodis@yahoo.com

From: [Planning Department](#)
To: "[Aline Schelling](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:58:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Aline Schelling <ninaline@aol.com>
Sent: Monday, March 24, 2025 9:57 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Aline Schelling
ninaline@aol.com

From: [Planning Department](#)
To: ["Michael Simms"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:02:00 AM

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Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Michael Simms <msimms7727@outlook.com>
Sent: Monday, March 24, 2025 10:32 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Michael Simms
msimms7727@outlook.com

From: [Planning Department](#)
To: "Valerie Smith"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:07:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Valerie Smith <vs901@comcast.net>
Sent: Monday, March 24, 2025 12:34 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckkeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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Thank you for considering these comments for this agenda item.

Sincerely,

--

Valerie Smith
vs901@comcast.net

From: [Planning Department](#)
To: "Margaret Tice"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 10:57:00 AM

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Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Margaret Tice <ticeml@aol.com>
Sent: Monday, March 24, 2025 7:56 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshpepp@me.com; louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com; howell.aaron.j@gmail.com; Cara Keys <ckeyes@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

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If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

Margaret Tice
(304) 676-3644
ticeml@aol.com

--

Margaret Tice
ticeml@aol.com

From: [Planning Department](#)
To: ["Richard Urban"](#)
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:06:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Richard Urban <richardurban888@urbangrocery.com>
Sent: Monday, March 24, 2025 11:03 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckeys@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

I think that community resources should be used in a review of the solar text amendment, not an outside consultant. Outside consultants may not fully understand the context of our local solar issues. Conflicts of interest are also a real concern with any consultant. Plus using local resources will tap into local knowledge and talent, and will save money

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--
Richard Urban
richardurban888@urbangrocery.com

From: [Planning Department](#)
To: "Mary Ward"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:07:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Mary Ward <andreaward304@comcast.net>
Sent: Monday, March 24, 2025 2:19 PM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

If you need outside help to write the text amendment, we urge you to make a committee of citizens and commissioners to draft the Solar Text Amendment.

If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Mary Ward
andreaward304@comcast.net

From: [Planning Department](#)
To: "[Kay Schultz](#)"
Subject: RE: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:
Date: Friday, March 28, 2025 11:17:00 AM

Good morning,

This email is to confirm receipt of your submission. We will include your comments in the packet to the Planning Commission for the April 8, 2025 meeting. This packet will be made available on the County's webpage by close of business on Friday, April 4, 2025.

Thank you and have a nice day.

Colin Uhry, Planning & Zoning Clerk
Office of Planning and Zoning
304-728-3228

-----Original Message-----

From: Kay Schultz <Kay.nixschultz@gmail.com>
Sent: Tuesday, March 25, 2025 10:13 AM
To: Planning Department <PlanningDepartment@jeffersoncountywv.org>; michaelshepp@me.com;
louthan@frontiernet.net; jware@greenhorizonsturf.com; donniefisher@yahoo.com; tim@rsdhorseauctions.com;
howell.aaron.j@gmail.com; Cara Keys <ckey@jeffersoncountywv.org>
Subject: Actionable comments for 3/25/25: Agenda item 9. Discussion and Possible Action:

Dear Planning Commissioners,

Please do not contract part-time help to draft a Solar Text Amendment from outside the county government.

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If you do hire part-time help to join this committee of citizens and commissioners, please ensure that the person or people 1) are attorneys with experience drafting ordinances and 2) do not and have never represented or advised any person or entity in the solar industry.

Thank you for considering these comments for this agenda item.

Sincerely,

--

Kay Schultz
Kay.nixschultz@gmail.com

Jefferson County WV Planning Commission
Charles Town, WV 25414

March 28, 2025
Via E-Mail

370 Rabbits Rest Lane
Shepherdstown, WV 25443

RE: Follow Up:
File 25-9-PCW Waiver Request from Section 2.3A.3 Sundback Farm |
Proposed Hallmark Glen Subdivision

To Each on the Jefferson County Planning Commission and
and Office of Planning and Zoning:

Thank you *each* for attending the JCPC this past Wednesday night. It could have just as easily been a night to abstain, be busy elsewhere or plain just not show up.

Each Commissioner's comments on both the Sundback Farm as well as the larger Harvest Meadows line items were informative and helpful. In fact, it might be a surprise, I hold the same opinion of those whose premise is opposite to mine.

I value understanding all sides to an issue, and therefore, I learned numerous points and appreciate the JCPC platform as exercised Wednesday evening.

As stated in my original letter and Wednesday, sincerely, *thank you* for your volunteering and your thoughtful processing of the ever-ongoing issues set before you.

Best,

Diana Donley Bello

Diana Donley Bello