



Agenda

Jefferson County Planning Commission

Tuesday, November 4, 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 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: 814 6008 0046
Meeting Link: <https://us02web.zoom.us/j/81460080046>

**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:** September 23, 2025 and October 14, 2025 meetings.
2. **Request for postponement**
3. **Planning Commission Email Training**
 - a. Distribution of County Email Accounts

The following items are open for public comment

4. **Public Hearing:** Variance from Article 6; Section 6.3 of the 1979 Subdivision Ordinance, which requires a Final Plat Public Hearing every two years for the Aspen Greens Subdivision. The applicant is asking for an extension to January 11, 2028. Property Owner: Roderick Planes, LLC / Attn: Maurice Gladhill. Property Location: Northeasterly Old Country Club Road & Flowing Springs Road Intersection, Charles Town, WV. Parcel ID: 02000400190000; Size: 55 acres; Zoning District: Rural (File #25-2-PCV).
5. **Public Hearing:** Waiver from Section 20.201 of the Subdivision Regulations, requesting to process a 6-Lot Subdivision as a minor subdivision instead of as a Major Cluster Subdivision development. Property Owner: Vincent & Alicia Secatello. Property Location: 132 Autumn Ridge Lane, Kearneysville, WV. Parcel ID: 07000500020002; Size: 37.43 acres; Zoning District: Rural (File #25-28-PCW).
6. **Public Hearing:** STA25-03 is a proposed text amendment to Section 20.201, Section 20.203C, Section 21.105C, Section 22.208A, Section 22.208B, and Appendix B, Division 5.1 of the Subdivision Regulations. ZTA25-03 is a proposed text amendment to the Table of Contents, Article 2, Section 4.10B, Section 5.1, Section 5.5, Section 5.7, Section 6.3, Section 8.14, Section 9.5, Section 10.5, Section 11.2, Appendix A, Appendix B, and Appendix C of the Zoning Ordinance. The purpose of these amendments are to establish and create the necessary criteria regarding the proposed Rural Residential Zoning District. (File #STA25-03 & File #ZTA25-03).
7. **Public Hearing:** STA25-04 is a proposed text amendment to Section 21.105 and Section 22.208B of the Subdivision Regulations. ZTA25-03 is a proposed text amendment to the Table of Contents, Section 4.6, Section 5.1, Section 5.9, Section 9.5, Appendix A, Appendix B, and Appendix C of the Zoning Ordinance. The purpose of these amendments are to establish and create the necessary criteria regarding the proposed Residential Commercial Zoning District. (File #STA25-04 & File #ZTA25-04).

- 8. Public Hearing:** ZTA25-05 is a proposed text amendment to Section 5.17 and Appendix C of the Zoning Ordinance. The purpose of this amendment is to update the Office Commercial portion of the Zoning Ordinance and its connectivity to the Subdivision Regulations. (File #ZTA25-05).

There is no public comment for the following items.

- 9. Discussion and Approval:** FY 2027 Planning and Zoning Budget Memo for submission to the County Commission.
- 10. Discussion and Approval:** Planning and Zoning 1st Quarterly Report for FY 2025-2026 for the County Commission. (*To be distributed at the meeting*)

11. 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.

12. Planner's Memo

13. President's Report

14. Actionable Correspondence

15. Nonactionable Correspondence
