



Agenda  
Jefferson County Planning Commission  
Tuesday, July 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: 885 0093 8788  
Meeting Link: <https://us02web.zoom.us/j/88500938788>

*\*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:** June 10, 2025 meeting.
2. **Request for postponement**

**The following items are open for public comment**

3. **Public Hearing:** Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a farm caretaker. See Note #3 on the Garrot Minor Subdivision Final Plat (PB 9/PG 26). Property Owner: Steven Lashley. Property Location: Garrot Minor Subdivision, Lot 1, 273 Job Corp Road, Shenandoah Junction, WV. Parcel ID: 02000300110000; Size: 10.10 ac; Zoning District: Rural (File # 25-2-FPA).
4. **Public Hearing:** Waiver from Section 20.203B.2 of the Subdivision Regulations that requires the proposed project to process as a Limited Site Plan. The project consists of the installation of a 14,861 sq/ft gravel parking lot. Property Owner: Trustee of the Mission Tabernacle Holiness Church. Property Location: Vacant parcel North of 25 Tabernacle Lane, Harpers Ferry, WV. Parcel ID: 02021A00140001; Size: 0.36 ac; Zoning District: Rural (File # 25-20-PCW).
5. **Public Hearing:** Waiver from Section 24.112.C of the Subdivision Regulations to extend the timeframe to submit a sufficient Preliminary Plat for the Orchard Springs Subdivision to July 11, 2026. Property Owner: Alharmoosh Development Group, LLC. Consultant: Civil & Environmental Consultants, Inc. / Attn: Chris Waddell. Property Location: 257 & 263 Ride Road, Shenandoah Junction, WV. Parcel IDs: 02000100290000 and 02000100450000; Size ~76.22 combined acres; Zoning District: Residential Growth (File # 25-21-PCW).
6. **Public Hearing:** Hallmark Glen Preliminary Plat for a Major Subdivision. The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure. Property Owners: Harvest Homes, LLC. Property Location: 4001 Engle Molers Rd, Harpers Ferry, WV. Parcel ID: 09001800250000; Size: 100 acres; Zoning District: Rural (File #25-4-SD).
7. **Public Hearing:** Waiver from Section 20.102B of the Subdivision Regulations to allow site grading to commence prior to site plan approval for the proposed Hallmark Glen Subdivision (File: 25-4-SD). Property Owners: Harvest Homes, LLC. Property Location: 4001 Engle Molers Rd, Harpers Ferry, WV. Parcel ID: 09001800250000; Size: 100 acres; Zoning District: Rural (File #25-22-PCW).

There is no public comment for the following items.

- 8. Discussion and Action on the Hoxton Center (General Commercial) 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 1.07 acre Hoxton Center, LLC Property from Rural(R) to General Commercial (GC) is consistent with the *2045 Comprehensive Plan*. Property Owners: Hoxton Center, LLC. Property Location: 8516, 8524, and 8530 Shepherdstown Pike, Shepherdstown WV. Parcel ID: 09008B01300000; Size: 100 acres; Zoning District: Rural (File #25-2-Z)
  - 9. Discussion and Possible Action:** Draft amendments to the Zoning and Land Development Ordinance and Subdivision and Land Development Regulations regarding the creation of the proposed Rural Residential zoning district.
  - 10. Discussion and Possible Action:** Staff review of proposed text amendment regarding Data Centers.
  - 11. Discussion and Possible Action:** Staff review of proposed text 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 Possible Action:** Review of draft Planning Commission Public Meetings Policy
  - 13. Reports from Legal Counsel**
  - 14. Planner's Memo:**
    - a. Planning Commission Training Discussion
  - 15. President's Report**
  - 16. Actionable Correspondence**
    - a. Emails re: "Please don't limit public input to 90 minutes" received between 06/21/25 – 07/01/25 from the following citizens:

Susan Shackelford, Lori Bahamonde-DiGiambattista, Windsong Bergman, Jane Butler, Amy Cunningham, Amy Cunningham, David Fraser, Rosemary Graham-Gardner, Ruth Hatcher, Dennis Hatcher, Edward Hogan, Joseph Martin, Mark Muse, Elizabeth Watts, and Joseph White, Katherine Austin, A Eliza, Sharon Garlena, Vicki Haygood, Elizabeth Watts, Jennifer Jones, Marie Withers, Marie Chamblin, Kathryn Christopher, Martha Ehlman, Thomas Peck, Ali Printz, Pam Rowley, Carolyn Thomas, Walter Tomlin, Terry Tucker, Lisa Wellington, Rosalid Welsh, Anne Barrat, Ned Marshall, Suzanne Patrick, Philip Carter Salladay, Abraham Camacho, Keith Carter, Lindsay Chase, Chris Cramphin, Hannah Darr-Clarke, Toby Degenhardt, Laura Degenhardt, Sonny Discini, Karla Dodd, Christine Dorsey, John Doyle, Charlotte Fremaux, Emmet Fremaux, Jennifer Fisher, Roseanna Fisher, Joyce Heiderman, Holland Hook, Majorie Howard, Victoria Johnston, Debby Kay, Linda Lewis, Leah Lloyd, Kathy Lloyd, Joseph Martin, Barbara Milleson, Alicia Michaels, Suellen Myers, Danielle Patterson, Stacey Rawlings, Edward Reifer, Leah Rampy, Suzanne Ravgiala, Linda Roberts, Trudy Roth, Alden Roth, Anne Ryan, Douglas Shaffer, Ellen Smith, Theresa Stogner, Molly Sutter, Lizz Temple, Steven Vogel, AnnaMary Walsh, Karen Weigel, Carol Wood, Irene Yates, Linda Zwobota, Skye Allen, David Barrett, Nicola Bastian, Pamela Camacho, Lynn Delles, William Grantham, Nicholas Gray, Patrick Green, Beth Healey, Theresa Johnson, Leigh Koonce, Hilary Lo, Teresa McBee, Zachary Meehan, Jennifer Miller,
-

Troy Miller, Madge Morningstar, Jennifer Newsome, Lisa Payne, Maria Russo, Michael Simms, A Temple, B Temple, Rebecca Thompson, Thomas Thompson, Brown Truslow, Elizabeth Vesper, Christine Wiegman, Christine Wimer, Susie Wimer, Sam Yates, Julia Yuhasz

- b. Elizabeth Nicholson
- c. Jacquelyn Milliron
- d. Cheryl Middleton
- e. Jefferson County Foundation

**17. Non-Actionable Correspondence**

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## Draft Meeting Minutes

Jefferson County Planning Commission

June 10, 2025

The Jefferson County Planning Commission met on June 10, 2025, at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Cara Keys, County Commission Liaison; Tim Smith; Donnie Fisher; Bruce Chrisman; and Daniel Hayes were present in person.

Aaron Howell, Vice President was absent with notice. J Ware was absent without notice.

Staff members present included Luke Seigfried, Chief County Planner; Jonathan 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. **Approval of Meeting Minutes:** May 27, 2025 meeting

Mr. Shepp noted one correction to the May 27, 2025 minutes. Mr. Shepp moved the minutes were approved as amended, which carried unanimously.

### 2. **Request for postponement**

None.

### 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)

Mr. Seigfried explained that the staff reports for both File # 25-12-PCW and 25-13-PCW were identical to both File # 25-18-PCW and 25-19-PCW and the waivers would be discussed under Agenda Items 8 & 9.

**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).

Mr. Shepp recused himself for the remainder of the Agenda Item.

Mr. Seigfried provided an overview of the staff report for File # 25-16-PCW.

Mr. Harry (Butch) Catrow, applicant, was present in person. Mr. Catrow explained the nature of the request.

Mr. Louthan opened the floor for public comment. The following members were signed up to provide public comment: David Tabb.

Mr. Louthan closed the floor for public comment.

Mr. Seigfried explained the context of staff's recommendation for approval, Mr. Saunders explained the minor subdivision process in relation to the proposed waiver request.

Mr. Hayes motioned to approve to waive the requirement of developing a county grade road for two proposed family transfer minor subdivisions and allow the applicant to utilize an existing 40' right of way and existing private road with the following conditions:

- The applicant upgrade the existing road entrance if the proposed use exceeds design standards.
- Any newly established lots join the Mechlenburg Maintenance Association.
- Each lot is required to pay the annual road maintenance fee.

Ms. Keys seconded the motion, which carried unanimously.

- 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).

Mr. Shepp rejoined for the remainder of the meeting.

Mr. Seigfried provided an overview of the staff report for File # 25-17-PCW.

Mr. Michael Lowery and Mr. Justin Kors, speakers from The Trustees of Rock Spring Church, was present in person. Mr. Lowery explained the nature of the request.

Mr. Hayes clarifies how expansion would impact the existing Stormwater Management system.

Mr. Howell opened the floor for public comment. The following members were signed up to provide public comment: David Tabb.

Mr. Shepp closed the floor for public comment.

Mr. Saunders explained what determines a project to be under the "No Site Plan" criteria and processing a No Site Plan. Mr. Fisher clarifies that a Site Plan had been previously processed for the construction of the Church and questioned whether there was a distinction between parking and building from an impervious surface perspective. Mr. Saunders noted there is no distinction.

Mr. Chrisman motioned to approve to waiver Section 20.203B.1 that requires the proposed project to process as a Limited Site Plan with the following condition:

- The applicant process a No Site Plan Evaluation is submitted and approved with 800 sq/ft deducted from the 1200 sq/ft structure allowance.

Ms. Keys seconded the motion, which carried unanimously.

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)

Mr. Seigfried provided an overview of the staff reports for File # 25-18-SD, 25-18-PCW, & 25-19-PCW simultaneously.

Mr. Jason Gerhardt and Mr. Matt Stare, consultants for the applicant were present in person. Mr. Gerhardt explained the nature of the request.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public comment: Basil Kavalsky, David Tabb, Rory Toth, Zach Holland, Caroline Wheaton, John Henry Dale, Christine Wimer, Lanae Johnson, Jason Sengpiehl.

Mr. Shepp closed the floor for public comment.

Mr. Gerhardt responded to the public's comments, noting that a Traffic Impact Study is currently underway at the Department of Highways, noting that the Traffic Impact Study, trail layout, and Phase 1A archaeological study are all required at the Preliminary Plat stage of a subdivision development. Mr. Gerhardt also noted that there will be open connection points for pedestrian access between the surrounding neighborhoods, but they can also reach out to the surrounding HOA boards.

Mr. Hayes questioned the level of interconnectivity to the surrounding neighborhoods, Mr. Gerhardt noted that there is room to adjust for interconnectivity but it is not a priority under this subdivision. Mr. Gerhardt also noted there would be the establishment of sidewalks on one side of each street.

Mr. Fisher noted staff has only heard from the Historic Landmarks Commission at this time.

Mr. Chrisman questioned if the neighborhood would be using public water or well and septic systems, Mr. Gerhardt clarified they will be processing through the Charles Town Utility Board.

Mr. Hayes moved to approve to waive Section 21.101A to allow for the blocks to exceed six lots in length on one side of the street with the following conditions:

- The applicant establish additional internal connectivity
- The applicant establish a greater open space for residents for the Route 340 Subdivision.

Mr. Chrisman seconded the motion, which carried unanimously.

Mr. Hayes moved to approve to waive Section 21.104A to allow the minimum lot width be lowered from 80' to 65' for the proposed Route 340 Subdivision. Mr. Shepp seconded the motion, which carried unanimously.

Ms. Keys questioned if the applicant was willing to proffer a crosswalk be established for residents to better access the shopping center in the area, Mr. Gerhardt agreed to the proffer.

Mr. Hayes moved to authorize the applicant to proceed with the Preliminary Plat process, with the following conditions of approval:

- Establish a crosswalk to allow residents to access the nearby shopping center.
- Establish a new name for the project.
- Reach out to the surrounding neighborhoods Homeowner Associations to discuss pedestrian interconnectivity.
- Allow the Historic Landmark Commission to photograph ruins found on the site prior to disturbance and within three months.
- Include details for the Active Parkland on the Preliminary Plat.

Mr. Smith seconded the motion, which carried unanimously.

**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).

Mr. Seigfried provided an overview of the staff report for File # 25-1-Z.

Ms. Brooke Perry, consultant for the applicant, was present in person. Ms. Perry explained the nature of the request.

Ms. Keys questioned if the Residential Growth district would allow for low-medium density in the proposed area. Mr. Seigfried explained that low-medium density is allowed in the Residential Growth district but is not required. Mr. Seigfried also noted that staff is currently working on establishing a low-medium density zoning district, which requires going through the text amendment process.

Mr. Hayes moved to find the rezoning proposal consistent with the 2045 Comprehensive Plan, Mr. Louthan seconded the motion, which carried 5 in favor and 2 against (Louthan, Keys).

**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.

Mr. Seigfried provided an overview of the draft text amendment.

Mr. Shepp noted he disagreed with the determination made by the Historic Landmarks Commission.

Mr. Hayes moved to send the draft text amendment to the public hearing portion of the process to gain community input, Mr. Fisher seconded the motion, which carried unanimously.

**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.

Mr. Seigfried provided an overview of the draft text amendment.

Mr. Shepp and Mr. Hayes requested if it exempting would include both the Site Plan process and establishing Stormwater Management. Mr. Smith clarified the text amendment reminded him of a farm use status. Mr. Shepp noted the Parks and Recreation department is capable of obtaining waivers from the Planning Commission.

Mr. Hayes moved to direct staff to stop pursuing the proposed text amendment, Mr. Smith seconded the motion, which carried unanimously.

**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 and amendment of the Office Commercial zoning district.

Mr. Seigfried provided an overview of the draft text amendment and noted additional work would be needed in amending the Subdivision Regulations.

Mr. Fisher noted he would like standards in place for the Rural Residential zoning district, Ms. Keys expressed interested in a minimum standard for development in this district.

Mr. Hayes moved to send the draft text amendment to the public hearing portion of the process to gain community input, Ms. Keys seconded the motion. Mr. Hayes withdrew his motion to allow for more research to be done.

Ms. Keys noted the Rural Residential zoning district should take higher priority over the proposed Residential Commercial and edits to the Office Commercial zoning districts.

Mr. Hayes moved to table the draft amendment to the July 8, 2025 Planning Commission meeting to allow for Commissioners to further review the documents provided to them. Mr. Fisher seconded the motion, which carried unanimously.

Mr. Hayes moved to bring back the proposed Residential Commercial and edits to the Office Commercial zoning districts text amendments at the August 12, 2025 Planning Commission meeting, Ms. Keys seconded the motion, which carried unanimously.

**14. Discussion and Possible Action:** Public Comment Policy Discussion

Mr. Seigfried provided an overview of the existing Public Hearing Procedure for Applications policy.

Mr. Smith expressed concerns regarding the policy as it stands and noted ways to focus public comments.

Mr. Chrisman moved to add a 90 minute comment period to each Agenda Item to the Public Hearing Procedure for Applications policy, Mr. Smith seconded the motion.

Mr. Cochran noted he would not be able to give legal advice until the meeting was in executive session.

This Agenda Item was continued at the end of the meeting.

### **15. Reports from Legal Counsel**

Mr. Cochran mentioned the attorney is currently scheduling for Jefferson County Circuit Court Case # CC-19-2025-C-93 (RE: Sidewinder Enterprises, LLC v. Jefferson County Planning Commission).

### **16. Planner's Memo**

Mr. Seigfried provided the Planning Commission an update regarding County Commission's action on providing Jefferson County email addresses to Planning Commissioners in Fall 2025.

### **17. President's Report**

None.

### **18. Actionable Correspondence**

None.

### **19. Non-Actionable Correspondence**

None.

### **14. CONTINUATION: Discussion and Possible Action: Public Comment Policy Discussion**

Mr. Shepp motioned to bring the meeting into Executive Session at 9:40 pm, Mr. Fisher seconded the motion, which carried unanimously.

Mr. Smith motioned to bring the meeting out of Executive Session at 9:59 pm, Mr. Fisher seconded, which carried unanimously.

Mr. Chrisman moved to withdraw the motion he presented, Mr. Smith seconded the motioned, which carried unanimously.

The Planning Commissioners discussed amendments to be made to both the Public Hearing Procedure for Applications policy as well as the Planning Commission Submission Deadline policy.

Mr. Fisher moved to amend the Public Hearing Procedure for Applications and Planning Commission Submission Deadline policies with the following edits:

- Combine both policies into one forms for better clarity
- State each agenda item's public comment period is limited to 90 minutes and all comments must pertain to the Agenda Item they are applicable to
- At the top of the document include language that states public comment is welcome and encouraged
- Include printed out versions of the policy for members of the public to take as well as have the policy displayed on the projector before the meeting begins.
- Allow the sign in sheet to be available at least 15 minutes before the meeting begins, with the sheets being collected at the start of every meeting.

Mr. Chrisman seconded, which carried unanimously.

Mr. Fisher motioned to adjourn the meeting at 10:07 pm. Mr. Smith seconded the motion, which carried unanimously.

Planning Commission Minutes

June 10, 2025

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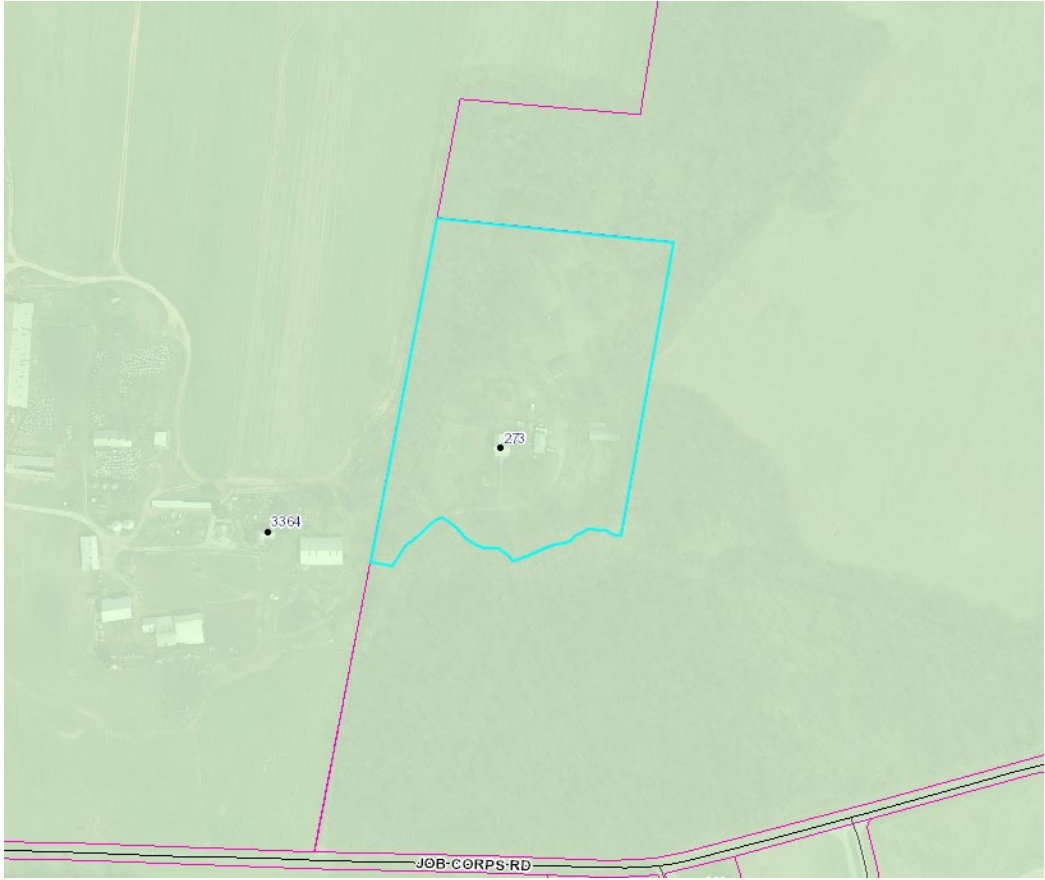
These minutes were prepared by Colin Uhry, Planning & Zoning Clerk.



Staff Report  
 Jefferson County Planning Commission Meeting  
 July 8, 2025

**Lashley Accessory Dwelling Unit Final Plat Amendment (File #25-2-FPA)**

**Item #3: Public Hearing:** Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a farm caretaker. See Note #3 on Final Plat PB 9 PG 26.

Property Owner	Steven Lashley
Property Location and Legal Information	Garrott Minor Subdivision, Lot 1 273 Job Corp Road, Shenandoah Junction, WV 25442 Parcel ID: 02000300110000; Size: 10.10 ac; Zoning District: Rural
	
Surrounding Zoning	North, East, South, West: Rural
Approved Activity	Single Family Residence
Approvals	03/27/90: Garrott Minor Subdivision Final Plat Lot 1 (PC File #90-09) <a href="#">Recorded in Plat Book 9 Page 26</a>

**Overview of Request**

The applicant is seeking to become retroactively compliant with a Single Family Restriction note on the subject parcel's Final Plat following the use of an existing structure as an accessory dwelling unit. The applicant's request is to lift Note #3 on Final Plat PB 9 PG 26 for the single-family residence restriction to allow for the use of an existing structure as a detached accessory dwelling unit for a farm caretaker.

An attached or detached in-law suite is a Principal Permitted Use (permitted by right) in the Rural Zoning District; however, the lot was created with a single family restriction and therefore, cannot

Staff Report  
Jefferson County Planning Commission Meeting  
July 8, 2025

**Lashley Accessory Dwelling Unit Final Plat Amendment (File #25-2-FPA)**

proceed with the proposed use without consideration by the Planning Commission. At the time the original Garrott subdivision plat was approved, the Subdivision Ordinance required a note on the final plat that restricted each lot to a single-family residence only. This note is no longer required under the current Subdivision Regulations. Section 8.15A of the Zoning Ordinance has various provisions related to Accessory Dwelling Units that must be complied with, including, but not limited to, the requirement that the accessory unit must be secondary in size to the principal dwelling unit, with a maximum size of 1,700 heated square feet gross floor area; that the parcel be a minimum of 2 acres; and Health Department approval or well and septic is received.

If the Planning Commission approves the Final Plat Amendment to lift the single-family restriction, the applicant will need to continue processing a Zoning Certificate for an accessory dwelling unit.

**Staff Recommendation**

Staff recommends approving the requested Final Plat Amendment to lift the single-family restriction for the purpose of allowing an Agricultural Caretaker accessory dwelling unit.

**Plat Amendment Requirements**

Section 24.202A of the Jefferson County Subdivision and Land Development Regulations, “Amendment, Modification, and the Vacating of Subdivision Plats”, states that the Planning Commission (or staff, in the case of a minor subdivision plat) may approve an amendment to a subdivision plat in the same manner as the plat was originally approved, provided:

1. All of the property that is affected by the amendment is under the ownership of the applicant;
2. The amendment will not affect the ownership or right of convenient access of persons owning other parts of the subdivision; and
3. The amendment complies with all of the standards of these Regulations, including verification of compliance with the Zoning Ordinance.

Because all plats were approved by action of the Planning Commission under the 1979 Subdivision Ordinance, this amendment was required to be placed on the Planning Commission agenda for a Public Hearing and Planning Commission action. The required 30-day public notice has been advertised in the May 30, 2025 edition of the Spirit of Jefferson newspaper for the July 8, 2025 Planning Commission meeting.



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

File #: 25-2-FPA  
 Date Rec'd: 05-19-25  
 Mtg Date: 07-08-25

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

**Final Plat Amendment Application**

A request to amend, modify and/or vacate an approved plat must comply with Section 24.202 of the Jefferson County 2008 Subdivision Regulations, as amended.

**Property Owner Information**

Owner Name: Steven H. Lashley  
 Business Name: \_\_\_\_\_  
 Mailing Address: 273 Job Corp Rd Shenandoah Jct. WV 25442  
 Phone Number: 304-283-3934 Email: Steven.Lashley6@gmail.com

**Applicant Information**

Applicant Name: Steven H. Lashley Same as owner:   
 Business Name: \_\_\_\_\_  
 Mailing Address: 273 Job Corp Rd Shenandoah Jct WV 25442  
 Phone Number: 304-283-3934 Email: Steven.lashley@gmail.com

**Consultant Information**

Consultant Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Property Details**

Physical Address: 273 Job Corp Rd. Shen. Jct. WV 25442  
 Parcel ID: 02000300110000 Parcel Size: 10.10 ac  
 Zoning District: Rural Deed Book: 846 Page No: 200

**Plat Information**

Plat Title: Garrot MSD Note No: 3  
 Recordation Date: 05/19/90 Plat Book: 9 Page No: 26

**Describe the nature of your proposed amendment.**

To convert an In-Law Suite to a  
 Ag Caretaker Accessory Dwelling Unit.

Sketch the shape and location of the lot. Show the location of the proposed construction/land use. Include building setbacks, size, and height. Identify existing easements, roads, buildings/structures, or land uses on the property. Note: septic or well relocations require a survey plat and approval by the Health Department.

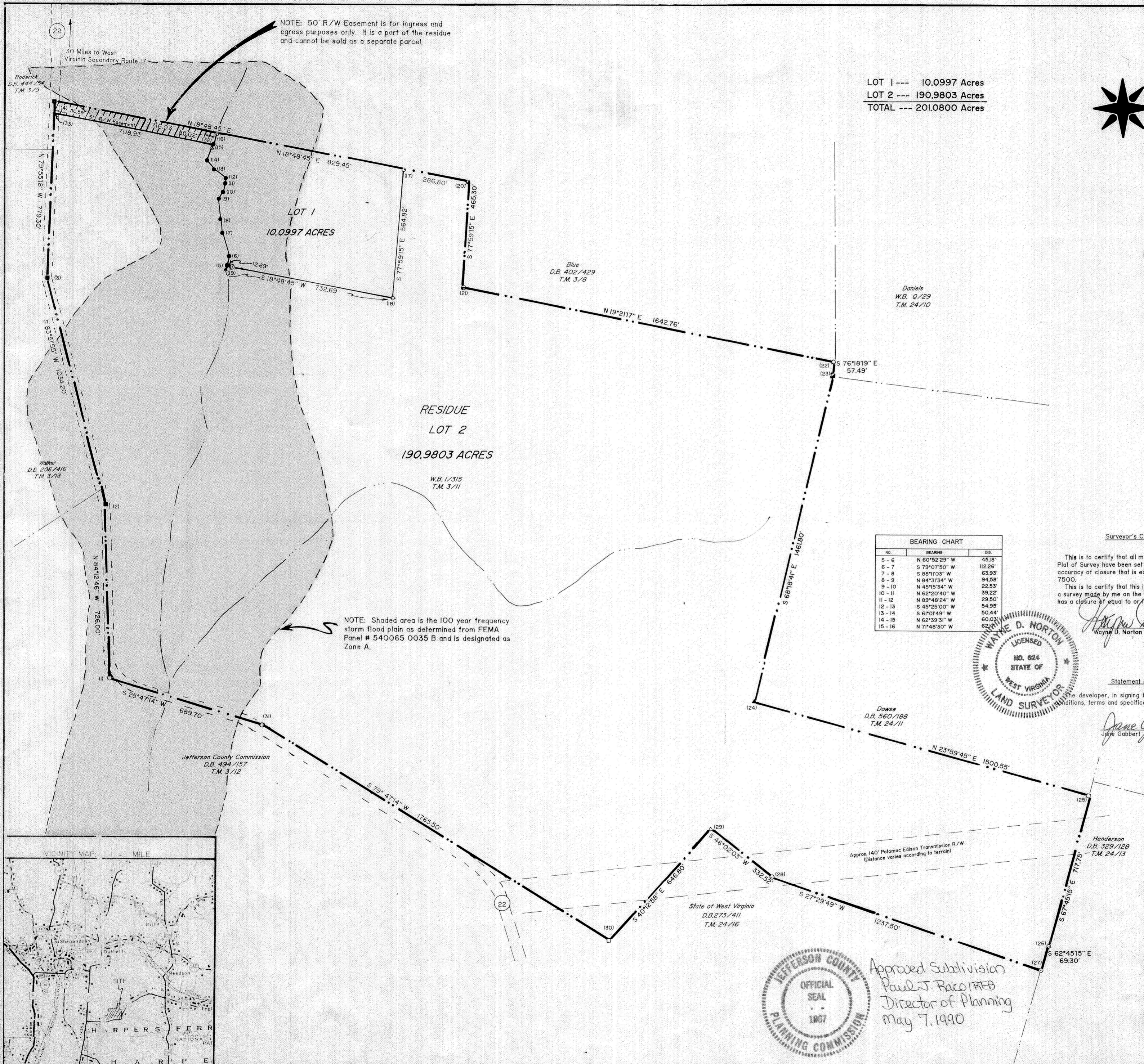
Included  Not applicable (include a vicinity map if a sketch is not applicable)

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.

[Signature] 5-19-25  
 Property Owner/Applicant Signature Date

Property Owner/Applicant Signature Date





LOT 1 --- 10.0997 Acres  
 LOT 2 --- 190.9803 Acres  
 TOTAL --- 201.0800 Acres

DECL: 7'18" W AS MEASURED AT MAG. STA. WVWC FEB. 1987

3120

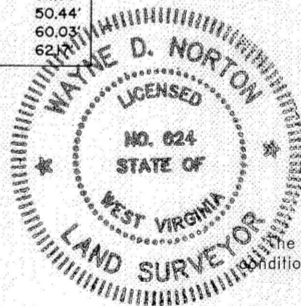
RECEIVED AND RECORDED  
 May 9<sup>th</sup> 1990  
 TIME 10:40 A.M.  
 Plat BOOK 9 PAGE 26

JOHN E. OTT  
 CLERK OF COUNTY COMMISSION  
 OF JEFFERSON COUNTY

- NOTE:
- 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 construction of a septic disposal system. If, before settlement, the Buyer is denied a septic system construction permit by the Jefferson County Health Department, the Buyer may refuse to purchase the lot without penalty.
  - Building setback lines for all lots hereby created shall be forty (40) feet from front property lines, fifty (50) feet from rear property lines, and fifteen (15) feet from side property lines. Front lines are measured from the road improvement easement. (See note #4)
  - Each parcel shown on this plat shall be restricted to a single family residence unless otherwise approved by the Planning Commission in conformance with the prevailing County land development laws.
  - A twenty-five (25) foot road improvement easement is hereby established along all public roads, said easement to be measured from the centerline of the "traveled way".
  - Right-of-way easement for Route 22 is 30' in width; 15' from centerline.
  - All water wells shall be pressure grouted.
  - Should public water or sanitary sewer service become available to the site, the developer hereby agrees to hook up to said system.

BEARING CHART

NO.	BEARING	DIS.
5-6	N 60°52'29" W	451.8'
6-7	S 79°07'50" W	112.24'
7-8	S 88°11'23" W	63.93'
8-9	N 84°31'34" W	94.58'
9-10	N 45°15'34" W	22.53'
10-11	N 62°20'40" W	39.22'
11-12	N 89°48'24" W	29.50'
12-13	S 45°25'00" W	54.95'
13-14	S 61°01'49" W	50.44'
14-15	N 62°39'31" W	60.05'
15-16	N 71°48'30" W	62.12'



Surveyor's Certificate

This is to certify that all monumentation as shown on this Plat of Survey have been set by me and that it has an accuracy of closure that is equal to or less than 1 part in 7500.

This is to certify that this is an accurate representation of a survey made by me on the exterior boundary lines and that it has a closure of equal to or less than 1 part in 7500.

Wayne D. Norton LLS

Statement of Acceptance

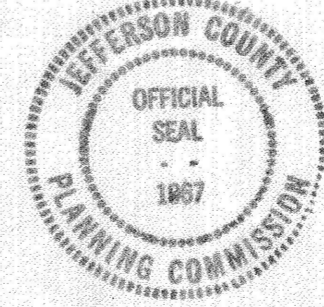
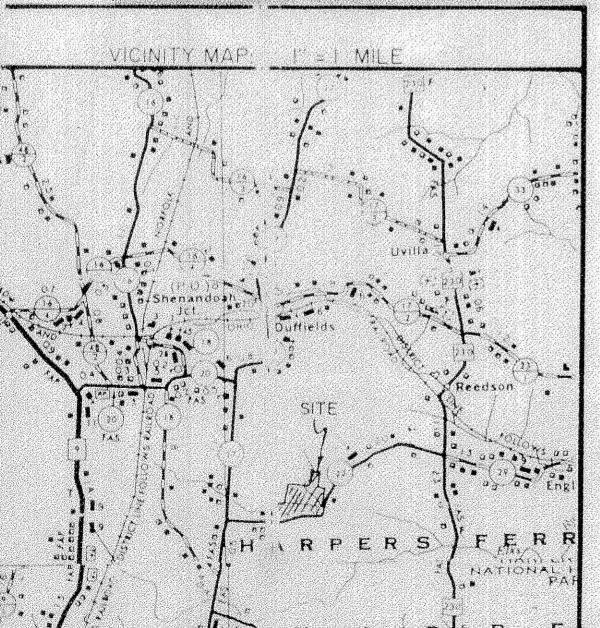
The developer, in signing this plat, agrees to abide by all conditions, terms and specifications provided hereon.

Jane G. Gabbert Owner

LEGEND

- 5/8" Capped Rebar
- a Point
- Set Railroad Spike
- 10" Wood F/P w/ 5/8" Capped Rebar, witness
- △ 8" Hackberry
- ▲ 4" Hackberry
- 8" Wood F/P w/ 5/8" Capped Rebar, witness
- 24" Hackberry
- ▲ PK Nail in Bridge
- 6" Sycamore Tree
- 6" Wood F/P w/ 5/8" Capped Rebar, witness
- Found Stone

NOTE: No building construction to be allowed within the limits of the 100 year flood plain.



Approved Subdivision  
 Paul J. Raco REB  
 Director of Planning  
 May 7, 1990

OCTOBER 24, 1989

FINAL PLAT OF MINOR SUBDIVISION  
 LOTS 1 & 2 (Residue)  
 OF  
 GARROTT MINOR SUBDIVISION  
 CHARLES TOWN DISTRICT, JEFFERSON COUNTY, WEST VIRGINIA

OWNER: JANE GABBERT 527 DALE STREET HIGHLAND SPRINGS, VA. 23075	SURVEYOR: WAYNE D. NORTON P.O. BOX 3211 MARTINSBURG, W. VA. 25401
---	---


ENTECH ASSOCIATES, INC.  
 P.O. BOX 3211, MARTINSBURG, W. VA., 25401 (304) 263-4331



Staff Report  
 Jefferson County Planning Commission Meeting  
 June 10, 2025

**Mission Tabernacle Site Plan Waiver (File: 25-20-PCW)**

**Item #4:** 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 a 14,861 sq/ft gravel parking lot.

Property Owner:	Trustees of the Mission Tabernacle Church
Applicant:	Justin Mobley
Parcel Information & Zoning District:	<p>Vacant lot across the street from 25 Tabernacle Lane, Harpers Ferry, WV 25425          Parcel ID: 02021A00140001; Size: 0.81 acres          Zoning District: Rural</p> 
Surrounding Zoning:	<i>North, South, East, West: Rural</i>
Proposed Activity	Establishment of an off premises gravel parking lot.
Approvals:	<p>2025/06/26: BZA approved a Zoning Variance allowing for a reduction of setbacks for the front parking and drive aisles in an existing parking lot (25-16-ZV).          2025/06/26: BZA approved a Zoning Variance allowing for a reduction of setbacks along the western and southern property lines (25-15-ZV).          2013/03/21: BZA approved a variance for the Church property for a reduction of setbacks, landscape buffer and street tree requirements, and to reduce required parking spaces to allow for an addition (ZV13-03).</p>

**Mission Tabernacle Site Plan Waiver (File: 25-20-PCW)**

**Summary of Request**

The applicant is seeking to become retroactively compliant with the Subdivision Regulations following installation of a parking lot to serve the Mission Tabernacle Church. During a preproposal conference in 2021, staff informed the applicant that a site plan would be required for the addition of impervious area for a parking lot. This information was further provided in a memo provided to the applicant.

The parking lot is approximately 14,861 sq. feet and is along Tabernacle Lane. Because the total footprint of the installed parking lot exceeds 5,000 sq ft, the “Limited Site Plan” criteria would be applied. A “Limited Site Plan” or “No Site Plan” are processed through administrative approval; as such, the applicant is seeking a waiver of site plan, which requires approval from the Planning Commission.

The BZA granted a variance from the required 15’ drive aisle setbacks to be reduced to 0’ for the subject parcel as the parking lot was installed without the required drive aisle setbacks.

**Summary of Subdivision Regulation Requirements**

“Sec. 20.203 Minor Site Development

**B. Site Plan Classifications**

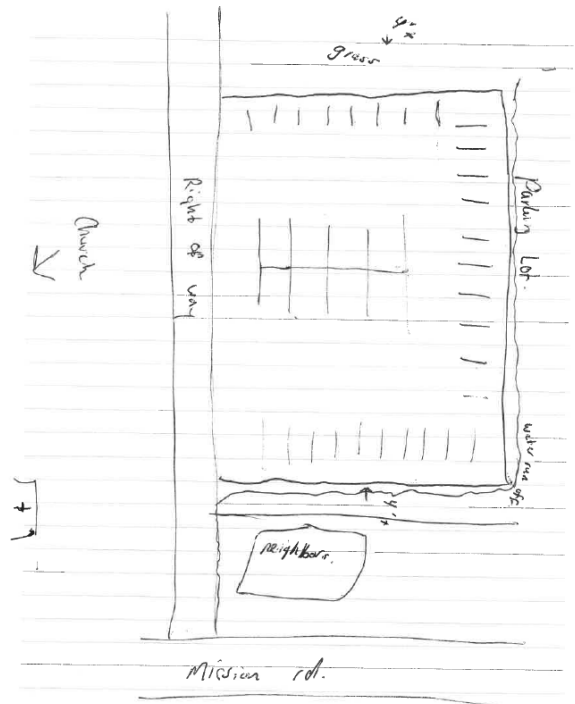
All Minor Site Developments shall be processed utilizing one of the following Site Plan Classifications. Unless explicitly stated within this Section, all requirements of these Regulations apply to each of the classifications below, including the requirements of Appendix A and Appendix B. Minor Site Development may require Stormwater Management Plans and Stormwater Management activities per the Jefferson County Stormwater Management Ordinance.

1. No Site Plan or Stormwater Management Plan. No site plan is required for additions to existing structures or structures ancillary to existing uses on a property,

when:

- a. The footprint of the addition or the new structure is less than 1,200 square feet; and
- b. No additional parking is required per Zoning Ordinance standards; and
- c. The disturbed area is no more than 5,000 square feet.

Note: Once the total of any additions or new structures processed under this provision since October 5, 1988 exceeds 1,200 square feet, it shall process as a Limited Site Plan or a Full Site Plan, as appropriate.



Staff Report  
Jefferson County Planning Commission Meeting  
June 10, 2025

**Mission Tabernacle Site Plan Waiver (File: 25-20-PCW)**

2. Limited Site Plan

A site plan limited to basic information needed to address (a) erosion and sediment control, (b) parking requirements for the expanded use, (c) Stormwater management (quantity and quality) for the additional impervious area only, (d) handicapped access to the existing and proposed structures and (e) compliance with the Zoning Ordinance, may be used on sites where the structure is:

- a. An addition to an existing structure, or, ancillary to an existing use; and
- b. The footprint does not exceed 3,000 square feet or 35% of the existing structure, whichever is smaller.
- c. For a home occupation or cottage industry, the limited site plan standards are applicable if a site plan is required pursuant to the Zoning Ordinance.

3. Full Site Plan

Any development which does not meet all of the criteria for a limited site plan shall meet all the requirements of these Regulations.”

**Staff Comments/Recommendation**

Staff would recommend denial of this waiver, requiring that a limited site plan be submitted to provide for Stormwater Management and other infrastructure. The size of the parking lot is approximately 14,000 square feet and does not meet the No Site Plan criteria of 5,000 sq. ft.

It should be noted, the application does not provide details or dimensions of the parking lot.

**Waiver Requirements**

Division 24.300 of the Jefferson County Subdivision and Land Development Regulations states that waivers from the minimum standards in these Regulations, as well as process and procedural waivers, 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.





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

File #: 25-20-PCW  
 Mtg Date: 07-08-25  
 Date Rec'd: 05-22-25  
 Fees Paid: 150  
 Staff Int: gt  
 List of Adjoiners:  gt

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto: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: trustees - Mission Tabernacle Church  
 Business Name: Mission Tabernacle Holiness Church  
 Mailing Address: P.O. Box 696 Harpers Ferry WV 25425  
 Phone Number: 304-728-4147 Email: mtchurch21@gmail.com

**Applicant Contact Information**

Applicant Name: Justin Mobley Same as owner:   
 Business Name: .  
 Mailing Address: 2144 Hinton Rd Kearneysville WV 25430  
 Phone Number: 304-886-1018 Email: justmobley89@gmail.com

**Consultant Information**

Name: \_\_\_\_\_  
 Business Name: N/A  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Property Details**

Physical Address: 25 Tabernacle Ln Harpers Ferry WV 25425 Vacant Lot:  1401  
 Tax District: 02 Map No: 021A Parcel No: 02-21100900020000  
 Parcel Size: 37,286 Deed Book: 377 1283gt Page No: 549 80 gt  
 Zoning District: Jefferson County - 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?**

Not sure of information Section 20.203 B.2 gt

**Briefly Describe the Nature of Your Waiver Request:**

We would like to waive site plan and to let what was installed by professional installers to remain. we have correct water run off.

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.

its being maintained by the Church and parking is available only during church events so not frequently used.

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.

it has correct water run off. 90% accurate on setbacks. its also on private property and not off a state road.

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

we will do whatever needed and maintain it.

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

We have had big storm since installing and found no flooded areas water is moving where needed and also makes environment look a lot better. we was in need of another parking lot and think it has been in better quality.

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.

*[Handwritten Signature]*

Property Owner Signature

05-22-25

Date

*[Handwritten Signature]*

Property Owner Signature

05-22-25

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.

07-08-2025

Public Hearing Date

07-24-25

Date Placard Posted

07-24-25

Date Adjoiners Mailed

**Planning Commission Determination**

Approved

Denied

Date: \_\_\_ / \_\_\_ / \_\_\_

Parcel: 02021A00090002

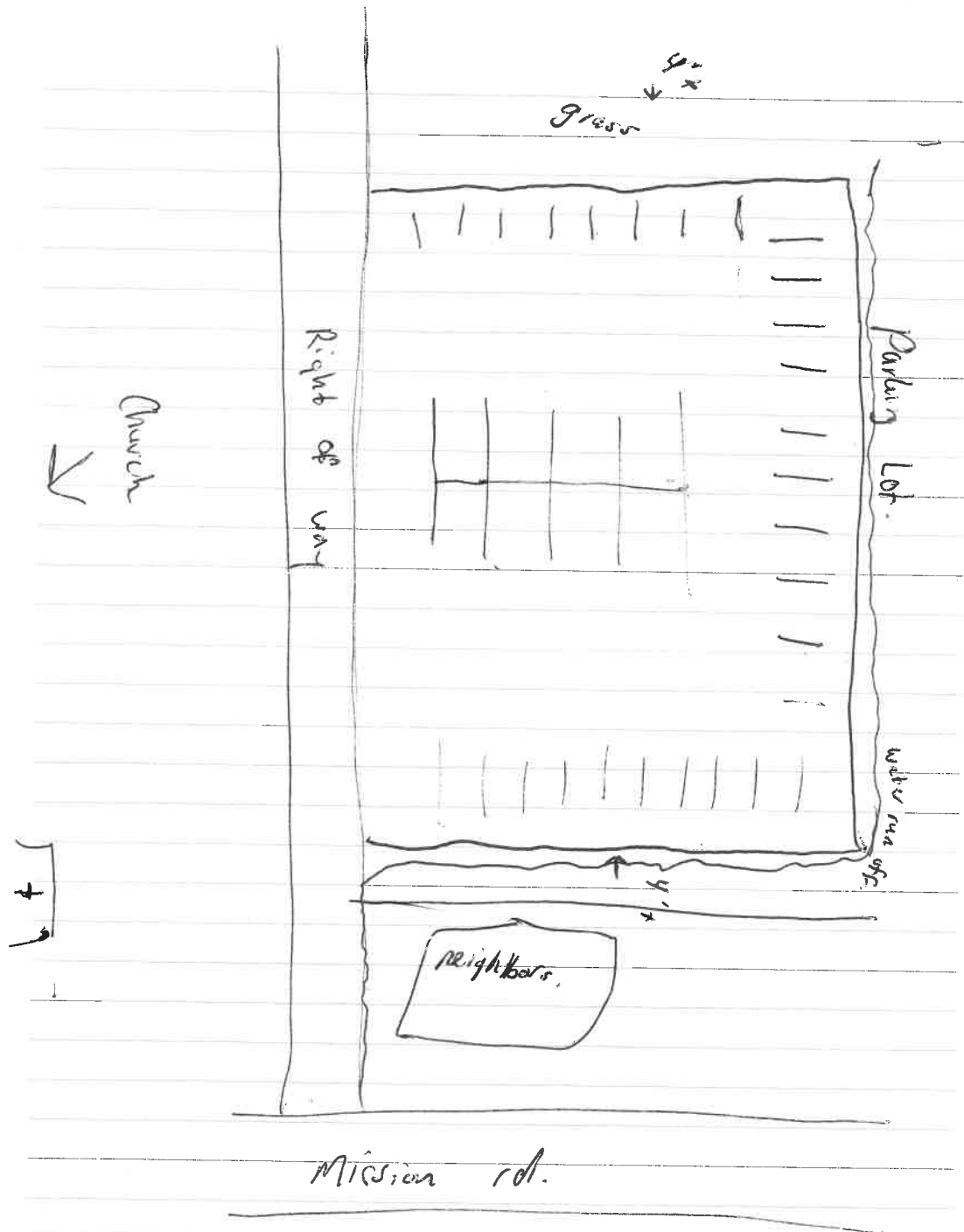
TRUSTEES-MISSION TABERNACLE CHURCH



App B  
Sec 2.5 N  
Sec 10.3

Parking lot

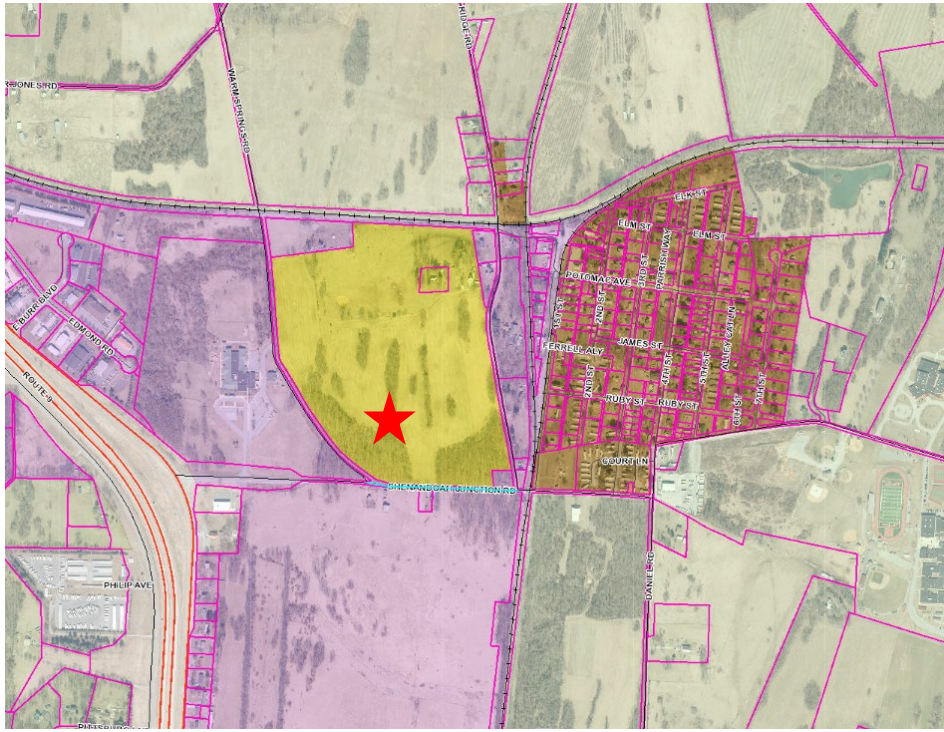
Waiver From planning <sup>no</sup> site plan.  
- Variance for building setback.  
- Variance for parking setback.



Staff Report  
 Jefferson County Planning Commission Meeting  
 July 8, 2025

**Orchard Springs (Concept Plan Extension) Waiver Request (File: 25-21-PCW)**

**Item #5:** Waiver from Section 24.112.C of the Subdivision Regulations to extend the timeframe to submit a sufficient Preliminary Plat for the Orchard Springs Subdivision to July 11, 2026.

Owner:	Alharmoosh Development Group, LLC
Consultant:	Civil & Environmental Consultants, Inc. / Attn: Chris Waddell
Parcel Information:	<p style="text-align: center;">257 and 263 Ridge Rd, Shenandoah Junction, WV          Parcel ID: 02000100290000 and 02000100450000;          Size: ~76.22 combined acres; Zoning District: Residential Growth</p> 
Adjacent Zoning:	<p style="text-align: center;"><i>North:</i> Industrial-Commercial and Rural;  <i>South and West:</i> Industrial-Commercial; <i>East:</i> Industrial-Commercial and Village</p>
Proposed Request	Orchard Springs Major Subdivision is proposed to consist of 146 single-family detached lots and 122 townhome attached residential units on 76.22 acres to be served by public water and sewer.
Approvals:	<p><u>Zoning Map Amendment</u>          08/28/14: County Commission approved a rezoning request from Industrial-Commercial to Residential Growth (File 21-5-Z)</p> <p><u>Orchard Springs Subdivision (File 23-14-SD)</u>          07/11/23: PC approved Concept Plan          04/10/25: Staff found the Preliminary Plat to be insufficient, awaiting second submittal</p>
Waivers/ Variances:	<p>07/11/23: PC approved a waiver from Section 21.104A for Lot Width requirements (File 23-15-PCW).          07/11/23: PC approved waiver from Section 21.101A for Block Length requirements (File 23-16-PCW).</p>

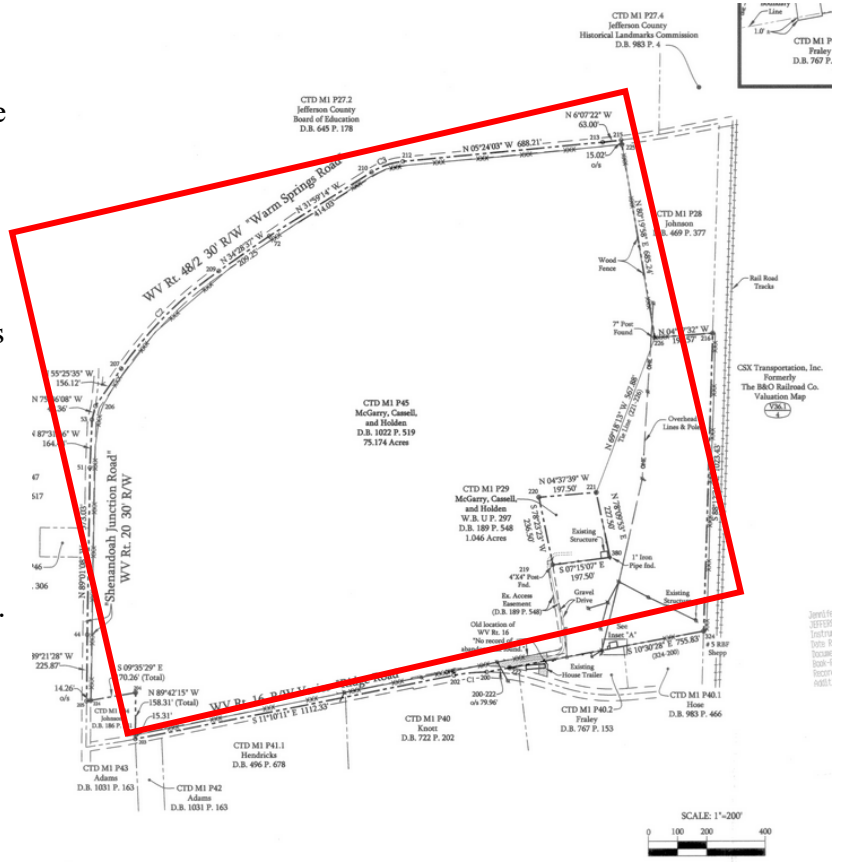
Staff Report  
Jefferson County Planning Commission Meeting  
July 8, 2025

**Orchard Springs (Concept Plan Extension) Waiver Request (File: 25-21-PCW)**

**Summary of the Request:**

The Concept Plan for the Orchard Springs Subdivision was approved by the Planning Commission on July 11, 2023. Per Section 24.112.C of the Subdivision and Land Development Regulations, the applicant is required to submit the Preliminary Plat to staff by 2 years after approval. The Major Subdivision process also states that approval becomes void if not deemed sufficient within the 2 years of approval.

The applicant is requesting a 1-year extension, from July 11, 2025 to July 11, 2026 to prepare the required Preliminary Plat for the Orchard Springs Subdivision. Granting of this waiver will allow the Preliminary Plat/Site Plan to proceed through the standard review process rather than beginning over. This will allow the project to proceed in a timely manner and will avoid duplication of effort by both the County and the applicant.



It should also be noted that Section 24.112.C of the Subdivision Regulations specifically states that the approval given from the Planning Commission gives direction for the applicant and the direction received in the Public Workshop is applicable for a period of two years.

The purpose of the Subdivision and Land Development Regulations is to “facilitate the County Government’s review of proposals for development of land either by subdivision plat or site plan, to ensure that proposed subdivision plats or site plans meet the standards of the Jefferson County Zoning Ordinance and satisfy the legal requirements of the State and County for the subdivision and development of land, and to promote efficient and attractive development in a manner that reduces off-site impacts.” This waiver request is not a request to vary any of the Regulations standards other than the length of time to submit a sufficient Preliminary Plat.

Providing an extension of 12 months for the Orchard Springs Subdivision submittal would provide for the continuation of this development in accordance with the Concept Plan previously reviewed and approved by the Planning Commission.

**Staff Recommendation**

Staff recommends approving the requested waiver to extend the submission time for the Preliminary Plat/Site Plan until July 11, 2026 with the condition that any amendments to the Subdivision Regulations or the Zoning Ordinance which occur within that year that may impact the design of the proposed project be required as a part of the Preliminary Plat/Site Plan submittal. This waiver is for a time extension and not a change to the site layout or a waiver of any Subdivision Regulation standards.

Staff Report  
Jefferson County Planning Commission Meeting  
July 8, 2025

**Orchard Springs (Concept Plan Extension) Waiver Request (File: 25-21-PCW)**

**Waiver Requirements**

Division 24.300 of the Jefferson County Subdivision and Land Development Regulations states that waivers from the minimum standards in these Regulations, as well as process and procedural waivers, 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.

The applicant has addressed these criteria in their application and have noted that this waiver request to extend the approval of the Concept Plan for one year is to allow the applicant to proceed through standard review process without being required to begin over again if the Concept Plan approval expires.





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

File #: 25-21-PW  
 Mtg Date: 7-8-25  
 Date Rec'd: 6-5-25  
 Fees Paid: \$150  
 Staff Int: TAU  
 List of Adjoiners:

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto: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: Alharmoosh Development LLC  
 Business Name: Alharmoosh Property Management  
 Mailing Address: 94 McMillan Court, Martinsburg WV 25401  
 Phone Number: 540-450-8562 Email: michacla440@yahoo.com

**Applicant Contact Information**

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

**Consultant Information**

Name: Chris Waddell  
 Business Name: Civil & Environmental Consultants, Inc.  
 Mailing Address: 786 Foxcroft Ave, Martinsburg WV 25401  
 Phone Number: 540-336-1904 Email: cwaddell@cecinc.com

**Physical Property Details**

Physical Address: 257 Ridge Road, Shenandoah Junction, WV 25442 Vacant Lot:   
 Tax District: 02 Map No: 1 Parcel No: 29 & 45  
 Parcel Size: 76.22 Deed Book: 1284 Page No: 728  
 Zoning District: Farm

**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. 24.112.C Major Subdivision Concept Plan - Direction

**Briefly Describe the Nature of Your Waiver Request:**

Request is to waive the Sec. 24.112.C Major Subdivision Concept Plan - Direction.  
Specifically "The direction received in the Concept Plan Public Workshop shall be applicable for a period of two years." It is requested that the direction received in the Concept Plan Public Workshop to be extended by one year.

**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 property has very little wooded coverage, and remains open to agricultural use. It has been farmed for decades and any potential archaeological or historical artifacts have been farmed or removed. The final plan when constructed will have walking trails and sidewalks along streets in concert with acres of open space.

**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.**

By extending the direction received by an additional year will allow us to finalize coordination with WVDOH and Board of Education on traffic improvements that enhance the safety and flow of additional trips. Also, the additional year will allow for the compliance in design with regards to the standards and concept provided at the time of initial approval.

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

If granted, this wavier will allow for the compliance in design with regards to the standards and concept provided at the time of initial approval.

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

If granted, this wavier will finalize coordination with WVDOH and Board of Education on traffic improvements that enhance the safety and flow of additional trips.

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.

05-27-2025

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**

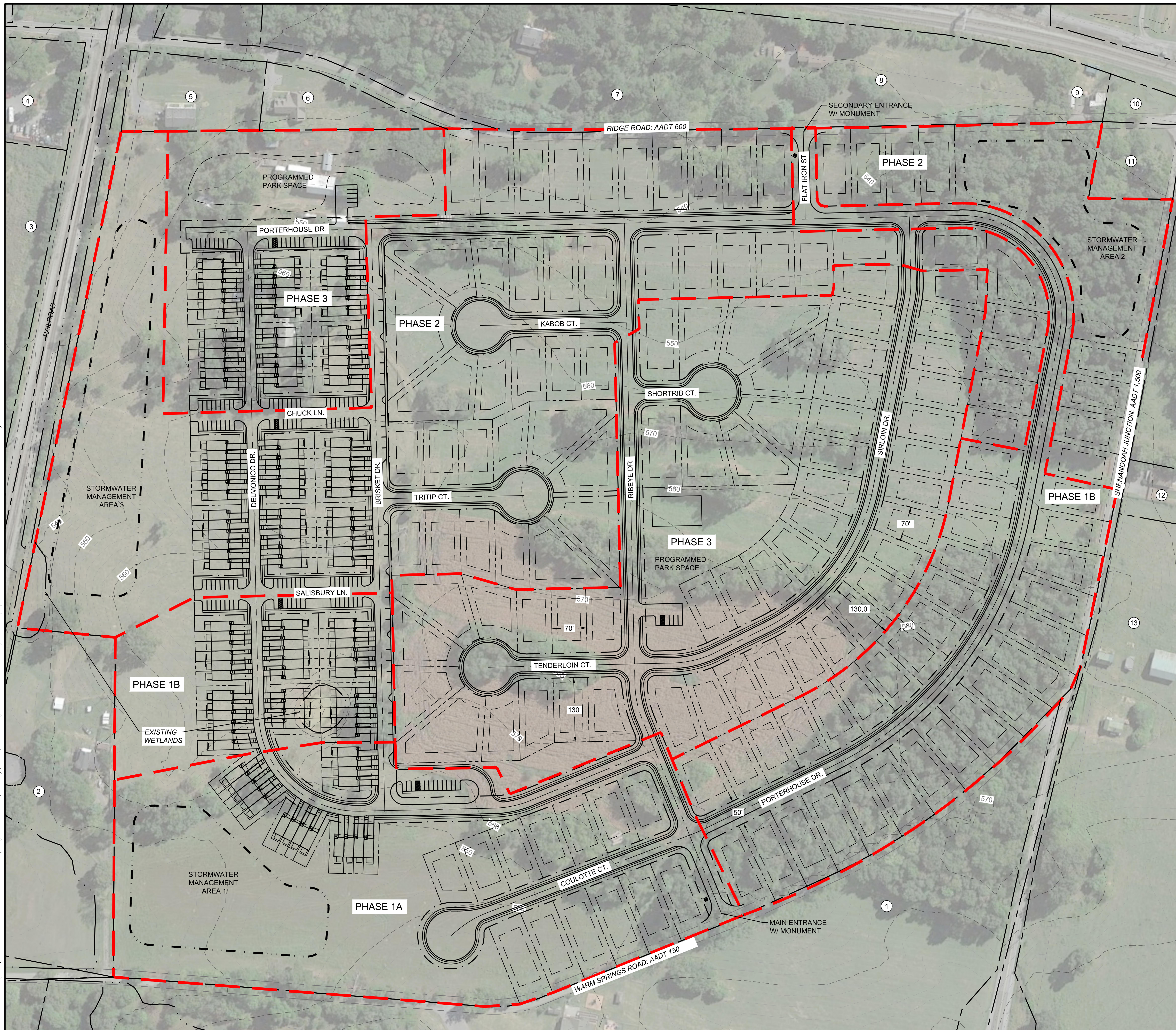
Approved

Denied

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



CAD FILE: R:\030\T30-11187.00 - APN - Orchard Springs Subdivision\Drawing\Concept Plan.dwg  
 PLOT DATE/TIME: 7/7/2023 2:13 PM  
 LAYOUT: EX1  
 USER: james b. heflin



**PLAN LEGEND**

- 940 --- EXISTING CONTOURS MAJOR / MINOR
- - - - - EXISTING SUBJECT PROPERTY LINES
- - - - - EXISTING ROW LINES
- ① --- EXISTING ADJOINING PROPERTY LINES
- ① --- ADJOINING PARCEL INFO (SEE SHEET 1)
- NWI WETLAND BOUNDARY
- NWI WETLAND SETBACK
- - - - - PROPOSED ROW BOUNDARY
- - - - - PROPOSED LOT BOUNDARY
- - - - - PROPOSED BUILDING SETBACK
- - - - - PROPOSED ROAD CENTERLINE
- - - - - PROPOSED EDGE OF PAVEMENT
- - - - - PROPOSED STORMWATER MANAGEMENT
- - - - - PROPOSED PARKING LINES
- - - - - PROPOSED TRAIL
- - - - - DEVELOPMENT PHASE BOUNDARY

**UNIT SUMMARY**

UNIT TYPE	TYP LOT SIZE	UNIT COUNT
SINGLE FAMILY	70x130	146
TOWNHOME	20x100	122
<b>TOTAL</b>		<b>268</b>

TOTAL ROAD LENGTH - 10,837 LF

**LAND USE SUMMARY**

USE	AREA
SINGLE-FAMILY	36.18 ACRES
TOWNHOME	6.76 ACRES
ROW	14.31 ACRES
SWM AREAS	11.35 ACRES
OPEN SPACE	7.60 ACRES
<b>TOTAL</b>	<b>76.2 ACRES</b>

**OPEN SPACE SUMMARY**

ACTIVE	3.04 ACRES
PASSIVE	4.56 ACRES
<b>TOTAL</b>	<b>7.60 ACRES</b>

**PARKING**  
 TOWNHOUSE GUEST: 142 SPACES  
 AMENITY AREAS: 22 SPACES

**TRIP GENERATION**

	PEAK	ADT
SINGLE FAMILY	116.8	1,168
TOWNHOMES	73.2	854

**THRASHER**  
 THE THRASHER GROUP, INC.  
 600 WHITE OAKS BLVD,  
 P.O. BOX 940  
 BRIDGEPORT, WV 26330  
 P (304) 624-4108  
 F (304) 624-7831  
 www.thrashergroup.com

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NO.	BY	DATE	DESCRIPTION

**ORCHARD SPRINGS SUBDIVISION**  
 ALHARMOSH DEVELOPMENT GROUP LLC  
 263 RIDGE ROAD, SHENANDOAH JUNCTION, WV  
 TAX DISTRICT: 02, TAX MAP: 1, PARCEL IDS: 29 & 45  
 ZONING DISTRICT: RESIDENTIAL GROWTH  
 JEFFERSON COUNTY, WV  
 5-26-2023

DRAWN: JBH IV DATE: 5.23.2023  
 CHECKED: MIC DATE: 5.26.2023  
 APPROVED: MIC DATE: 5.26.2023

PROJECT No. T30-11187

CONCEPT PLAN

SHEET No.

