

Meeting Minutes
Jefferson County Planning Commission
November 13, 2025

The Jefferson County Planning Commission met on November 13, 2025, at 7:00 pm with the following Planning Commission members present: Mike Shepp, President; Wade Louthan, Secretary; Cara Keys, County Commission Liaison; Donnie Fisher; J Ware; Bruce Chrisman; and Daniel Hayes were present in person. Aaron Howell, Vice President; and Tim Smith were both absent with notice.

Staff members present included Luke Seigfried, Chief County Planner; and Colin Uhry, County Planner. Nathan Cochran, County Attorney was present via ZOOM.

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

1. Request for postponement.

No items were postponed from this meeting.

- 2. Hearing for the Media Farm Preliminary Plat.** The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure. Property Owner: Harvest Homes, LLC. Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV. Parcel IDs: 02000400110000, 02000400130000, 02000400110001; Size: ~126 acres; Zoning District: Residential Growth (File #25-5-SD).

Mr. Shepp introduced Agenda Item #6.

Mr. Seigfried provided an overview of the staff report for File #25-5-SD, explaining that due to a missed legal deadline the Preliminary Plat hearing is scheduled for a special meeting.

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. Shepp expressed concern with public notification regarding Zoning Administrator determinations to provide members of the public to provide the Planning Commission public comments. This discussion was continued at the end of the meeting.

Mr. Hayes moved to approve the Preliminary Plat and send the proposed subdivision to the Final Plat stage of the Major Subdivision Process with the following condition of approval:

- Addition of the following note to both the Preliminary Plat and Final Plat for the Media Farm Subdivision: “NO PERMANENT STRUCTURES, ENCROACHMENTS, LANDSCAPING, OR FENCES SHALL BE PERMITTED WITHIN EXISTING OR PROPOSED EASEMENTS WITHOUT AN APPROVED WAIVER FROM THE JEFFERSON COUNTY PLANNING COMMISSION.”

Mr. Fisher seconded the motion, which carried unanimously.

3. Reports from Legal Counsel

None.

4. Planner’s Memo

None.

5. President's Report

None.

6. Actionable Correspondence

None.

7. Non-Actionable Correspondence

None.

Mr. Seigfried requested further clarification on the Planning Commission's concern regarding the Zoning Administrator's determination for projects. Mr. Shepp directed staff to discuss ways to better notify the public on determinations made by staff at a future Planning Commission meeting.

Mr. Hayes motioned to adjourn the meeting at 7:24 pm. Mr. Louthan seconded the motion, which carried unanimously.

These minutes were prepared by Colin Uhry, County Planner.