

Meeting Minutes
Jefferson County Planning Commission
January 13, 2026

The Jefferson County Planning Commission met on January 13, 2026, 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; Bruce Chrisman; and Daniel Hayes were present in person. Absentees - Donnie Fisher and J Ware.

Staff members present included Luke Seigfried, Chief County Planner; Andy Beall, Zoning Administrator; Jonathan Saunders, County Engineer; Nathan Cochran, County Attorney; and Patti Richardson, Planning Clerk.

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

1. Election of Officers

Mr. Shepp moved to nominate Mr. Smith as President, Mr. Chrisman as Vice President, and Mr. Louthan as Secretary. Mr. Shepp opened the floor to other nominations. Hearing none, Mr. Shepp moved the nominees be approved as listed, which carried unanimously.

Mr. Shepp turned the floor over to Mr. Smith as the incoming President. Mr. Smith requested that Mr. Shepp continue to preside over this meeting. Mr. Shepp agreed.

2. Approval of Meeting Minutes: December 9, 2025 meeting

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

3. Request for postponement

None.

4. Public Hearing: Waiver from Section 20.201A to reduce the required access easement width from 50' to 30' for a proposed minor subdivision; and, to allow more than five (5) lots to utilize said access easement. Property Owners: Cavalier Investments, LLC / Attn: Trish Sanderson. Property Location: Vacant lot at the end of Morning Star Drive, Harpers Ferry WV. Parcel ID: 04001500150000; Size: 16.48 acres; Zoning District: Rural (File # 26-1-PCW).

Mr. Shepp introduced Agenda Item #4

Mr. Seigfried provided an overview of the staff report for File #26-1-PCW.

Ms. Sanderson, from Cavalier Investments was present in person. Ms. Sanderson explained the history of the request.

Planning Commission inquired of staff if a deed was required for an easement plat to be processed. Mr. Seigfried responded that the applicant had followed all processing requirements.

Mr. Chrisman inquired if the property owner signed, giving his permission to use his property for this access. Ms. Sanderson stated that the owner had signed giving his permission.

Mr. Shepp opened the floor for public comment. The following members were signed up to provide public comment: Vicki Drumheller, Keith Davis, Kara Dale, and Jonathan Markowitz

Mr. Shepp closed the floor for public comment.

Ms. Sanderson responded to all the public comments provided for the proposed waiver. Ms. Sanderson addressed the concern of a residents well, being located close to the road. Ms. Sanderson reiterated that any owners of the proposed new lots would have an ongoing commitment to help pay for road upkeep.

Mr. Shepp asked staff to explain the notice situation mentioned in the public comments. Mr. Seigfried stated that to his knowledge all the notice requirements have been met.

Planning Commission requested clarification on the number of houses that would be included on the parcel. Ms. Sanderson clarified that she is requesting four lots over the next five years.

Mr. Louthan inquired how many driveways are currently coming off this road. Mr. Seigfried responded that there is access for 15 lots currently on to Morning Star Drive. Mr. Seigfried noted that if the waiver is granted that will make 19 lots accessing Morning Star Drive.

Mr. Smith inquired if there are any pull offs on Morning Star Drive. Mr. Seigfried responded it is outside of the scope of this waiver request to require an applicant to put pull offs on someone else's property.

Mr. Hayes and Mr. Seigfried discussed that Morning Star Drive is an access easement and not a right-of-way on the plat.

Mr. Smith inquired if staff is satisfied with the owner having signed the survey. Mr. Seigfried stated the applicant and property owner followed all requirements to readjust the entrance easement.

Ms. Keys noted that the current deed does not reflect the easement change. Mr. Cochran stated that he has not examined this issue and is therefore unable to consider an opinion at this moment and therefore this may need to be postponed.

Mr. Smith made a motion to deny both requests. Mr. Louthan seconded the motion, which carried unanimously.

5. Item Postponed from December 9, 2025: Discussion and Possible Action Regarding Zoning Determination Notice

Mr. Shepp introduced Agenda Item #5

Mr. Seigfried provided an overview of the proposed Zoning Determination Notice. Staff has listed seven different options.

Mr. Cochran requested Agenda Item #5 be discussed in Executive Session. Mr. Shepp motioned to bring the meeting into Executive Session at 7:40 pm. Mr. Smith seconded the motion, which carried unanimously.

Mr. Shepp motioned to bring the meeting out of executive session at 8:09 pm. Mr. Louthan seconded the motion, which carried unanimously.

Planning Commission and Staff discussed the seven options listed. Mr. Chrisman proposed combining options #6 & #7. Mr. Cochran agreed that rewriting the Zoning Determination Notice proposal by combining options #6 & 7 and noting the 30 start, could be done by staff and would be brought back to Planning Commission at the next meeting.

Mr. Chrisman moved to postpone Agenda Item #5 to the next meeting with direction of Staff. Ms. Keys seconded the motion, which carried unanimously.

6. Discussion and Approval: Planning & Zoning 2nd Quarterly Report for FY 2025-2026 for the County Commission. *(To be distributed at the meeting)*

Mr. Shepp introduced Agenda Item #6.

Mr. Seigfried provided an overview of the Planning & Zoning 2nd Quarterly Report for FY 2025-2026.

Mr. Hayes moved approve Agenda Item #6. Mr. Louthan seconded the motion, which carried unanimously.

7. Reports from Legal Counsel:

None

8. Planner's Memo

Mr. Seigfried gave an overview of the status of ongoing text amendments.

Mr. Seigfried noted that there was an additional change needed for the 2026 Calendar. Mr. Louthan moved to approve the updated calendar as submitted. Mr. Hayes seconded the motion, which carried unanimously.

Mr. Seigfried gave an overview of the status of staff's work on the Commercial Development Processing review project.

9. President's Report

Mr. Shepp thanked everyone for their support over the last six years.

10. Actionable Correspondence

None

11. Non-Actionable Correspondence

None.

Mr. Smith motioned to adjourn the meeting at 8:27 pm. Mr. Howell seconded the motion, which carried unanimously.

These minutes were prepared by Patti Richardson, Planning Clerk.