



Advanced Agenda  
Jefferson County Planning Commission  
Tuesday, June 10, 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: 847 9240 3264  
Meeting Link: <https://us02web.zoom.us/j/84792403264>

*\*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:** May 27, 2025 meeting.
2. **Request for postponement**

**There is no public comment for the following items.**

3. **Tabled from April 8, 2025 and May 27, 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 and May 27, 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 20.201A.2 of the Subdivision Regulations to allow two proposed family transfer minor subdivisions to utilize an existing 40' right of way and existing private road as opposed to developing a county grade road. Property Owners: Harry (Butch) & Garnett Catrow. Property Location: Lot 3 of the Mecklenburg Heights Subdivision along Sandpiper Lane, Shepherdstown, WV. Parcel ID: 09000700320004; Size: ~7.9 acres; Zoning District: Residential Growth (File #25-16-PCW).
6. **Public Hearing:** Waiver from Section 20.203B.1 of the Subdivision Regulations that requires the proposed project to process as a Limited Site Plan. The project consists of the installation of an additional 3,950 sq/ft metal building shell for the expansion of an existing classroom. Property Owners: Trustees of Rock Spring Church / Attn.: Michael Lowery. Property Location: 114 Poor Farm Road, Kearneysville, WV. Parcel ID: 07001500010005; Size: ~14.54 acres; Zoning District: Rural (File #25-17-PCW).

7. **Public Workshop for the Route 340 Mixed Use Development Concept Plan.** The proposal consists of a total of 495 residential units and eight (8) commercial lots with associated infrastructure. 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 #25-18-SD)
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 (File #25-18-PCW)
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 (File #25-19-PCW)

**There is no public comment for the following items.**

10. **Discussion and Action on the Ghazwa's Forest Zoning Map Amendment Request:** Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 31.48 acre IG Totonji Holding, LLC property from Rural (R) to Residential Growth (RG) is consistent with the *2045 Comprehensive Plan*. Property Owner: IG Totonji Holding, LLC. Applicant: Golden Eagle Group, Inc. Property Location: Vacant 31.48 acre lot located on the Southwest corner of Flowing Springs Road and Zoar Lane. Parcel ID: 02000300090004; Size: 31.48 acres; Zoning District: Rural (File 25-1-Z).
  11. **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.
  12. **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.
  13. **Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of new Rural Residential and Residential Commercial zoning districts.
  14. **Reports from Legal Counsel**
    - a. 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**
    - a. Update on Planning Commissioner emails.
  16. **President's Report**
  17. **Actionable Correspondence**
  18. **Non-Actionable Correspondence**
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