

Meeting Minutes
Jefferson County Planning Commission
September 9, 2025

The Jefferson County Planning Commission met on September 9, 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; Donnie Fisher; J Ware; Bruce Chrisman; and Daniel Hayes were present in person.

Staff members present included Luke Seigfried, Chief County Planner; Jonathan Saunders, County Engineer; Andy Beall, Zoning Administrator, Nathan Cochran, County Attorney; and Colin Uhry, County Planner.

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

Due to unforeseen technical difficulties, Mr. Howell moved to postpone the following Agenda Items to the September 23, 2025 Regularly Scheduled Meeting:

1. **Approval of Meeting Minutes:** August 12, 2025 meeting
3. **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). Mr. Shepp introduced Agenda Item #3.
4. **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. **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. **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. **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. 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. 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).
- 10. 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. Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of the new Rural Residential zoning district.
- 12. Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of the new Residential Commercial zoning district.
- 13. 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. 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**
- 17. President’s Report**
- 18. Actionable Correspondence**
- 19. Non-Actionable Correspondence**
 - a. Todd Milliron
 - b. David Tabb

Mr. Howell motioned to adjourn the meeting at 7:30 pm. Mr. Hayes seconded the motion, which carried unanimously.

These minutes were prepared by Colin Uhry, County Planner.