



Advanced Agenda  
Jefferson County Planning Commission  
Tuesday, September 23, 2025 at 7:00 PM

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**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 main level of the Jefferson County Government Complex (entrance on East side of the building) 393 North Lawrence Street, Charles Town, WV 25414

**ZOOM Broadcast Information\***: Meeting ID: 898 2166 0202  
Meeting Link: <https://us02web.zoom.us/j/89821660202>

*\*If watching live broadcast, please ensure your microphone is muted and be mindful that your video is streaming to others.*

1. **Item Rescheduled from September 9, 2025: Approval of Meeting Minutes:** August 12, 2025 meeting
2. **Request for postponement**

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

3. **Item Rescheduled from September 9, 2025: Concept Plan Public Workshop for the Ghazwa's Forest Subdivision.** The proposal consists of a Major Residential Subdivision with 81 lots and associated infrastructure. Property Owner: IG Totonji Holding, LLC. Developer: Golden Eagle Group, Inc. Property Location: Vacant lot located on the Southwest corner of Flowing Springs Road and Zoar Lane, Shenandoah Junction, WV. Parcel ID: 02000300090004. Size: 31.48 ac. Zoning District: Residential Growth (File #25-28-SD).
4. **Item Rescheduled from September 9, 2025: Public Hearing:** Request for a Waiver from Section 21.101A, which requires that blocks shall not, in most instances, exceed six lots in length on one side of the street. Property Owner: IG Totonji Holding, LLC. Developer: Golden Eagle Group, Inc. Property Location: Vacant lot located on the Southwest corner of Flowing Springs Road and Zoar Lane, Shenandoah Junction, WV. Parcel ID: 02000300090004. Size: 31.48 ac. Zoning District: Residential Growth (File #25-24-PCW).
5. **Item Rescheduled from September 9, 2025: Public Hearing:** Waiver request from Section 20.203B.1.a to increase the maximum footprint of an addition from 1200 square feet to 1700 square feet to allow a proposed expansion to process without a site plan. Property Owner: Executive Emergency Lighting LLC. Property Location: 21 Southpaw Ln, Shepherdstown, WV. Parcel ID: 09014BWAT10000; Size: ~2.4 acres; Zoning District: Rural (File #25-23-PCW).
6. **Item Rescheduled from September 9, 2025: Public Hearing:** Request by the applicant via the Amended Completeness Determination Policy Signed 2/27/25 and waiver from Section 24.113, Section 24.113G, and Section 24.113H of the Subdivision Regulations to allow for the Planning Commission to deem the Preliminary Plat of the proposed Media Farm Subdivision (25-5-SD) as essentially complete. Property Owner: Harvest Homes, LLC. Property Location: 261, 278, and 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 0200040010001. Combined Size: ~126 ac. Zoning District: Residential Growth (File #: 25-25-PCW).

7. **Item Rescheduled from September 9, 2025: 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 Media Farm Subdivision (25-5-SD). Property Owner: Harvest Homes, LLC. Property Location: 261, 278, and 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 0200040010001. Combined Size: ~126 ac. Zoning District: Residential Growth (File #25-26-PCW).
8. **Item Rescheduled from September 9, 2025: Public Hearing:** Waiver request from Section 24.115C of the Subdivision Regulations to allow for the Final Plat of the proposed Media Farm Subdivision (25-5-SD) to process concurrently with the Preliminary Plat. Property Owner: Harvest Homes, LLC. Property Location: 261, 278, and 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 0200040010001. Combined Size: ~126 ac. Zoning District: Residential Growth (File #25-27-PCW).
9. **Item Rescheduled from September 9, 2025: Public Hearing:** Proposed Amendment to Section 24.113, “Major Subdivision Preliminary Plat – Application Submission and Completeness Review”, Section 24.122, “Major Site Plan Application – Submission and Completeness Review”, and Division 26.200, “Definition of Terms”, of the Jefferson County Subdivision and Land Development Regulations to further elaborate on establishing the necessary criteria regarding Historical Resource Protection (File #STA 25-01).

There is no public comment for the following items.

10. **Item Rescheduled from September 9, 2025: Discussion and Action on the Cochran Properties (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 combined 51.57 acre Four Seas of WV, LLC properties from Rural (R) to General Commercial (GC) is consistent with the *2045 Comprehensive Plan*. (File #25-3-Z)
11. **Item Rescheduled from September 9, 2025: Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of the new Rural Residential zoning district.
12. **Item Rescheduled from September 9, 2025: Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of the new Residential Commercial zoning district.
13. **Item Rescheduled from September 9, 2025: Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the updates to the Office/Commercial mixed use zoning district.
14. **Item Rescheduled from September 9, 2025: Discussion and Possible Action:** Staff discussion regarding a proposed text amendment to revise language on Solar Energy Facilities in the Zoning & Land Development Ordinance Section 8.20 and Appendix C and add specific requirements for Solar Energy Facilities to the Subdivision & Land Development Regulations.

#### 15. 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.

#### 16. Planner’s Memo

- a. Discussion and Rescheduling of Planning Commissioner Trainings
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**17. President's Report**

**18. Actionable Correspondence**

**19. Nonactionable Correspondence**

- a. Todd Milliron
- b. David Tabb

