

Meeting Minutes
Jefferson County Planning Commission
November 4, 2025

The Jefferson County Planning Commission met on November 4, 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; Nathan Cochran, County Attorney; Colin Uhry, County Planner; and Patti Richardson, Planning Clerk.

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

1. Approval of Meeting Minutes: September 23, 2025 and October 14, 2025 meetings

Mr. Howell noted one correction to the September 23, 2025 meeting minutes. Mr. Shepp moved the minutes were approved as amended, which carried unanimously.

2. Request for postponement

Mr. Seigfried noted receipt of a request to postpone Agenda Item #5: File #25-28-PCW to the December 9, 2025 meeting.

3. Planning Commission Email Training:

Mr. Seigfried requested to hold Item #3 awaiting Mr. Areizaga's arrival.

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).

Mr. Shepp introduced Agenda Item #4

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

Mr. Uhry provided an overview of the staff report for File # 25-2-PCV.

Mr. Fred Gates from Gates Associated in Shepherdstown was present in person to state the nature of the request. Mr. Gates noted that the developer Maurice Gladhill was also present in person.

Mr. Howell opened the floor for public comment. The following members were signed up to provide public testimony: Colin Stine. Mr. Howell closed the floor for public comment.

Mr. Uhry stated that due to the applicant not requesting any lot changes, staff's recommendation is approval of the extension to January 11, 2028. Mr. Hayes requested clarification that the applicant is asking to extend their preliminary plat for two additional years. Mr. Uhry clarified that this item is for the final plat. Mr. Hayes clarified that the final plat will expire in January and they are requesting an extension of two years.

Ms. Keys moved to approve the extension to January 11, 2028. Mr. Fisher seconded the motion, which carried unanimously.

Ms. Keys inquired if the Director of IT was now present for the Planning Commission to go back to Item # 3. Mr. Seigfried stated that the Director of IT was now present.

Mr. Shepp rejoined the meeting.

3. Planning Commission Email Training:

Mr. Areizaga provided the Planning Commission with new E-mail information. The E-mail information packets for Mr. Chrisman, Ms. Keys, and Mr. Louthan were missing. Mr. Areizaga noted that the passwords are only good for 15 days and requested the Planning Commissioners please sign in before the temporary passwords expire. Mr. Areizaga asked Staff to distribute the remaining E-mail information packets outside of the meeting.

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).

Mr. Shepp noted that Item #5 has been postponed.

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).

Mr. Shepp introduced Agenda Item #6.

Mr. Seigfried provided an overview of the draft text amendment. Mr. Seigfried noted that the Planning Commission, at the September meeting, had directed staff to schedule a public hearing to read over this text amendment and to make a recommendation to the County Commission. Mr. Seigfried stated that Planning Commission must find the Zoning Text Amendment to be consistent with the Comprehensive Plan prior to recommending approval to County Commission.

Ms. Keys referenced page 76 of the packet and inquired if the Subdivision Regulations would prevent further subdivision or allow further development of greenspace.

Mr. Seigfried stated that preserved greenspace is meant to stay as greenspace into the future.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public testimony: David Tabb, Jacquelyn Milliron, Colin Stine.

Mr. Shepp closed the floor for public comment.

Ms. Keys offered some context regarding this amendment stating it is a good way to steward these rural areas from becoming high density in her opinion. Ms. Keys noted that the County currently does not have a Zoning District between high density residential and rural and the proposed Zoning District would provide a middle ground.

Mr. Seigfried provided the Planning Commission with direction that could be taken regarding the proposed text amendments, to recommend the changes to the County Commission or instruct Staff to make edits.

Mr. Howell moved to send this amendment to the County Commission for adoption and to find that is it consistent with the Comprehensive Plan. Mr. Hayes seconded the motion which carried unanimously.

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).

Mr. Shepp introduced Agenda Item #7

Mr. Seigfried provided an overview of the draft text amendment and noted the process is the same as the prior item.

Mr. Fisher inquired if this amendment was replacing the Residential-Light Industrial-Commercial Zoning District (RLIC). Mr. Seigfried stated RLIC is currently in existence and will continue to be in existence unless a much larger change is made. The intent of proposing and adopting this text amendment is to move away from using the RLIC district in the future by offering an alternative. Mr. Seigfried clarified that the proposed text amendment does not remove the existing Zoning from any area and does not remove RLIC from the zoning ordinance. Mr. Hayes inquired if all the grammar and spelling issues were handled under Item #6. Mr. Seigfried stated it is his understanding that we have handled all the grammar and spelling issues. Mr. Hayes asked for clarification if this item has any grammar and spelling issues. Mr. Seigfried stated that in his recollection it does not.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public testimony: David Tabb, Colin Stine. Mr. Shepp closed the floor for public comment.

In response to public comment, Ms. Keys made a clarification about data centers in County zoning districts. Ms. Keys clarified that the past legislative session passed HB2014 which gave Charleston and the Legislature complete authority to put data centers in any zone in the County and all 55 counties without any local controls. Mr. Louthan suggested residents could go down to the Capital and voice their opinions on data centers.

Mr. Fisher moved to send this amendment to the County Commission for adoption and to find it consistent with the 2045 Comprehensive Plan. Mr. Louthan seconded the motion, which carried unanimously.

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).

Mr. Shepp introduced Agenda Item #8

Mr. Seigfried provided an overview of the draft text amendment and noted there have not been any edits by staff since the September 23rd meeting. The process is essentially the same for the motions that need to be made as well as the Public Hearing components.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public testimony: David Tabb, Colin Stine. Mr. Shepp closed the floor for public comment.

Mr. Howell moved to send this amendment to the County Commission for adoption and to find it consistent with the 2045 Comprehensive Plan. Mr. Hayes seconded the motion, which carried unanimously.

9. Discussion and Approval: FY 2027 Planning and Zoning Budget Memo for submission to the County Commission.

Mr. Shepp introduced Agenda Item #9

Mr. Seigfried presented the FY 2027 Planning and Zoning Budget Memo noting there are three main things staff is asking for as priorities

1. The digitization of records
2. Updates to land development regulations
3. Continuation of the Summer Intern program

There are some small adjustments for training and some limited travel. Mr. Seigfried stated the next step would be to direct staff to forward this to the Director of Engineering, Planning, and Zoning as well as the Financial Director for their presentation.

Mr. Louthan moved to approve the budget as submitted. Mr. Smith seconded the motion, which carried unanimously.

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

Mr. Shepp introduced Agenda Item #10

Mr. Uhry provided the Planning Commission with a summary of the 1st Quarterly Report for FY 2025-2026. A further breakdown of projects that came in, was distributed to each Planning Commissioner.

Mr. Hayes moved to approve. Mr. Louthan seconded the motion, which carried unanimously.

11. Reports from Legal Counsel:

Mr. Shepp introduced Agenda Item #11

Mr. Cochran stated in light of the special meeting that is set for November 5, 2025 he had nothing to report.

12. Planner's Memo

Mr. Shepp introduced Agenda Item #12

Mr. Seigfried provided the Planning Commission with the following upcoming meeting dates:

1. November 5, 2025 Special Meeting at 6:00 PM
2. November 13, 2025 Special Meeting at 7:00 PM
3. December 09, 2025 Regular Meeting at 7:00 PM

13. President's Report

None

14. Actionable Correspondence

None

15. Non-Actionable Correspondence

None

Mr. Hayes motioned to adjourn the meeting at 8:12 pm. Mr. Louthan seconded the motion, which carried unanimously.

These minutes were prepared by Patti Richardson, Planning Clerk.