

Meeting Minutes  
Jefferson County Planning Commission  
September 23, 2025

The Jefferson County Planning Commission met on September 23, 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.

**1. Approval of Meeting Minutes:** August 12, 2025 meeting

Mr. Shepp moved the minutes were approved as presented, which carried unanimously.

**2. Request for postponement**

None.

**15. Reports from Legal Counsel:**

Mr. Cochran requested Agenda Item 15 be discussed at the beginning of the meeting in executive session. Mr. Shepp motioned to bring the meeting into executive session at 7:01 pm. Mr. Louthan seconded the motion, which carried unanimously. Mr. Howell recused himself from the executive session.

Mr. Shepp motioned to bring the meeting out of executive session at 7:56 pm. Mr. Chrisman seconded the motion, which carried unanimously.

**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).

**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).

Mr. Seigfried provided an overview of the staff report for Files #25-28-SD and #25-24-PCW.

Ms. Brooke Perry was present in person to state the nature of the request. The members of the audience noted difficulty hearing the applicant.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public testimony: Sarah Grove, Colin Stine. Mr. Uhry resolved the technical difficulties regarding the audio system, which stayed functional for the remainder of the meeting. Mr. Shepp closed the floor for public comment.

Addressing the public comments, Ms. Perry proffered conducting a pre/post blasting survey within Lots 4 and 5 of the Concept Plan and to meet two of the recommendations made by Staff in the Planning Commission's Staff Report.

Mr. Hayes moved to approve the waiver request to allow for the proposed subdivision to exceed six lots in length on one side of the street and send the Concept Plan to the Preliminary Plat stage with the following conditions of approval:

1. Conduct a pre/post blasting survey on the stone area located at Lot 4 and Lot 5 of the Concept Plan
2. Provide pedestrian access to Open Space C between Lot 71 and Lot 72 to provide dual access to Open Space C and establish a pedestrian trail.
3. Provide details of what equipment or amenities will be included in the active recreation areas.

Mr. Louthan seconded the motion, which carried unanimously.

- 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).

Mr. Uhry provided an overview of the staff report for File #25-23-PCW. Mr. Saunders explained the criteria for processing as a No Site Plan.

Mr. Raymund Muth and Mr. Dan Thomas were present in person to state the nature of the request.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public testimony: Mary Casciotti, Michal Vaeth, Tom Williamson, OCS Cominuts, Michael Bass. Mr. Shepp closed the floor for public comment.

Addressing the public comments, Mr. Muth noted Executive Emergency Lighting had no need for parking and it was addressed in a previous meeting with County Staff. Mr. Hayes questioned if the applicant was willing to remove the new parking area, Mr. Muth confirmed the company's willingness to remove parking.

Mr. Saunders and Mr. Seigfried provided the Planning Commission with Staff's recommendation.

Mr. Fisher moved to approve the waiver request to allow for the maximum footprint of a 1700 square foot addition to process without a site plan with the following conditions of approval:

1. Remove the proposed parking area from the No Site Plan
2. The Owner/Developer must process a Site Plan for any additional structures or expansion of parking on the site.
3. No outdoor storage of equipment, tools, or materials in the area adjacent to 480.
4. No further expansion of vehicular parking or building construction in the area adjacent to 480.

Mr. Louthan seconded the motion, which carried unanimously.

- 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).

Mr. Shepp introduced Agenda Item #6.

Mr. Howell recused himself for Items #6, 7, & 8.

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

Mr. Paul Raco, consultant from P.J. Raco Consulting, Mr. Connor Hill, Project Manager from Integrity Federal Services, and Mr. Dave Lutman, applicant, were present in person to state the nature of the request.

Mr. Shepp opened the floor for public comment. Mr. Shepp closed the floor for public comment as no members of the public were signed up to speak.

Ms. Keys moved to deem the Media Farm Subdivision Preliminary Plat as essentially complete and send it to the Public Hearing stage of the major subdivision process. Mr. Louthan seconded the motion, which carried unanimously.

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).

Mr. Seigfried provided an overview of the staff report for File #25-26-PCW.

Mr. Paul Raco, consultant from P.J. Raco Consulting, Mr. Connor Hill, Project Manager from Integrity Federal Services, and Mr. Dave Lutman, applicant, were present in person to state the nature of the request.

Mr. Shepp opened the floor for public comment. Mr. Shepp closed the floor for public comment as no members of the public were signed up to speak.

Mr. Hayes moved to approve the waiver request to allow for site grading to commence prior to site plan approval for the proposed Media Farm Subdivision, with the following conditions of approval:

1. A grading permit is issued to allow the owner to perform site grading in preparation for the roadway and other earth work improvements, which is subject to the requirements of the sediment and erosion control plan submitted and approved as part of the grading permit and a NPDES permit is obtained.
2. The Owner/Developer assumes all risk for “jump-starting” the project and understands that the final Preliminary Plat design approved by the Planning Commission might necessitate some changes and additional construction cost.
3. Provide bonding of all proposed site improvements related to sediment and erosion control/SWM pertaining to the permit.

Ms. Keys seconded the motion, which carried unanimously.

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).

Mr. Seigfried provided an overview of the staff report for File #25-27-PCW.

Mr. Paul Raco, consultant from P.J. Raco Consulting, Mr. Connor Hill, Project Manager from Integrity Federal Services, and Mr. Dave Lutman, applicant, were present in person to state the nature of the request.

Mr. Shepp opened the floor for public comment. Mr. Shepp closed the floor for public comment as no members of the public were signed up to speak.

Ms. Keys moved to approve the 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, with the following condition of approval:

1. Owner/Developer accepts all risks for beginning processing prior to approval of the Preliminary Plat and understands that the final Preliminary Plat design approved by the Planning Commission might necessitate some changes and additional construction cost.

Mr. Hayes seconded the motion, which carried unanimously.

Mr. Howell joined the remainder of the meeting.

- 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).

Mr. Seigfried provided an overview of the staff report for File #STA25-01. The proposed text amendment updated the vague language currently included in Section 24.113.B.10 and realigns the criteria towards the requirements listed by the West Virginia State Historic Preservation Office, defined a Phase I Archaeological Study in Section 26.200, as well as fix minor spelling and terminology mistakes in Sections 24.113 and 24.122 of the Subdivision Regulations.

Mr. Shepp opened the floor for public comment. Mr. Shepp closed the floor for public comment as no members of the public were signed up to speak.

Mr. Chrisman moved to send the Proposed Amendment to Sections 24.113, 24.122, and Division 26.200 to a public hearing at the County Commission, Mr. Louthan seconded the motion, which carried unanimously.

- 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)

Mr. Seigfried provided an overview of the staff report for File # 25-3-Z, noting that the request had gone in front of the County Commission and it was directed for the Planning Commission to recommend whether or not the General Commercial zoning district would be consistent with the 2045 Comprehensive Plan.

Mr. Brett Cochran, property owner, was present in person to state the nature of the request.

Mr. Shepp made note that the Planning Commission is only giving a recommendation to the County Commission and are not approving or denying the rezoning request.

Mr. Seigfried provided the recommendation from staff stating the rezoning request is consistent with the 2045 Comprehensive Plan.

Mr. Howell moved to find the rezoning proposal consistent with the 2045 Comprehensive Plan, Mr. Louthan seconded the motion, which carried unanimously.

**11. Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of the new Rural Residential zoning district.

Mr. Seigfried provided an overview of the current draft of the proposed Rural Residential zoning district's text amendment to the Subdivision Regulations and Zoning Ordinance.

Mr. Hayes moved to schedule the Public Hearing for the proposed Rural Residential zoning district text amendment for the November 4, 2025 Planning Commission meeting, Mr. Louthan seconded the motion, which carried unanimously.

**12. Discussion and Possible Action:** Draft amendment to the Zoning and Land Development Ordinance regarding the creation of the new Residential Commercial zoning district.

Mr. Seigfried provided an overview of the current draft of the proposed Residential Commercial zoning district's text amendment to the Subdivision Regulations and Zoning Ordinance.

The Planning Commission expressed desire in making commercial development required on parcels zoned as Residential Commercial, noting that required 25% of development in the zoning district be designated as commercial uses.

Ms. Keys moved to schedule the Public Hearing for the proposed Residential Commercial zoning district text amendment for the November 4, 2025 Planning Commission meeting with the condition that staff include language to require at least 25% of land to be developed as commercial uses in the zoning district. Mr. Chrisman seconded the motion, which carried unanimously.

**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.

Mr. Seigfried provided an overview of the current draft of the updates to the Office Commercial zoning district currently in the Zoning Ordinance.

Mr. Fisher moved to schedule the Public Hearing for the Office Commercial zoning district text amendment for the November 4, 2025 Planning Commission meeting, Mr. Ware seconded the motion, which carried unanimously.

**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.

Mr. Beall provided an overview of the Memo and requested clarification on the Planning Commission's direction for how restrictive proposed changes to the Subdivision Regulations and the Zoning Ordinance.

After discussion regarding the Conditional Use Permit process, the Planning Commission directed staff to stop any proposed changes to the Zoning Ordinance and leave it in the current state, while creating language that would require all solar projects to process a Major Site Plan for development.

Mr. Shepp motioned to include the Major Site Plan language in the proposed Solar Energy Facilities text amendment and bring the changes back to the Planning Commission at a later date, as well as stop any proposed changes to the Zoning Ordinance, Mr. Louthan seconded the motion, which carried unanimously.

#### **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.

This item was discussed at the beginning of the meeting during executive session.

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

Mr. Seigfried noted that due to technical difficulties at the September 9, 2025 meeting, all trainings for the Planning Commissioners has been postponed. The Planning Commission scheduled all required trainings for the October 14, 2025 Planning Commission meeting.

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

None.

#### **18. Actionable Correspondence**

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

- a. Todd Milliron
- b. David Tabb

Mr. Louthan motioned to adjourn the meeting at 10:34 pm. Mr. Ware seconded the motion, which carried unanimously.

These minutes were prepared by Colin Uhry, County Planner.