

Meeting Minutes  
Jefferson County Planning Commission  
December 9, 2025

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

Mr. Shepp called the meeting to order at 7:01 pm and confirmed a quorum was present.

1. **Approval of Meeting Minutes:** November 4, 2025; November 5, 2025; and November 13, 2025 meetings

Mr. Shepp moved the minutes be approved, which carried unanimously.

2. **Request for postponement**

Mr. Seigfried requested the postponed item of Discussion and Possible Action Regarding Zoning Determination Notice be moved to Actionable Items with no public comment on the January 2026 agenda.

3. **Item Rescheduled from November 4, 2025: 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 introduced Agenda Item #3

Mr. Seigfried provided an overview of the staff report for File # 25-28-PCW.

Mr. Paul Raco, Consultant from P.J. Raco Consulting LLC was present in person. Mr. Raco explained the history of the request.

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

Mr. Fisher moved to approve the waiver request to add one additional lot onto a five lot subdivision to allow for processing under the minor subdivision regulations. Mr. Smith seconded the motion, which carried unanimously.

4. **Public Workshop:** Concept Plan for the Willow Camp Site Plan. The proposal consists of a Minor Site Plan for a 25 unit campsite, associated amenities, and associated infrastructure. Property Owner: Andrian Peceriga and Elena Dubrovskaya. Property Location: Vacant 11.65 acre lot located along the eastern side of the Shenandoah River, south of the intersection of Charles Town Road and Wilt Road, Chares Town, WV Parcel ID: 02001900430000; Size: 11.65 ac. Zoning District: Rural (File #25-7-SP).

Mr. Howell recused himself for Agenda Items #4 and #5, and left the room.

Mr. Shepp introduced Agenda Item #4

Mr. Uhry provided an overview of the staff report for File # 25-7-SP

Mr. Seth Rivard, Consultant from SAR Consulting was present in person. Mr. Rivard explained the history of the request and addressed the concerns listed in the submitted letter.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public comment: Kevin Hughes.

Mr. Shepp closed the floor for public comment.

Mr. Chrisman requested clarification on the type of fence that was being proposed. Mr. Rivard advised the fence is proposed to be a vinyl fence. Mr. Chrisman questioned what kind of events are to be held. The applicant stepped forward and advised the events would be between 30 to 50 people. The applicant stated that they plan to confirm the noise regulations regarding times and days.

Mr. Hayes moved to authorize the applicant to proceed with processing a Site Plan through the Department of Engineering, Planning, and Zoning. Mr. Louthan seconded the motion, which carried unanimously.

5. **Public Hearing:** Waiver from Section 21.402D of the Subdivision Regulations to allow for fencing to be placed within the proposed Stormwater Management Easement (Basin C) located on proposed Lot 99 of the Media Farm Subdivision. Property Owner: Harvest Homes, LLC. Property Location: 261, 278, and 391 Media Farm Lane, Ranson, WV 25438; Parcel IDs: 02000400110000, 02000400130000, and 02000400110001; Combined Size: ~126 acres; Zoning District: Residential Growth (File #25-29-PCW).

Mr. Shepp introduced Agenda Item #5

Mr. Uhry provided an overview of the staff report for File # 25-29-PCW.

Mr. Paul Raco, Consultant from P.J. Raco Consulting LLC and David Lutman, developer were present in person. Mr. Raco explained the history of the request. Mr. Lutman clarified that the fence was needed for the horse farm.

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

Mr. Hayes moved to approve the waiver from Section 21.402D of the Subdivision Regulations to allow fencing to be placed within the proposed Stormwater Management Easement located within the proposed Media Farm Subdivision. Ms. Keys seconded the motion, which carried unanimously.

6. **Public Hearing:** Waiver from Section 20.201.C.2 of the Subdivision Regulations to allow a proposed non-residential subdivision to access off of an existing 100' right-of-way not built to county grade road standards. The proposed lot will establish a utility water tower operated by West Virginia American Water. Property Location: Vacant parcel located at the northern end of Northport Avenue, Kearneysville, WV 25430; Parcel IDs: 07000300350000C; Size: ~ 44.06 acres; Zoning District: Light Industrial (File #25-30-PCW).

Mr. Shepp introduced Agenda Item #6

Mr. Howell returned to the room.

Mr. Seigfried provided an overview of the staff report for File # 25-30-PCW. Staff did have one recommendation for approval which was for the applicant to secure a letter from the owner showing their agreement, and the applicant has supplied that letter.

Ms. Brooke Perry, Planning Manager from Integrity Federal Services was present in person, representing the applicant. Ms. Perry explained the history of the request.

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

Mr. Chrisman moved to approve the waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed non-residential subdivision to access off an existing 100' right-of-way not built to county grade road standards. Mr. Fisher seconded the motion, which carried unanimously.

**7. Reports from Legal Counsel:**

Mr. Shepp introduced Agenda Item #7

Mr. Cochran stated that a meeting was held with Planning and Zoning staff as well as several attorneys from his office regarding Zoning Determination Notices. Mr. Cochran noted that this will need to be studied more to determine how to best approach it before bringing it back to the January 2026 meeting.

**8. Planner's Memo**

Mr. Shepp introduced Agenda Item #8

- a. Planning Commission Email Expectations – Memo (*to be distributed at meeting*): Mr. Uhry noted that the County Commission has requested that each Planning Commissioner be provided the Email Expectations Memo which requires their signature. This is acknowledgment that the use of the email is for county business as a part of the Opens Meeting Act and can be part of a FOIA request.
- b. WV 9 Path Public Workshop December 16, 2025: Mr. Uhry brought attention to the December 16, 2025 Workshop run by the Hagerstown/Eastern Panhandle Metropolitan Planning Organization. The Workshop is to be held in the County Commission Meeting Room in the Jefferson County Government Complex.

Mr. Uhry noted the next Planning Commission meeting will be January 13, 2026.

**9. President's Report**

None

**10. Actionable Correspondence**

None

**11. Non-Actionable Correspondence**

Mr. Shepp noted Public Comments received from the following: David Tabb and Rebecca Thompson

Mr. Chrisman motioned to adjourn the meeting at 7:42 pm. Mr. Howell seconded the motion, which carried unanimously.

These minutes were prepared by Patti Richardson, Planning Clerk.