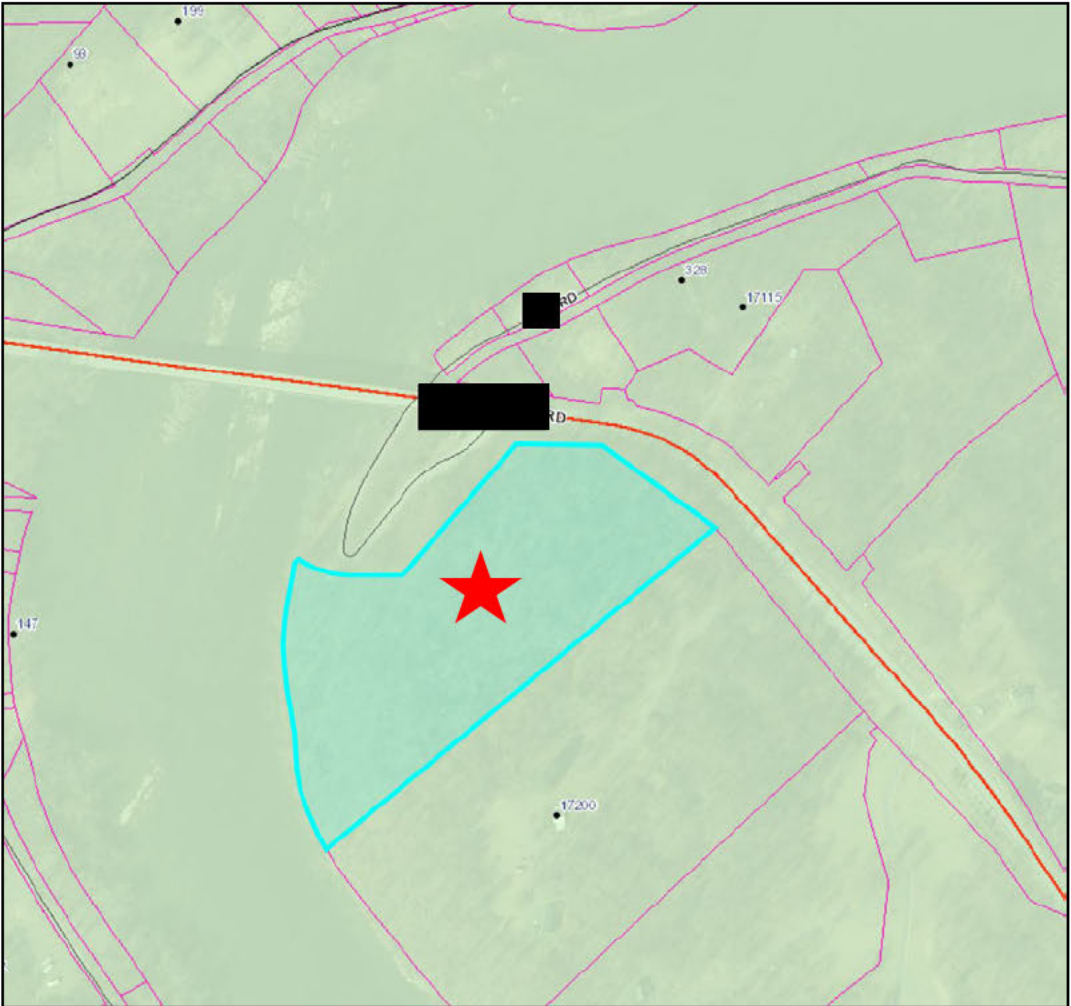


Staff Report
Jefferson County Planning Commission
December 9, 2025

[REDACTED] **Concept Plan (PC File: 25-7-SP)**

Item #4: Concept Plan Public Workshop: Concept Plan for the [REDACTED] Site Plan. The proposal consists of a Minor Site Plan for a **20 unit campsite** (originally 25 unit campsite), associated amenities, and associated infrastructure.

Owners/Applicants:	[REDACTED] and [REDACTED]	
Consultant:	[REDACTED]	
Property Location & Legal Description	Vacant parcel located along the eastern side of the Shenandoah River, south of the intersection of [REDACTED] Road and [REDACTED] Road, Charles Town, WV, Parcel ID: [REDACTED]; Size: ~11.65 ac; Zoning District: Rural 	
Adjacent Zoning:	North, South, & East: Rural; West: Shenandoah River	
Proposed Activity:	Minor Site Plan for a 20 unit campsite (originally 25 unit campsite), associated amenities, and associated infrastructure.	
Concept Plan Status:	Submitted:	10/24/2025
	Sufficiency Letter, with comments:	10/31/2025

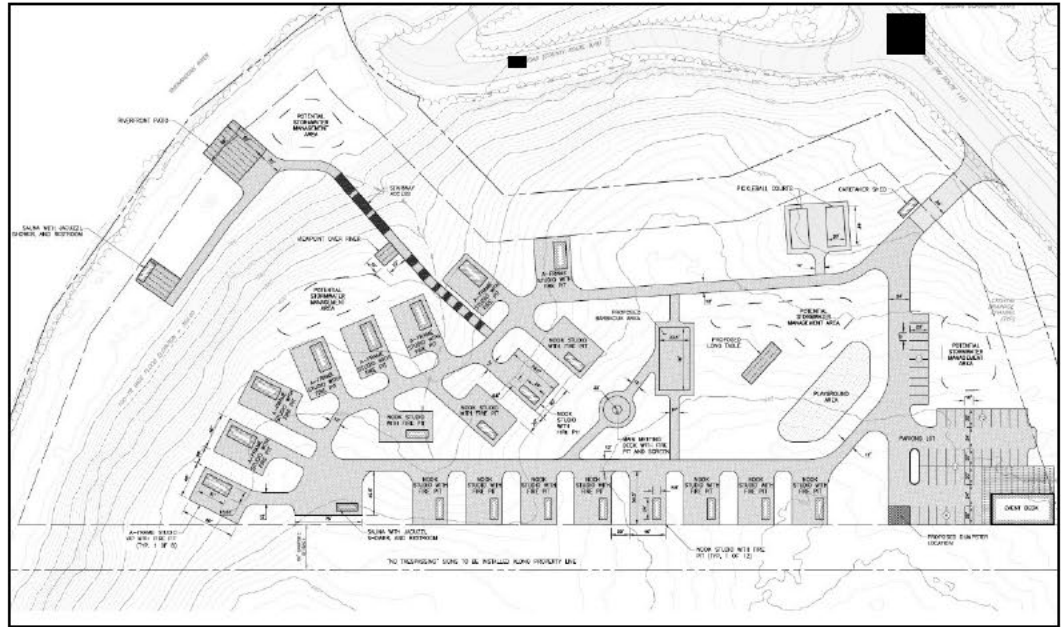
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Introduction and Summary of Request

The Concept Plan for [REDACTED] Site Plan consists of the following:

- 20 pad campground for parking trailers and mobile studios*
- Pickleball courts
- Playground equipment
- An event center with associated parking
- Riverfront patio
- Sauna with a jacuzzi, shower, and restroom
- Stormwater management facilities



*Please note that since submitting the Legal Ad to the Spirit of Jefferson reflecting the **25 unit campsite**, the applicant has since adjusted the proposal to include only **20 units** on the campsite to meet floodplain management requirements.

Site Plan Category

Section 8.1B from Division 8.0 Campgrounds of the Subdivision Regulations requires all campgrounds process as a Minor Site Plan, as well as any campground with more than ten (10) lots process a Concept Plan and hold a Public Workshop in front of the Planning Commission.

Therefore, a Minor Site Plan, with a Concept Plan, will need to be processed that includes the proposed pad layouts, as well as engineered stormwater management areas. The first step in processing this Site Plan is this Concept Plan and the required Public Workshop. The graphic above depicts the proposed campground layout.

Campground Standards

The Site Plan will be required to comply with all the requirements set forth in the Zoning Ordinance and Subdivision Regulations. The Concept Plan is intended to provide an overview of the proposed project without the full engineering details. The overall proposed outdoor recreation development is located on a site of approximately 11.65 acres, exceeding the 10 acre requirement. Please note that the floodplain is located on this property and should it expand, any future proposed development will have to be approved by the Floodplain Management Officer.

The proposed development includes 20 pad sites primarily in the center of the parcel, as well as along the southern property setback. Division 8.0 of the Subdivision Regulations allows a maximum of 15 campsites

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per acre, this proposal has 2.14 campsites per acre. The details of dimensional requirements, access, parking, sanitation, landscaping/buffers, and other Zoning Ordinance requirements will be required on the Site Plan.

Staff Determination of Application Sufficiency and Concept Plan Completeness Review

In accordance with the current Subdivision Regulations, the Minor Site Plan Concept Plan process incorporates a sufficiency and completeness review in a single step. Upon submission and review of the applicant's Concept Plan, Staff found the submitted plan "sufficient" (i.e. meeting all requirements of Section 24.106 of the Jefferson County Subdivision and Land Use Regulations). These requirements, as well as the current review status for each requirement for the proposed [REDACTED] application, are provided below:

	Description	Status
1. General Location	A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document.	Provided
2. Concept Plan	In accordance with the content and formatting guidelines provided in Appendix A, <i>Plan & Plat Standards</i> .	Provided
3. Zoning Information	a) Zoning District in which the proposed development is located. b) Density calculations. c) Site resource map d) Use designation for all adjoin and confronting parcels	Provided
4. Proposal Description	A written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is residential.	Provided on the Concept Plan
5. Traffic Impact Data	a) Average Daily Trip (ADT) figures for the adjoining or accessible State road. b) Trip generation figures c) Nearest key intersection that will serve the proposed project as classified by the current Comprehensive Plan. d) "Highway Problem Areas" according to the current Comprehensive Plan that falls within a one-mile radius of the project.	<u>ADT</u> is approx., 5,281 along [REDACTED] Road <u>Trip Generation</u> : Peak Hour Trips est. to be 12; Average Daily trips: 80; <u>Key intersection</u> : [REDACTED] Road and [REDACTED] Pike; <u>Problem Area w/in one mile</u> : None
6. Traffic Study	A traffic study may be required only at the request and direction of the West Virginia Division of Highways. Any required traffic study or a letter from the West Virginia Division of Highways outlining the proposed improvements shall be received with the first submission of the Site Plan.	Jefferson County defers to the WV DOH regarding whether a Traffic Impact Study (TIS) is required

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7. Agency Reviews	The applicant shall distribute the concept plan to all reviewing agencies found in Section 23.203 and 23.204 no later than 7 days after the review.	Letters to required agencies provided. Responses were received from the Jefferson County Historic Landmarks Commission, who raised no concerns, and the Health Department, who expressed concern regarding previous approvals for a 15 pad campsite. There was also concerns regarding the Concept Plan not being included in the letters, which the applicant later resolved by forwarding the Plan to the Reviewing Agencies.
D. Department	The Department review shall include the following: 1. Whether the density, use, and plan meet the requirements of the Zoning Ordinance and any other zoning issues that can be identified at the Concept Plan submission and any zoning issues the developer shall address in a Site Plan submittal. 2. Staff opinion as to whether the plan meets the Site Plan criteria of these Regulations. The Department shall review the Concept Plan for modifications that would improve the plan.	Staff determined that the proposed Concept Plan meets the requirements of the Zoning Ordinance and the Subdivision Regulations as a Minor Site Development with a Concept Plan.
E./F. WVDOH	WVDOH shall submit a letter to the Office of Planning and Zoning indicating issues and data requirements or notice that there are no issues or data requirements. If WVDOH determines that a Traffic Impact Study (TIS) is needed, parameters shall be provided. The review shall indicate whether a TIS will be required based on analysis required in Section 24.106.B.5.	No response has been received from WV DOH at this time.
G. Public Service	The review shall indicate whether there are existing water and sewer systems in place that can handle the development. If not, the review shall indicate the type or extent of a system that shall be proposed by the developer to best meet the County's needs in that area of the County.	This project is proposed to be served water by an on-site well; and be served by a septic system. Final design will occur with the Site Plan.
H. Recommended Conditions	All reviews shall contain recommended conditions for moving forward to a site plan or reasons why the plan should be denied.	See below

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Concept Plan Review

1. External Agency Reviews

Jefferson County Historic Landmarks Commission commented that the project raised no concerns. The Jefferson County Health Department noted that the applicant requested permit approval for a 15 pad campground and are currently requesting 20 pads. The applicant will need to receive Health Department approval at the Site Plan stage.

2. Staff Recommendation related to Concept Plan

County Staff made several recommendations to the applicant during the review process including locating the entrance to a less steep part of the property and location of parking. The applicant has made the recommended changes. Therefore, staff does not have any further recommendations.

Staff has received one written public comment at time of writing that has been included in the agenda packet. A number of concerns are identified but no recommended direction is noted.

The Subdivision Regulations state that unless there are reviews indicating that the development cannot conform to the Zoning Ordinance, be serviced by public services, or provide its own utilities, or other factors that make the development impossible, Planning staff is required to accept or deny the Concept Plan as complete. Upon accepting the application as complete, Planning staff is required to place it on the next possible Planning Commission agenda as a public workshop, which is advertised at least fourteen (14) days in advance of the meeting and posted on the property.

The Office of Planning and Zoning Staff finds the Concept Plan for the proposed [REDACTED], located at the intersection of [REDACTED] Road and [REDACTED] Road, to be “complete” based on the information provided related to the criteria above; however, the following standards will need to be addressed prior to approval of the Site Plan:

- a. WV DOH approval for the proposed entrance, and any Traffic Impact Study recommendations, if required, will be required in conjunction with the Site Plan.
- b. Jefferson County Health Department approval must be provided for the operation of the on-site well and septic in conjunction with the Site Plan.

3. Planning Commission Direction

The Concept Plan Public Workshop allows for the Planning Commission and the general public to comment on the proposed plan before complete engineering design and cost are incurred. The Subdivision and Land Development Regulations outline the procedure:

1. The applicant makes a short presentation.
2. Staff explains outside agency comments and whether the plan can meet the standards of the Zoning Ordinance.
3. Public comment is solicited.

Following the applicant’s presentation, staff’s explanation, and the solicitation of public comment, the Planning Commission shall provide direction to the applicant as required under Concept Plan Direction outlined in the Subdivision Regulations. The Planning Commission has the option of providing this direction at the same meeting during which the Concept Plan public workshop takes place, or at a

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subsequent meeting that occurs within 14 days of the meeting at which the Concept Plan public workshop is closed.

Section 24.108 of the Subdivision and Land Development Regulations outlines the direction to be provided to the applicant during a Minor Site Plan Concept Plan review:

“The Planning Commission shall direct the preparation of a Site Plan subject to conditions to be addressed in the site plan application. The purpose of this review is to guide the developer so that when the site plan application is formally reviewed by the staff, there should not be a whole range of issues being raised for the first time. The developer shall cite conditions and demonstrate that they have been met or otherwise addressed.”

It should be noted that the direction provided to the applicant in the Minor Site Plan Concept Plan Public Workshop shall be applicable for a period of two years, with the provision that any amendments to the Subdivision and Land Development Regulations or the Zoning and Land Development Ordinance in the second year shall be applicable.

ATTACHMENTS:

1. Jefferson County Health Department Agency Review Response (11-12-2025)
2. Jefferson County Historic Landmarks Commission Agency Review Response (11-25-2025)