



Agenda

Jefferson County Planning Commission

Tuesday, May 13, 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: 880 8725 8135
Meeting Link: <https://us02web.zoom.us/j/88087258135>

**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:** April 8, 2025 and April 29, 2025 meetings.
2. **Request for postponement**
3. **Tabled from April 8, 2025: 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 (File #25-12-PCW)
4. **Tabled from April 8, 2025: 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 (File #25-13-PCW)

The following items are open for public comment

5. **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. Property Owner: Kolawale Oshiyoye. Property Location: 7595 Martinsburg Pike, Shepherdstown, WV. Parcel ID: 09007B00010000; Size: ~2.69 ac; Zoning District: Residential Growth (File # 25-14-PCW).
6. **Public Hearing:** Waiver from Section 20.201.B.3 to reduce the required access easement width from 50' to 40' for a proposed family transfer minor subdivision. Property Owner: Russell and Krishna Carroll. Property Location: 1146 S Childs Road, Kearneysville, WV. Parcel ID: 07002400060012; Size: ~4.03 ac; Zoning District: Rural (File # 25-15-PCW).
7. **Public Hearing:** Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #4 on the Clear Field Subdivision Final Plat (PB 19/PG 59B). Property Owner: Daniel Dillow & James Glass. Property Location: Clear Field Subdivision, Lot 6, 152 Independence Lane, Summit Point, WV. Parcel ID: 06000200120000; Size: ~5.2 ac; Zoning District: Rural (File # 25-1-FPA).

There is no public comment for the following items.

- 8. Discussion and Possible Action:** Draft amendment to Section 24.113 of the Subdivision & Land Development Regulations related to the requirement for Phase I Archaeological Surveys for Major Subdivisions.
- 9. Discussion and Possible Action:** Draft amendment to Section 20.104 of the Subdivision Regulations related to exempting Parks and Recreation owned land from the Subdivision & Land Development Regulations.
- 10. Discussion and Possible Action:** Draft amendment to add Data Centers to the Zoning & Land Development Ordinance and add specific requirements for Data Centers to the Subdivision & Land Development Regulations.
- 11. Discussion and Possible Action:** Draft amendment to revise language on Solar Energy Facilities in the Zoning & Land Development Ordinance Section 2.2, Section 4.13, and Section 8.20 and add specific requirements for Solar Energy Facilities to the Subdivision & Land Development Regulations.
- 12. Discussion and Approval:** Planning and Zoning 2nd Quarterly Report for FY 2024-2025 for the County Commission.
- 13. Discussion and Approval:** Planning and Zoning 3rd Quarterly Report for FY 2024-2025 for the County Commission.

14. Reports from Legal Counsel

- a. Report on the Text Amendment Submission Process
- b. Discussion on Jefferson County Circuit Court Case # CC-19-2025-C-93 (RE: Sidewinder Enterprises, LLC v. Jefferson County Planning Commission) with legal counsel.

15. Planner's Memo

16. President's Report

- a. Discussion and Possible Action of Emails to Planning Commissioners

17. Actionable Correspondence

1. Emails re: "Actionable correspondence: Public Comment on Zoning Ordinance Amendments" received between 05/04/25 – 05/06/25 from the following citizens:

Nancy Adams, Joanne Bario, Kathryn Bellacosa, Cheryl Bennett, Kraig Benson, Stephen Berzinskas, Marlyn Bisher, Angela Blair, Nancy Brady, Mike Briers, Nigel Casserly, Donna Catt, Marilee Cunningham, Laura Degenhardt, Toby Degenhardt, Kathleen Dillon, Sonny Discini, Nora Drish, Julia Farrell, Jennifer Fisher, Gabrielle Fry, John Fuller, Matthew Glover, Anita Hill, Holland Hook, Melissa Howell, Hannah Jack, Reba Jones, Cindy Keller, Hilary Lo, Diana Mullis, Ellen Murphy, Steven Ontiveros, Amy Piedrahita, Ali Printz, Cheryl Pullen, James Reifer, Linda Roberts, Carol Roby, Carolyn Rodis, Phillip Carter Salladay, William Schenider, Susan Topping, Sonia von Heijne, AnnaMary Walsh, Dale Walter, Samuel Welch, Carol Wood, Laurie Allen, Windsong Bergman, Susan Cebulski, Kathryn Christopher, Brian Hagberg, Lisa Higgins, Barbara Humes, Deborah Johnson, Kathleen Lloyd, Barbara Manuputy, Christine Marshall, Joseph Martin, George Rice, Joseph White, Amber Hobday, Pam Rowley, Rebecca Thompson.

2. Emails re: “Actionable correspondence for May 13 agenda items 3 and 4” received between 05/04/25 – 05/06/25 from the following citizens:

Nancy Adams, Joanne Bario, Kathryn Bellacosa, Cheryl Bennett, Kraig Benson, Stephen Berzinskas, Marlyn Bisher, Angela Blair, Mike Briers, Nigel Casserly, Marilee Cunningham, Toby Degenhardt, Sonny Discini, Nora Drish, Julia Farrell, Jennifer Fisher, Gabrielle Fry, John Fuller, Anita Hill, Melissa Howell, Hannah Jack, Reba Jones, Cindy Keller, Hilary Lo, Diana Mullis, Ellen Murphy, Amy Piedrahita, Cheryl Pullen, James Reifer, Linda Roberts, Carol Roby, Carolyn Rodis, Andrew Rosen, Phillip Carter Salladay, William Schenider, Susan Topping, Sonia von Heijne, AnnaMary Walsh, Samuel Welch, Carol Wood, Laurie Allen, Windsong Bergman, Susan Cebulski, Kathryn Christopher, Brian Hagberg, Lisa Higgins, Barbara Humes, Kathleen Lloyd, Barbara Manuputy, Christine Marshall, Joseph Martin, Donna Printz, George Rice, Joseph White, Amber Hobday, Richard Lo, Christian Lotze, Rebecca Thompson.

3. John Smith

18. Non-Actionable Correspondence

